

## **RECRUITMENT AND SELECTION POLICY and POLICY STATEMENT**

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## **RECRUITMENT AND SELECTION POLICY**

### **POLICY STATEMENT**

Turning Point Scotland recognises that recruitment and selection decisions are crucial to the organisation's success as a professional and reputable provider of social care services and that they directly impact on the quality of services and the experiences people who use the services. The organisation's approach to recruitment is therefore aimed at ensuring that Turning Point Scotland can attract and appoint workers with the necessary skills, knowledge and behaviours to delivery services which reflect the values and strategic objectives of the organisation.

Every possible effort will always be made to ensure that the processes followed in support of Turning Point Scotland's Recruitment and Selection Policy are:

- Fair and consistently applied across the organisation
- Non-discriminatory on grounds of age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.
- Compliant with legislative requirements
- Compliant with the requirements of the Care Commission's Safer Recruitment Guidelines
- Cognisant of acknowledged best practice.

To ensure that these policy aims can be achieved, training is available for all managers who have responsibility for recruitment and selection, and advice and support on all matters relating to recruitment and selection is available from the HR Department.

The Recruitment and Selection Policy and Procedures operate in support of Turning Point Scotland's Equality and Diversity Policy, and Dignity and Respect in the Workplace Policy.

The Recruitment and Selection Policy and Procedures are applicable to the recruitment and selection of all contracted workers and those who are included on the List of Approved Relief Workers. It does not apply to the engagement of agency workers or contractors for services.

Any complaints with regard to matters relating to recruitment and selection decisions by existing Turning Point Scotland workers should be raised in accordance with the organisation's Grievance and Complaints Procedure.

Complaints by other parties should be raised in accordance with Turning Point Scotland's Complaints Procedure which is available on the website at [www.turningpointscotland.com](http://www.turningpointscotland.com) .

## **RESPONSIBILITIES FOR MANAGING RECRUITMENT AND SELECTION**

The role of the Head of HR and Training is to:

- Devise a Recruitment Procedure which complies with the statutory and regulatory requirements.
- Ensure that training is available for managers and supervisors with responsibility for recruitment and selection to enable them to carry out their role effectively.
- Communicate the Procedure to managers and supervisors.
- Ensure that the HR systems which support recruitment and selection activity are effective and efficient.
- Ensure that HR advice and support is available to assist with the interpretation and practical application of the Procedure where necessary.
- Liaise effectively with Operations Managers regarding the management of individual recruitment and selection decisions to maximise consistency across the organisation.
- Monitor equal opportunities and diversity data, provide reports to the Executive Team and the Board of Turning Point Scotland, and recommend action as required.

The role of the Operations Managers/Heads of Department is to:

- Ensure that the Recruitment Procedure is appropriately applied across the services they manage.
- Liaise effectively with Service Managers regarding the management of individual recruitment and selection decisions to maximise consistency across the organisation.
- Oversee the management of individual recruitment and selection decisions and to monitor effectiveness.

- Liaise effectively with the Head of HR and Training regarding the management of individual recruitment and selection decisions to maximise consistency across the organisation.

The role of the Chairperson of the Shortlisting and Interview Panel is to:

- Enable Turning Point Scotland to comply with statutory and regulatory requirements including the Safer Recruitment Guidelines.
- Exercise good judgement and comply with the Recruitment Policy and Procedure.
- Have regard to recognised good practice and advice.
- To be responsible for the recruitment and selection decisions taken by the Panel and to address any issues which may prejudice the exercise of good judgement and/or the ability to apply anti-discriminatory practice.
- Provide complete and accurate information to the HR Department on which contracts of employment can reliably be based.

## **RECRUITMENT POLICY**

### **1. ESTABLISHMENT**

- 1.1 All services within Turning Point Scotland have an Establishment agreed with the Finance Department for budgeting purposes. This is the number of Full Time Equivalents (FTE) posts that can currently be employed under each job grade.

### **2. ADVERTISING**

- 2.1 Turning Point Scotland undertakes to advertise vacancies in order to:
- attract the most suitable candidates available, and
  - ensure that the Turning Point Scotland's diversity profile moves towards one which is suitably reflective of the demography in the geographic areas in which services are operated and, more importantly, to reflect the diversity profile of the people the organisation supports,
  - ensure that opportunities for employment at Turning Point Scotland is accessible to the widest possible pool of suitable candidates.

