

# HR & OD POLICIES

human resources and organisational development

## RESOURCE PACK

### FORMS

#### [Job Profile Template](#)

To be completed by the line manager. Defines various elements of the job and person specifications

#### [Document Verification](#)

Checklist to be completed by recruiting service

#### [Document Verification – Repeat Check](#)

Abbreviated form to be completed by the line manager when undertaking a repeat check on an employee

#### [Disclosure Scotland Interview Form](#)

To be completed by managers during and following an interview with a preferred candidate to discuss the contents of their Disclosure Scotland certificate

#### [Photographic ID Proforma](#)

To be completed if no photographic ID is available

### FACT SHEETS

#### [Equalities Across Recruitment](#)

Guidance and considerations to be reviewed by recruiting managers.

#### [Additional Hours](#)

Guidance for managers on offering additional hours to existing employees

#### [Employee Referral](#)

Guide for managers when considering employee referral as a means of promoting a vacancy

#### [Shortlisting and Leeting High Levels of Applicants](#)

Guide for managers when reviewing applications after closing date

#### [Chair Responsibilities Checklist](#)

For chairperson to outline their responsibilities throughout the interview process



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### [Telephone and Video Conference Interview](#)

Information on conducting interviews by telephone and video conferences

### [How to Give Feedback after Interview](#)

Tips for chair of interview panel on giving feedback

### [Salary Placement](#)

Guidance on salary placement for employees

**NB** This guidance **does not** apply to Teachers and Associated Professionals who should refer to [Part 2: Section 1 – Pay](#) within the SNCT guidelines.

### [Right to Work Checklist](#)

Acceptable documents the Home Office require to evidence eligibility to work in the UK

### [Identification checks for Disclosure Scotland applications](#)

Guidance for local administrators on undertaking identification checks

### [Overseas Criminal Records Check](#)

Information to be given to applicants who require an Overseas Criminal Records Check

### [Criminal Records Check - Netherlands](#)

Information sheet detailing how to obtain a Criminal Record Check from the Netherlands

### [Total Campaign Management](#)

Guide for the use of assessment centres and executive search when recruiting Chief Officers, Service Manager, Secondary Head Teachers, etc

## FACTSHEETS & GUIDANCE - TEACHERS ONLY

### [Appointments Panel Composition](#)

Panel details and requirements of appointment

### [Summary of Interview Requirements](#)

Explanation of requirements for interview

### [Transfer of Teaching Staff on Temporary Contracts to Permanency](#)

Education Policy and Procedure



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### [Guidance & Application for Awarding of Additional Salary Points – Teaching](#)

Guidance document and Application Form for Teachers requesting recognition for relevant non-teaching experience in relation to salary placement.

## FLOWCHARTS

### [Rapid Recruitment Flowchart](#)

Flowchart which sets out the rapid recruitment process

## TOOLKITS

### [Mini Recruitment Day Toolkit](#)

Guide on setting up a Mini Recruitment Day

## SAMPLE WORDING

### [Disclosure Scotland: Interview Invitation](#)

Sample wording to preferred candidate/volunteer following information received on Disclosure Scotland certificate that requires further discussion with the individual.

### [Follow Up Letter](#)

Sample wording to the preferred candidate/volunteer following up on the above 10 days later.