

Recruitment Frequently Asked Questions

The following provide answers to some of the frequently asked questions (FAQs) relating to recruitment.

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I recruit locally, how does this apply to me?

If you recruit locally then this is different and separate guidance exists for such recruiting managers that will help. Essentially, you will conduct your own recruitment process without support but we will advertise the role for you and also conduct the pre-employment checks and issue the offer and contract of employment on your behalf.

I need a Job Description and Person Specification for the vacant post, where can I find this?

The manager of the post should have a copy of the Job Description and Person Specification or they will have to create one.

What is a JEID number and where can I find it?

A JEID Number is a Job Evaluation Identification Number, and is allocated to all jobs that have been evaluated / graded through the job evaluation process. This applies to single status roles. This is a unique identification number that is given to every 'specific' job or generic job role.

What is the salary scale for the vacant / new post?

The salary, scale and grade of a role is determined by a grading panel, normally the Corporate Grading Panel or HAY Panel. However, some roles are allocated a salary, scale and grade through national terms and a pay evaluation e.g. teaching positions.

What is the current redeployment process?

The current redeployment process aims to try to relocate those who are 'at risk' of redundancy to reuse their skills and avoid unnecessary costs. As a result, all vacancies will be flagged to those 'at risk' and they will be able to apply for the position before other employees or external candidates.

I want to advertise my vacancy in external publications. Will the redeployment process affect this?

No. These process work together and so there will be no need to affect the external advert.

I have received an invoice for an advert directly. Should I pay it?

No. Managers should never pay for costs or invoices from any external organisation, even if they are threatening legal action without consultation with the Recruitment Centre who will provide information and confirmation of any previously agreed costs or appropriate invoices.

How much does advertising in local / national press cost?

Advertisement costs vary on the size of the advert and the journal / newspaper it is placed in. They can be very expensive, up to £10,000, and so it should only be used where the position is considered 'hard to fill' or where a previous recruitment campaign has failed. Online advertisement or jobs boards offer more reasonable options, and all options can be discussed with the Recruitment Centre who have experience of these options.

Where can I place the advert?

To help with questions on advertisements please refer to the manager guide to advertising a vacancy. There are many options as to where a vacancy is advertised and so it is always an advantage to discuss these with the Recruitment Centre before a decision is made.

Can I offer relocation expenses?

Where a prospective employee, or occasionally an existing employee, is required to move home to take up a new appointment then they may be offered financial assistance in the form of a 'Settling-in Allowance' and 'Mortgage Assistance Scheme'. These are discretionary schemes and must be approved by the Head of Service or Strategic Director, prior to being offered. If this is available then it is important that candidates are made aware of this in the advertisement.

What are preventing illegal working checks?

These checks are related to current legislation and relate to the legal requirement for all candidates to provide evidence that they are entitled to work in the UK. Normally candidates are asked to provide this evidence at interview or during the pre-employment checking process and the Recruitment Centre are trained and have the correct equipment to perform such checks. In addition, the Recruitment Centre are able to assist with information relating to work permits should candidates not have the relevant evidence but this must be considered before a job is offered.

When can my new starter begin working?

A new starter can begin work when all pre-employment checks have been completed. This process normally takes between 2-6 weeks. In exceptional circumstances a new starter can begin work

before these checks are complete, but the manager will assume responsibility for this decision and the potential impact this can have.

What are pre-employment checks?

Pre-employment checks are a screening process that allows the employer to verify the identity of the new starters and ensure all preconditions of employment are met. The minimum pre-employment checks carried out include; two satisfactory references, Asylum and Immigration evidence, and a medical clearance. In addition, the position may require a Criminal Records Bureau (CRB) check or evidence of professional qualifications or registrations e.g. social work or teaching staff.

Can I take verbal references?

Verbal references may be taken by the manager or by the Recruitment Centre. It is important that the questions on the reference request form and the responses noted. This can then be followed by the completed form or the notes can be accepted as evidence.

I would like to run 'expressions of interest' campaign, can the Recruitment Centre help?

The Recruitment Centre are not able to assist in expressions of interests or ring fenced campaigns as this is a different process and so should be done with help from the HR Advisory Service.

An applicant has applied to work part-time for a full-time post; do I have to consider them?

You should consider all candidates for vacant posts on their merits, regardless of the hours they are offering to work. If the selection panel then decides that the best person for the job is someone willing to work less than full-time hours that person should be appointed unless it can be objectively justified to do otherwise.

Do I need to request a new CRB check for a new starter who already has one?

If the new starter is a current permanent employee who has not had a break in service, and their current check is under 3 years old, then their CRB disclosure is still valid. CRB Disclosures arranged by other organisations or local authorities are not acceptable.

How do I arrange a temporary worker from an agency?

If you wish to use temporary workers should read the relevant guidance on this issue. You should not go to any agency but use those outlined in the guidance, as preferred rates are provided.

How can I get HR Advice, or who can I talk to about HR issues?

For advice on recruitment, please contact the Recruitment Centre in the first instance. However, if you are looking for general HR Advice and Guidance then you should review the HR Intranet pages or contact your HR Advisor.

Here to Help

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