

### PERSON SPECIFICATION

**Q. Can the Person Specification be changed once a post has been advertised and applicants have applied?**

**A.** The Person Specification may not be changed to suit the experience, qualifications etc. of candidates who have applied for posts. In circumstances where it has proved difficult to recruit then the Person Specification may have to be updated. However, care must be taken to ensure that adaptation of the specification does not affect the grade of the post being advertised. If it is felt that an adjustment is required then each case should be discussed with HR (Organisational Design and Remuneration Team).

**Q. What does ability to travel mean?**

**A.** It means that an applicant must have the means of getting to the relevant locations at the appropriate times as dictated by job. This does not mean that an applicant must be able to drive although in most circumstances this is how it is interpreted by candidates.

**Q. In terms of the Guaranteed Job Interview Scheme, what should I do if I receive such an application?**

**A.** To be interviewed for a post an applicant who has ticked the GJIS box on the application form must fulfil the essential criteria identified in the Person Specification. It is best practice to contact such applicants prior to the interview indicating that you note they have applied under the Guaranteed Job Interview Scheme. You should advise that you are contacting them to ascertain whether they have any special requirements or adjustments which need to be

made to allow them to attend an interview e.g. if in a wheelchair, need to ensure that interview does not take place on second floor of a building where there is no lift.

If interviewing someone under the terms of the GJIS it is important to explore with them at interview what adjustments, if any, they may require to be made, should they be successful in their application.

When notifying such applicants that they have not been shortlisted it is recommended that the following form of words be included in a letter.

I note that you have applied under the terms of the Guaranteed Job Interview Scheme. Unfortunately you do not meet the minimum criteria identified for this post and, on this occasion, I must advise you that you have been unsuccessful.

The Aberdeen and North East Deaf Society will provide a signer if necessary and they can be contacted on 01224 494566. The Grampian Society for the Blind may provide assistance for a blind person i.e. someone to accompany them to an interview but each case is dealt with individually and must be discussed with a Field Officer. They may be contacted on 01224 625622.

### INTERVIEWS

**Q. How big should an interview panel be? Is six too many?**

**A.** Ideally an interview panel should consist of no less than two and no more than four interviewers. However, this may vary depending on the level of seniority of the post as well as the funding partners involved. With jointly funded

posts, for example with the Health Board, etc the number of people present at interviews may increase to ensure all interested parties are represented.

**Q. Should there be a gender mix on the interview panels?**

**A.** If at all possible it is best to have a gender mix on such panels.

**Q. Should everyone on the interview panel be trained in Aberdeenshire Council's Recruitment and Selection Policy?**

**A.** Yes, everyone must have undertaken the Gateway to Management Course followed by the Recruitment and Selection E-Learn. Previous training undertaken in a constituent Authority will not count.

Note: The only exception is the Parent Council Representatives on HT and DHT panels, where training will be provided by the QIO.

**Q. Is it possible to interview just one candidate?**

**A.** Yes, provided the candidate fulfils the essential requirements of the Person Specification, there is no problem in interviewing one candidate.

**Q. Is it acceptable/permissible to ask about personal circumstances e.g. about a disciplinary record where warnings may no longer be live?**

**A.** For certain posts, e.g. within Child Care in Social Work, such questions may be asked as certain things may need to be taken into consideration (ask Social Work team for feedback). It may be that questions need

to be asked if someone has selected the guaranteed job interview scheme; as a result of their condition do they have any specific requirements?

**Q. Who is responsible for the verification of documents?**

**A.** The Chair of the panel is responsible for ensuring the verification of documents. Details of the documents required need to be in line with those listed on the [Verification of Interview Documents Form](#).

**Q. Do the documents of internal candidates need to be checked?**

**A.** Yes.

**Q. When do you check the Criminal Record Declaration Form?**

**A.** The form for the preferred candidate should be checked by the Chair of the Interview Panel. Please see [CRD Procedure for Managers](#) for guidance on this.

**Q. Can fixed term to permanent contract change be undertaken without interview if the individual was recruited through the rapid recruitment procedure?**

**A.** Yes, if the post holder had been competitively interviewed for the same post, employed for more than 12 months and there is no substantive post holder.

**Q. If a candidate is travelling some distance for the interview, how will I get their eligibility documents once they are the preferred candidate?**

**A.** If you are inviting a candidate from some distance it is possible to make an exception and

ask them to bring proof of eligibility to work in the UK and qualifications to the interview if it is not possible for them to travel to the area again before taking up the post.

**Q. Is a redeployment interview classed as a competitive interview under Rapid Recruitment?**

**A.** Yes.

### REFERENCES

**Q. Can a person who is named as a referee still take part in an Interview Panel?**

**A.** No, it would not be recommended as there could be a conflict of interest; it would be best to advise the candidate to name an alternative referee or for the referee to withdraw from the interview.

**Q. When should references be looked at?**

**A.** References should be read and considered prior to formally offering the preferred candidate the post. References not received should be chased up via i-GRasp by the Recruiting Service prior to offering the post.

