



INVESTOR IN PEOPLE

Recruitment Process: Guide for Placement Providers

1) Pre- meeting preparation

- Collate ethnicity statistics based on current staff. This is to help ensure that when advertising PATH can target specific groups.
- Ensure that the traineeship has been identified and that there is a job description and person specification available.
- Location details of where the trainee will be based, particularly for those organisations that have a number of offices.
- The following should also be agreed:
- Number of holidays, not including Bank holidays – we recommend 20 to 22.
- Sickness policy or leave. Please provide documentation if there are triggers to monitor sickness/absence.
- Duration of the traineeship – we recommend that it should be for a minimum of 2 years and no longer than 4 years, depending on how technical the role is.
- Identify the academic course to be undertaken by the trainee. You may also need to consider in-house training, in the event that the trainee appointed already has an appropriate qualification.
- Development of a training programme; we suggest that the job description be used for the framework, and the core competencies that the trainee needs to demonstrate should be broken down in a way that is easy for the line manager to assess as part of the monthly review.
- Agree on the training allowance, using the formula given below. PATH has found that a reasonable training allowance attracts good calibre

candidates. A training allowance that is too low becomes an expensive exercise! Ideally, within London and some of the bigger cities, which are just as expensive to live in, traineeships should carry an allowance of £12k to £14k.

- Salary (minus) Tax payable = £X
- £X (minus) £1k or £2k = Training Allowance

NB: The reduction of £1k or £2K is to ensure that the trainees are not taking home the same amount of pay as existing employees doing the same job or grade.

- Personnel expected to be direct line managers to the trainee, should be present at the meeting.
- A brief paragraph used by the organisation for marketing, logo and any information that you may wish for PATH to include in the application pack. These should be made available in a low to medium resolution as an electronic copy.

2) At the meeting

- Recruitment officer will explain the recruitment process.
- Discuss needs and the specific requirements of the traineeships, e.g.;
- Does the trainee need to be able to drive/have own vehicle?
- Does the post require a CRB check?
- Is a health check required – due to the nature of the role?
- Agree timescales, these are to be reflected in the Action Plan sent by the Recruitment Officer.
- The Recruitment Officer will provide quotes for

the advertising at the meeting, if these have not been forwarded previously or sent shortly after.

- The Recruitment Officer should be provided with all of the information collated prior to the meeting.
- Please ensure that you ask or clarify any queries you may have at this stage.

3) Post meeting

- PATH will forward a form to confirm the advertising costs. Please ensure that the form is signed and returned as soon as possible. This will avoid delays in the recruitment process.
- Agreeing the advert and proofing it as soon as possible will also avoid delays in the timescales that have been agreed. This is particularly important if the recruitment is tied in with the start of the academic year, as any delays will mean that we may not be able to enrol candidates on time.
- We recommend a minimum of 3 weeks between the advert going out and the closing date of the trainee vacancy.
- It is important to ensure that interview dates are set in diaries for all managers.
- PATH and the organisation are to agree on the interview questions as quickly as possible. PATH will have some questions that will have to be asked and provide recommendations on the others. Please keep to the format provided, as we are obliged to keep records.
- We also recommend an assessment. This simply checks candidates for basic skills in writing, spelling, grammar and maths. If this does not fit your requirements or is unsuitable please advise the Recruitment Officer as soon as possible.

4) What happens now?

If there are any changes to the interview dates due to any delay in advertising the trainee post, the Recruitment Officer will advise you when the new dates are likely to be.

We recommend that the interview should take place at the location where the trainee is to be based.

Following the closing date of the traineeship, the Recruitment Officer will conduct 2 short-listing processes. The first is to check the eligibility criteria and the second to see how closely they have followed instructions in order to complete the application form. The Recruitment Officer will closely examine how well the applicant has demonstrated transferable skills against the job description, person specification and any further points that would indicate enthusiasm for the post.

You will then be recommended to interview the top 3 to 5 candidates. Copies of the applications will be forwarded to the interview panellists.

NB. By now the interview venue, dates and the panellists (PATH Recruitment Officer, 2 from the organisation – 1 of which should be the direct line manager to the trainee) should already be established.

5) On the day of the interview

Please ensure that there are 2 rooms booked for the day. One of the rooms is to be used for assessments, unless other arrangements have been discussed and agreed. The second room is to be used for the interview. PATH would also request that the organisation should make someone available to administer the assessment.

If there is a Reception Desk, please ensure that the interview schedule and the name of the Recruitment Officer are made available to them.

Panellists can discuss how the interview is to be conducted e.g. who leads, if questions are to be asked in turn or blocks, etc.

It is best if there is a brief discussion about the candidate immediately after the interview. This enables all parties to keep records of the interview.