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CORPORATE PROCEDURE	Date:	Feb 2010
RECRUITMENT AND SELECTION	Issue:	Three

1 Objective and Scope

1.1 The objective and scope of this procedure is to ensure that all appointments to South Lanarkshire Leisure (SLL) are based on merit.

2 Responsibility

- 2.1 The applicant is responsible for submitting their application electronically through my job Scotland web site before the closing date and ensuring that all information in the application is true and correct.
- 2.2 The Line Manager is responsible for ensuring that the filling of a post is within budgetary limits.
- 2.3 The Line Manager is responsible for completing a Request for Recruitment Advertisement form and forwarding to the HR section.
- 2.4 The Senior Management Team is responsible for authorising any request to fill a vacancy.
- 2.5 The HR Section is responsible for the distribution of all vacancies to SLL employees. Where the post has to be advertised, details will be uploaded to the internet in liaison with the centralised recruitment team, SLC.
- 2.6 The Line Manager is responsible for shortleeting applications, forming an interview panel, conducting interviews, and concluding the selection process, as well as complying in full, with the SLL's Equal Opportunities Policy.

3 Reference Documentation

- Request for Recruitment Advertisement Form
- Requisition Managers Guidance
- SLL Code of Conduct for Employees
- SLL Schedule of Terms and Conditions of Employment
- Asylum and Immigration Checklist for External Applicants
- SLC Equal Opportunities Policy
- Recruitment and Selection Complaints Policy
- Post Interview Guidance Notes
- Health Questionnaire
- Criminal Convictions
- Pension Guidance Notes

4 Procedure

ADVERTISING A VACANCY

4.1 The Line Manager will ensure there is an operational need to fill the vacant post and it is within budgetary limitations. They must complete the Request for Recruitment Advertisement form forwarding to the HR Section.

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- 4.2 The HR Section will submit all vacancy details to the Finance Manager for consideration and budgetary authorisation.
- 4.3 The HR Section will then submit this to SMT for authorisation.
- 4.4 Once authorised, the HR Section will upload the position onto My Job Scotland Website.
- 4.5 The SLC centralised recruitment team will then process the vacancy.
- 4.6 When uploaded, the details must be approved in line with the Requisition Managers Guidance procedure.
- 4.7 The Line Manager will appoint a selection panel; all members of this panel must have completed the SLC Recruitment and Selection course.

AFTER VACANCY IS ADVERTISED

- 4.8 Candidates are advised they can apply on line for all posts within Leisure on www.myjobs.scotland.gov.uk.
- 4.9 Equal Opportunities monitoring will be undertaken by the centralised recruitment team, who will provide SLLC with the necessary information for statistical analysis.

AFTER CLOSING DATE

- 4.10 The centralised recruitment team will close the vacancy on the closing date and contact the chair of the panel with the short listing material within two working days.
- 4.11 The Line Manager will shortlist the applications consistently and in relation to the competency based short listing process.
- 4.12 The Line Manager will return all paperwork electronically to the centralised recruitment team, South Lanarkshire Council.
- 4.13 The Centralised Recruitment team will contact applicants through their e mail account advising them to choose a time which is suitable for them, to come along for interview.
- 4.14 The Centralised recruitment team will advise applicants who are unsuccessful through their e mail account.

DURING INTERVIEW

- 4.15 Prior to interview commencing the Chair of the interviewing panel should open the Criminal Convictions Declaration Form.

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4.16 For external candidates the Chair of the interviewing panel will check that they are eligible to work in the UK by referring to the Asylum and Immigration Checklist for External Applicants. A member of the interview panel will copy any other relevant documentation provided by the candidate and ensure this is returned to the centralised team, South Lanarkshire Council.

AFTER INTERVIEW

4.17 Once all interviews have been completed, the Line Manager will advise candidates verbally of the outcome and return the interview material back to the centralised recruitment team on completion of the interview process.

4.18 The centralised recruitment team will issue a progression letter to the successful candidate and issue a Disclosure Application form if applicable within 1 week of interview.

4.19 The centralised recruitment team will send a reference request form.

4.20 The centralised recruitment team will send the completed Health Questionnaire to the Occupational Health section in SLC Corporate Personnel.

4.21 No person will be appointed before clearance from Occupational Health and Disclosure Scotland has been received.

4.22 Once health, references and disclosure clearance have been approved, the centralised recruitment team will let the manager know.

4.23 The centralised recruitment team will send the HR section the successful candidate's information.

4.24 The Line Manager will fully complete the PYOL 1 form and submit to the HR Section 14 days in advance of the employee commencing employment or as is reasonably practical.

4.25 The line manager will forward to the HR section any pension paperwork and bank mandate. For further information on pension details please refer to pension guidance notes. Failure to send this information will lead to the new start not being processed.

4.26 The HR Section will arrange for the successful candidate's information to be set up on Payroll using the Notification of Appointment, Regrading, Transfer and Termination form (PYOL 01).

4.27 The HR Section will issue a contract of employment together with terms and conditions and code of conduct policy within 8 weeks and copy necessary documents to their personal file.

4.28 The centralised recruitment team will e mail unsuccessful candidates through their e mail account.

4.29 Unsuccessful candidates can request post interview counselling. This will be carried out by the chair of the interview panel, using the Post Interview Counselling Guidance Notes.

4.30 The centralised recruitment team will collate information for equal opportunities monitoring for all vacancy applications.

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- 4.31 New employees on temporary and permanent contracts will be invited to the SLL Corporate Welcome.
- 4.32 Any candidate who feels they have been treated less favourably than other applicants or thinks they have been discriminated against during the recruitment process can complain through the Recruitment and Selection Complaints Policy within 14 days of having being advised of the outcome of their application.

5 Amendments
February 2010

Issue one was amended to update the procedure to reflect the recruitment process being transferred to Centralised Recruitment Team.

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