**Q. If a candidate has not worked recently and does not name a recent employer as a referee; can they include a referee from voluntary work they may have undertaken, e.g. Parent Teacher Association?**

**A.** Yes.

**Q. What should I do if I receive a reference which is not particularly good?**

**A.** Firstly, the standard Aberdeenshire Council Reference Questionnaire is mandatory and must be used when requesting a reference.

The purpose of this is to ensure that the same information is being asked for all candidates. If information is provided which you feel you may wish to explore with a candidate or the referee then this may be done. If in doubt, please contact the Recruitment Team.

**Q. Do you have to check references for internal and redeployment candidates?**

**A.** Yes but not for rapid recruitment of internal candidates.

**Q. Can a candidate supply two personal references and not provide a professional reference?**

**A.** Usually, it would be expected that a candidate provide two professional references from their most recent employers. However, if the candidate has only had one previous employer, a personal reference will be accepted.

If a candidate has never been employed or has been unemployed for a substantial period of time then two personal references will be accepted.

### EXPENSES

**Q. Where are expenses claim forms found?**

**A.** The Interview Expense Form can be accessed through the Recruitment & Selection Procedure or from Recruitment and Selection Resource Pack. It is the responsibility of the Recruiting Service to provide these to interviewees.

**Q. Where do completed interview expenses claim forms go?**

**A.** They should be returned to the Recruiting Service for processing.

**Q. What happens if a candidate turns down a job, are they entitled to interview expenses?**

**A.** Yes.

**Q. What about applicants from out with the UK?**

**A.** Expenses can only be reimbursed for travel within the United Kingdom, i.e. Scotland, England, Wales and Northern Ireland. In exceptional circumstances, recruiting managers can agree to reimburse the cost of air travel if it has been agreed with the candidate prior to their interview, and where it reduces the amount of time away from home for the candidate. Where possible, candidates should be offered an interview by telephone or video conference in order to minimise travel expenses.

**Q. Are long term temporary employees entitled to relocation expenses?**

**A.** If the temporary contract is two years or more then relocation expenses are paid. Also if after 12 months a permanent contract is offered relocation expenses can be claimed.

## HEALTH QUESTIONNAIRES

**Q. When should I send out the health questionnaire?**

**A.** During the recruitment process, applicants should not be asked any health related questions unless the questions are for the purposes of supporting disabled applicants during recruitment exercises, such as:

- Establishing whether any reasonable adjustments will be required to ensure an applicant can participate in interviews and other forms of assessment, or

- Establishing whether the applicant will be able to carry out a function that is intrinsic to the work concerned (e.g. if the job involves driving there may be a requirement to have a particular level of eye sight).

However, once the preferred candidate has been selected and a conditional offer of employment has been made, any relevant health questions can now be sent to the candidate for completion.

**Q. What posts require a health questionnaire to be sent out?**

**A.** In general, the following posts require a health assessment to be undertaken after an offer of employment has been made:

- Those employed in the quarries, heavy industry or construction – Baseline Health Questionnaire, Infrastructure.
- Those employed and in health care e.g. nurses, care assistants – Baseline Health Questionnaire, Housing and Social Work.
- Those employed in catering – Food Handler's Questionnaire.
- School Crossing Patrollers.
- Night time workers – Health Questionnaire for Shift Workers.
- Those recently commencing work with vibrational tools – HAVS Tier 1 questionnaire.
- Health Surveillance is also required when a risk assessment identifies a potential risk or risks of a work activity which pose a significant threat to the health of workers.

Examples of such work include:

- a. Work with respiratory sensitizers
- b. Work with biological agents which may cause human disease
- c. Use of specific chemicals
- d. Fumes, dusts, and other substances hazardous to health
- e. Work causing excessive noise
- f. Work with asbestos
- g. Working with specific agents that could cause skin complication

Here you want to consider regular audio, skin, respiratory surveillance.

- Those employed to use Forklift Truck – Baseline Health Questionnaire, Infrastructure. Separate Audio and Vision checks are also required however these will be conducted either during the medical at Serco or on site.
- Diving Medicals – due to the specialist nature of these health assessments, the forms are completed at Serco premises.
- LGV Drivers aged 45+ - please contact Derrick Strong, Occupational Nurse Advisor for further advice.

This list is not exhaustive and if you are in any doubt, or require any further information on recruitment health screening, please contact the [Occupational Nurse Advisor](#).

### **Q. Where do I find the questionnaires?**

**A.** There are currently eight pre-approved Serco health questionnaires available for use. Please note that any previous health questionnaires

should not be used as these will no longer be processed by Serco.

The new Health Questionnaires are available in PDF format only and can be located in the Resource Pack:

1. Baseline Health Questionnaire – Housing and Social Work
2. Baseline Health Questionnaire – Infrastructure
3. Food Handlers Questionnaire
4. School Crossing Patroller
5. Health Questionnaire for Shift Workers
6. Respiratory Health Surveillance
7. Skin Assessment
8. Tier 1 Hand Arm Vibration Syndrome (HAVS).

### **Q. Where can I get further information?**

**A.** For further information, help or advice with any issue relating to the use of health surveillance or the recruitment process, please contact either the [Occupational Nurse Advisor](#) or a [HR Officer \(Recruitment\)](#).