

# Operational Procedure

# Recruitment

Responsible Officer	Service Manager – Housing Business Support						
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Amendment and Authorisation Record  
Recruitment

<b>Date</b>	<b>Author</b>	<b>Paragraph ref:</b>	<b>Nature of change</b>	<b>Authorised by</b>
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## **Recruitment Procedure**

### **Background**

This procedure has been developed for use in conjunction with the Council's Recruitment and Selection Policy and applies to all vacancies within Housing Service. All staff involved in the recruitment process should have completed the corporate Recruitment and Selection Training and be familiar with the Council's Recruitment and Selection Policy.

### **Procedure**

All housing recruitment is handled through the Staffing Section of Education and Social Care, based in Hayfield House. Information and procedures can be found on the undernoted link:

<http://www.sic.gov.uk/services/staffingsection/default.asp>

### **Authorisation**

When a vacancy arises, all recruitment forms must be completed in consultation with appropriate Service Manager. The Senior Housing Assistant – Finance will assist with the completion of information from the CHRIS system required on the form.

### **Interview Panels**

The interview panel must be stated on the recruitment form. Anyone involved in interviewing must have completed the corporate Recruitment and Selection Training.

### **Assistance**

The Service Manager – Housing Business Support will provide advice and assistance with housing recruitment matters.