Social Care Express Selection Process Guidance

Contents

Overview

The Social Care Express package comprises of:

- A short expression of interest form, with a CV upload and your existing diversity data
- Use of routing rules on key questions to reject unsuitable candidates or push the application automatically to the recruiting manager for review.
- A one-click decision by the recruiting manager at shortlisting
- A secondary application to fill in those necessary safeguarding questions
- Candidate progress into your existing standard or safeguarding selection process.

And can be used for the recruitment of Childrens or Adults Social Care Professionals.

What does the process look like?

The key elements in the Social Care Express Selection Process are outlined as follows:

- The process incorporates a four-step application form including a **shortened Personal Information Form, Additional Questions, CV** and your **standard Equality & Diversity Questionnaire**. The aim is to use this application on all roles posted using the newly created Social Care Express Selection Process. These forms have been created for you and are available in your **Live** environment.

- In order to maximise the efficiency of the process, outlined in this guide are the **Routing Rules**. This aim of the rules are to **automatically assign candidates to shortlisting** who meet the basic criteria of the role and **reject candidates** who are not eligible.

- With this new process, there is a switch from a traditional shortlisting mechanism to a **Quick Assessment** by a Hiring Manager, using the **Application Review Tool.** What this allows an end user to do, is quickly review the shortened application form and start the selection process based on the actions of this end user.

- A **Secondary Application Form** has been created, which will automatically be sent from the system, to candidates if a Hiring Manager decides to **Proceed** with their application. What this allows a candidate to do is provide all the information you need at the most relevant points with the selection process, rather than asking for all the information upfront.

- The creation of a **Candidate Survey** step (for organisations who are not currently maximising this capability) to capture feedback on the new process, which in turn, can be used within ad-hoc reports to report on those efficiencies.

- **All other steps within your Safeguarding Process remain the same**

How does the process work?

Application Form

The application form for the Social Care Express Selection should consist of four steps:

Personal Information Form
A shortened version of the Personal Information Form, just including the candidates name, email address and mobile phone number.

Additional Questions Form
This consists of screening questions to rule out any unsuitable candidates, for example, any candidates who aren't registered with Social Worker England (SWE) but to also gain an interest from candidates on why they are interested in a role.

CV Upload
Switched on for the Application Form process to capture a candidate's skills, knowledge and experience
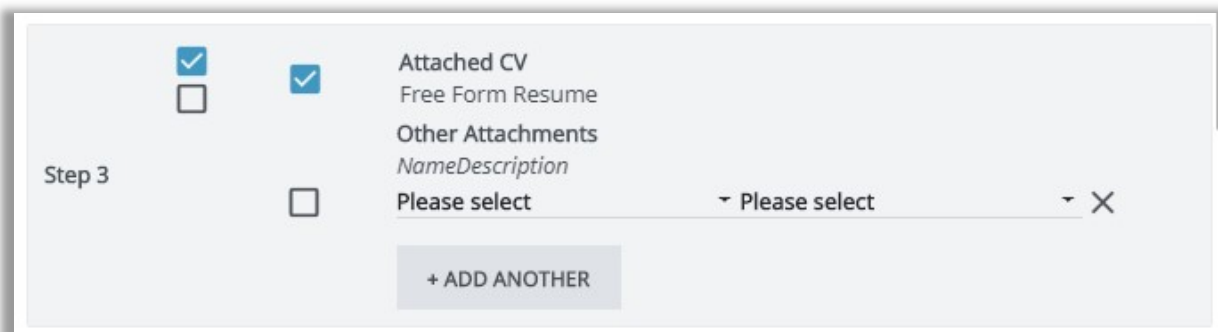
Equal Opportunities Form
Capturing the usual equal opportunity information from the candidates.

