

# Reference Process for Non- Safeguarding posts

Recruiting Manager will do:	HR will do:
<p><b>Prior to interview</b></p> <p><b>Review shortlisted application forms:</b></p> <ul style="list-style-type: none"> <li>✓ check current and previous employment history</li> <li>✓ identify any gaps in employment history</li> </ul> <p><b>Why do I need to do this?</b></p> <ul style="list-style-type: none"> <li>• Highlight any discrepancies</li> <li>• Ensure referee(s) provided corresponds with the employment history</li> </ul> <p>Any anomalies must be recorded in order to discuss and clarify at interview.</p> <p><b>How many references?</b></p> <p>External candidates - <b>two</b> references Internal candidates – <b>one</b> reference</p> <p><b>Can anyone act as referee?</b></p> <p><b>No</b>, referees must be:</p> <ul style="list-style-type: none"> <li>✓ Applicants current employer/line manager</li> <li>✓ Applicants most recent previous employer/line manager</li> </ul> <p>If incorrect referee details have been provided you will need to ask the applicant for the correct information at interview</p> <p><b>What happens if the applicant has never been employed?</b></p> <p><b>The following referees are acceptable:</b></p> <ul style="list-style-type: none"> <li>✓ Applicants teacher/college tutor</li> <li>✓ Known to Applicant in a professional capacity (for example GP Solicitor / Volunteer/ Community Group Leader etc.)</li> </ul>	<p>Provide advice as required</p>
<p><b>At the Interview</b></p> <ul style="list-style-type: none"> <li>✓ Check and confirm referee details provided on application are still current</li> <li>✓ Record any changes to referee contact details</li> <li>✓ Additional referee contact details <b>may be</b> required – <b>this information will need to be recorded</b></li> </ul>	

<p><b>Applicants consent is required for additional referee details</b></p>	<ul style="list-style-type: none"> <li>✓ HR will request this consent</li> </ul>
<p><b>After the Interview</b></p> <ul style="list-style-type: none"> <li>✓ Interview panel will reach a decision regarding the successful candidate</li> <li>✓ Panel will adjourn pending pre-employment checks</li> <li>✓ Ensure your reasons for selection or non-selection are properly recorded so that you can give feedback if requested</li> </ul> <p><b>So what's next?</b></p> <p><b>Contact successful candidate</b></p> <p>You can now contact the successful candidate to provisionally offer the position, you will need to discuss the following:</p> <ul style="list-style-type: none"> <li>✓ appointment is subject to completion of pre-employment checks i.e. references/health clearance/surveillance (if applicable) etc</li> <li>✓ starting salary (usually the minimum point of the scale) and any specific terms e.g. full-time/temporary/location/ welsh language learning agreement (if applicable) etc</li> <li>✓ confirmation of verbal acceptance</li> <li>✓ timescales for starting in post will be dependent on pre-employment checks/notice periods etc</li> </ul>	<p>Provide advice regarding starting salary should you or the successful candidate wish to appoint on a higher salary than the minimum point of the scale</p>
<p><b>Contact HR</b></p> <p>To advise of the successful candidate.</p> <p>Please forward the following:</p> <ul style="list-style-type: none"> <li>✓ Interview Outcome Sheet (link) – this form must contain any specific terms and conditions relevant to the post to proceed with formal offer</li> <li>✓ Right To Work documentation (external candidate(s) only)</li> <li>✓ Notify HR of any changes/additions to the referee contact details</li> <li>✓ copies of qualification certificates/registration documents</li> <li>✓ Welsh language skill assessment result if required</li> </ul>	<ul style="list-style-type: none"> <li>✓ Notify unsuccessful candidates</li> <li>✓ Issue provisional offer of employment to preferred (successful) candidate</li> <li>✓ Commence pre-employment checks i.e. references/health check (if required)</li> </ul> <p>Check Referee details</p> <ul style="list-style-type: none"> <li>➤ Confirm referees provided are appropriate and relevant, if not we will contact you to discuss</li> <li>➤ Seek consent from preferred (successful) candidate to approach any additional referees</li> <li>➤ Follow up any outstanding references</li> </ul>

- Once all pre-employment checks are complete (i.e. references/acceptance/bank details) HR will forward references to Recruiting Manager for evaluation
- If any concerns are highlighted in references your HR Team will be copied in on email sent to Recruiting Manager for point of contact to provide support and guidance

## Reference evaluation (Panel/Recruiting Manager)

### ***Who evaluates?***

The panel may decide to re-convene (can be virtual via skype etc) or give the Recruitment Manager the authority to evaluate references and only bring the panel together if there are concerns with the references.

### **Evaluation process:**

- ✓ Ensure all parts have been completed and to an adequate standard
- ✓ Clarify any discrepancies or anomalies
- ✓ Check facts; current/previous jobs held and supporting information

If the reference(s) obtained does not provide sufficient or satisfactory information then you can carry out a telephone validation check to verify the data given.

### ***Telephone validation – points to remember***

- ✓ Speak to the most appropriate referee/person in the organisation e.g. candidates line manager
- ✓ Ask factual questions only (using the reference proforma)
- ✓ Understand that you may only be give limited information

Please **RECORD** all comments and information obtained on the 'Telephone Validation Form' (link)

**OR** you may consider requesting additional references from alternative sources – applicants consent is required and contact HR

If not satisfied with references contact HR for further advice/guidance

***Contact us for any advice and guidance to assist you in this process***

- ✓ HR will request additional references if needed and applicant's consent will be sought

## ***So what next?***

RM or Panel to reconvene (can be virtual via skype etc)  
to:

- ✓ Make a final decision on successful candidate
- ✓ Contact successful candidate to arrange a start date
- ✓ Forward the commencement form on to the HR Support Team