

Making an appointment

Take time to consider your company's appointment procedures – these should be followed when you offer any job.

If you don't already have procedures in place, start to develop them with your management team, ensuring that all members of staff actively involved in recruiting staff understand and follow the procedure fully.

Here's an idea of the procedures to follow:

When a suitable candidate has been identified, the manager of the setting should send out a written letter of confirmation. This should confirm:

- Job title
- Hours of work
- Rate of pay
- Expected start date

The letter should also give clear next steps such as how and when the candidate should accept the offer.

Once you've received acceptance of the job offer, you should issue the official documentation such as a job contract.

Sample documentation is:

- Two copies of contract of employment (both should be signed: one should be retained by the manager and the other by the employee)
- Details of probation period procedures (if applicable)
- Details of holiday entitlements
- Medical questionnaire
- Equal Opportunities Policy and Equal Opportunities monitoring form
- Personal and emergency contact details
- Bank details

Temporary/short term appointments

Where it is necessary to appoint on a temporary or short term basis, the successful applicant should be made aware of length of contract and given a specific expected termination date.

Entitlement to holiday pay should still be accrued on the same basis as permanent staff. If the temporary employee is subsequently offered a permanent contract, ensure that you are completely satisfied that the appointment was made in accordance of your setting's recruitment policy and also ensure that references and DBS checks are up to date.

Note: It would be seen as good practice to count the temporary period of employment as continual service.

More information about temporary / fixed-term contracts is available at <http://www.gov.uk/fixed-term-contracts>

Unsuccessful applicants

All unsuccessful applicants should be notified promptly and politely in writing, with the outcome of their application. It is good practice to offer feedback following an interview.

Where an internal candidate has been unsuccessful, the applicant should be notified of the outcome of their interview. A feedback interview should be arranged, with the individual, their supervisor and the setting manager. It may be appropriate at this time, to look at further staff development.

An interview assessment log should be completed for all interviews held, as a record of why a particular candidate was rejected. It would be advisable to retain this document for six months after interview period