In order to assign the above application process for a Social Care role, the Personal Information Form and the Further Information Form have been created in your environments to use, pre-fixed as 'Social Care Express' under your Corporate OBS Level 1:

Form Name	Form Type
Social Care Express – Personal Information Form	PIF
Social Care Express – Additional Questions	CV

In the Application Process for the role, the CV option will need to be switched on:

Your Equality and Diversity Questionnaire remains the same.

Routing Rules

As stated on page 2, in order to maximise the effectiveness of the selection process that has been built, routing rules need to be applied for any role you wish to use the process for. The two rules which need to be set up are as follows:
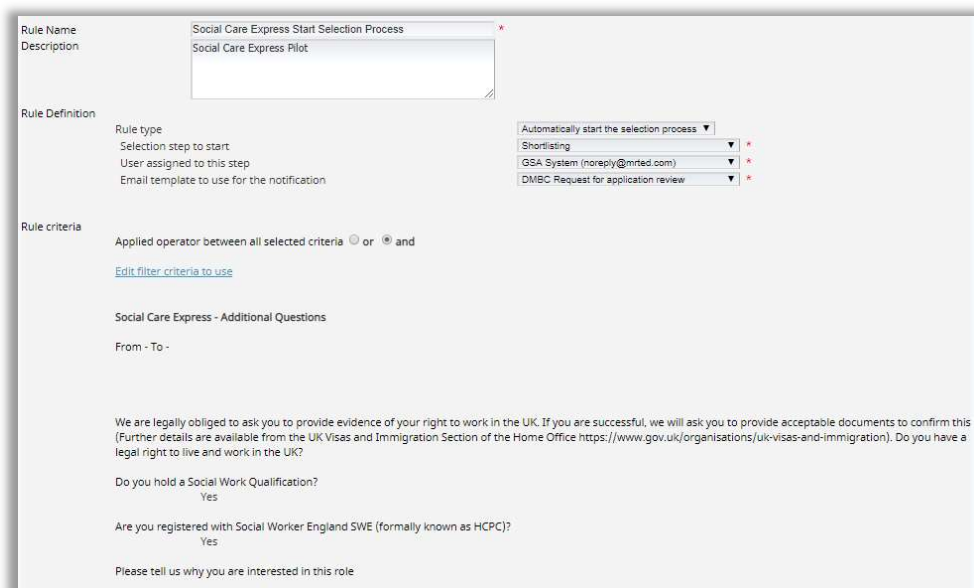

Social Care Express Start Selection Process
What this routing rule does is automatically start the selection process, based on the eligibility of a candidate.

As outlined in the Application Process, questions are being asked of the candidates which they must provide an answer to, which are:

Do you hold a Social Work Qualification?
Are you registered with Social Worker England SWE (formerly known as HCPC)?

