

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

[Service Led Recruitment Event](#)

Recruiting Manager's guide on organising and running a service led recruitment event

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.