If a candidate answers 'Yes' to both questions, they will automatically move to 'Shortlisting'. This means that a manager will automatically be assigned these candidates, whereby, they can do a quick assessment without a manual intervention which could in turn, cause a delay.
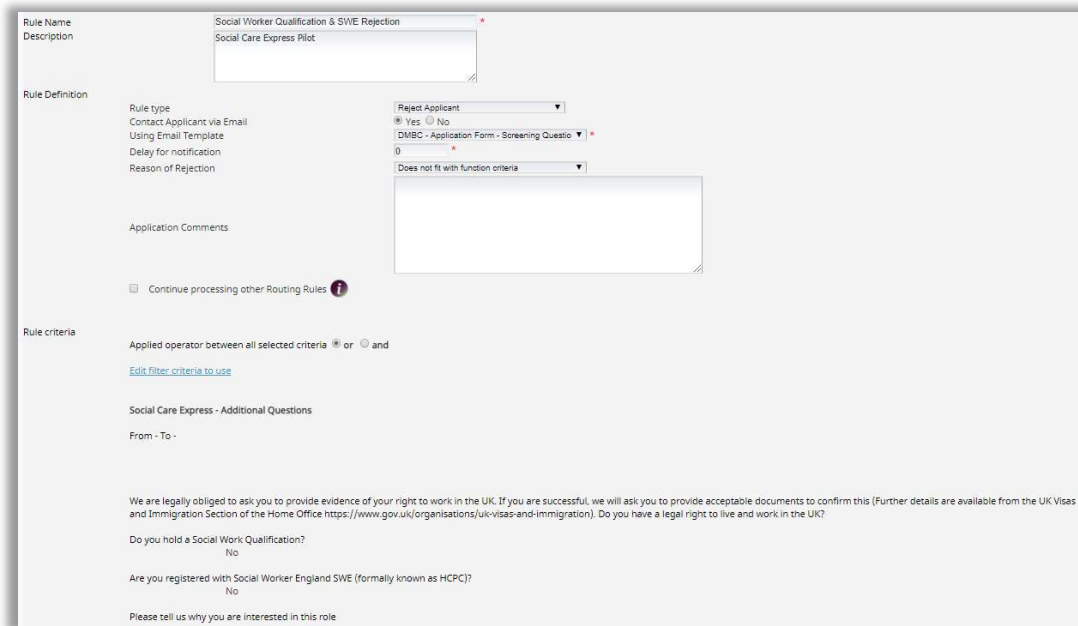
This rule needs to be set-up as follows:

The '**user assigned to this step**' needs to be the manager of the role and an email to use for **notification of candidates** who do not meet the criteria and are rejected also needs to be specified.

Social Worker Qualification & SWE Rejection
This rule is used to reject any candidate who answers 'No' to the specified questions on the application, which in turns, makes them ineligible to apply.
The rule works as follows:

Ensure that you set-up two separate rules as they are different rule types – one is automatically starting your selection process, whereas the other is rejecting candidates – both working from how the candidate answers the designated questions on the application form.

Selection Process

Within your environment, we have created a specifically designed **Social Care Express** selection process to accommodate a fast and efficient approach to recruiting Social Care staff into your organisation.

Where possible, we have copied your existing Safeguarding processes and created/amended several selection steps in that process.

The steps which have been added to utilise this process are as follows:

Quick Assessment Shortlisting Step
In the scenario where a quick initial shortlisting decision is required on a candidate's application, the 'quick review facility' incorporated into your Social Care Express Selection Process provides speed effectiveness to users with no loss of available information to screen against.

The desired approach for the functionality is as follows:

1. A Hiring Manager opens the first application through the Application Review App Tool
2. All the attachments that a candidate has submitted for the role will be available in the quick preview mode
3. A one-click decision is required to either proceed, reject (or pause) using the prominent green or red buttons
4. The end user then 'swipes' right to next application or scrolls to the next application
5. The same above actions are repeated for all available candidates

Secondary Application Step
Once the quick assessment shortlisting step has been completed – if the end user decides to 'proceed' with the candidate, they will then automatically move to the 'Secondary Application Step'. Here, the candidate will be automatically sent additional information to complete including referee details, information around the disability confident scheme and a self-declaration relating to Disclosure and Barring Services Checks, which will then be all the information you need to obtain from a candidate at this early stage. (*the content of this form can be adjusted according to your needs)

Once the candidate has completed the additional information, this will be fed back into the system against their candidate record.

Candidate Survey Step
To record the efficiency of the process, a standard Candidate Survey has been assigned at the end of the process to send once a candidate has a confirmed start date/hired.

Here, the candidate will complete questions are the whole of the process, where in turn, you can build an ad-hoc report to capture the feedback.

Next steps

If you are interested is using the process, please contact us via the Service Centre and we are more than happy to discuss with you.

We will agree a **qualifier** on your job requisition for you to be able to use the process, and we will activate this.

You will need to review all communications templates used in the process to ensure you are happy with content and the most relevant templates are being used. If you need to review this with a member of the team, please just get in touch.

Once in place you may wish to test this, again the team are happy to support you should any queries arise.