- 2.2 Unless there is a valid operational reason for not doing so all vacancies within Turning Point Scotland will be advertised internally and externally. Operational reasons may include:

- Seeking suitable alternative employment opportunities for workers facing redundancy
- When a secondment opportunity has been authorised by an Operations Manager either as part of a succession planning or personal development initiative.
- When the same grade of post has been advertised for the same service within the last three months and a suitable candidate could be identified from the previous round of recruitment.
- When the service is undergoing a review and the outcome may affect the future of the post.
- When the post is fixed term and lasting for no longer than 9 months.
- When the role is short-term and there is a need for it to be carried out by a postholder with a particular knowledge and skills set and specific experience or expertise.

- Where there would be an adverse or undesirable impact on existing workforce planning.

2.3 Where it is intended that a temporary post should become permanent, the post will be advertised in accordance with the normal recruitment procedures.

This commitment does not preclude the internal transfer of existing workers into a vacant post for personal development or operational reasons, and the 'shifting' of a vacancy.

2.4 The need to encourage applications from under-represented groups of workers to apply for employment with Turning Point Scotland will be considered when determining which advertising medium would be appropriate for a particular post.

## 2.5 Signpost Adverts

2.5.1 In the interest of economy and to ensure that prospective candidates are able to discern the relevant information quickly from a job advert, 'signpost' adverts are placed in the Press. A 'signpost' advert includes:

- An overview of turning Point Scotland's service portfolio (devised in liaison with the Communications Department)
- A brief profile of the service in which the vacant posts exists (devised by the Service Manager)
- Basic details of the post including job title, location, salary scale
- Closing date
- Contact Details for someone within the Service who will be available to respond to enquiries and requests for Job Information Packs.
- Charity Registration information
- Turning Point Scotland's website details.

2.5.2 Information for inclusion in 'signpost' adverts is held as standard by the HR Department. Any Head of Department or Service Manager who wishes to update the profile of the service they manage should notify the HR Department by email and the revision will be incorporated into the 'signpost' advert for the service on an ongoing basis, as a new standard feature.

## **2.6 Internet/Intranet Adverts**

- 2.6.1 The advert which appears on the Internet or Intranet will include all of the details listed at paragraph 2.5.1 above. There is also scope for the Service Manager to include any details about the post which they would like prospective candidates to be aware of prior to making an application e.g. a remote location, a particular hobby or interest the service user may wish to be supported in etc. Any additional detail required should be included on the JOB ADVERT REQUEST FORM, a copy of which is available on the Intranet.

Please refer to the Advertising Procedure outlined in the Recruitment Procedures Manual which is available on the Intranet.

## **3. EQUAL OPPORTUNITIES AND WORKFORCE DIVERSITY MONITORING**

- 3.1 The Head of HR & Training will ensure that equality of opportunity is afforded to all applicants and will monitor the diversity of applicants for employment at Turning Point Scotland and where appropriate target advertising at under-represented groups.
- 3.2 The Head of HR & Training will also monitor the diversity of the candidates who are successful in their application and again, where appropriate, make positive steps to ensure that under-represented groups can access employment with the organisation.
- 3.3. Details of workforce diversity will be reported no less frequently than annually to the Board of Turning Point Scotland.

## **4. RECRUITMENT AND SELECTION CRITERIA**

- 4.1 Recruiting managers will apply pre-determined and non-discriminatory criteria which will be available to both internal and external candidates at the time of the advertisement. The criteria will be sufficient to enable candidates to select themselves in or out of the application process.
- 4.2 Applicants will be expected to complete an Application Form and by doing so demonstrate the ways in which they believe that they meet the criteria and a shortlisting process will be carried out by Interview Panel members based on the information provided.
- 4.3 As information is often provided on a CV which, if known, could introduce an element of discriminatory practice into the recruitment process, Turning Point Scotland requires that only information that is



required for consideration of an application is provided. CVs are therefore not accepted as an alternative to an application form. Applications accompanied by a CV should not be considered.

## **5. SHORTLISTING**

- 5.1 Shortlisting exercises will be undertaken by two or more Interview Panel members, with the Interview Panel Chairperson being responsible for making the necessary arrangements.
- 5.2 Members of the Interviewing Panel will be required to declare to the Chair of the Panel prior to participating in the shortlisting process if they believe that an application may have been received by a candidate they know personally e.g. a family member, a friend or acquaintance. The Chair of the Interviewing Panel will then take the necessary action to protect the integrity of the shortlisting process which may involve the exclusion of the Panel Member from the shortlisting process.
- 5.3 Shortlisting decisions will be based on the information provided by the applicant on their completed Application Form.

Please refer to the Shortlisting Procedure outlined in the Recruitment Procedures Manual which is available on the Intranet.

## **6. GUARANTEED INTERVIEW FOR DISABLED APPLICANTS AND ADJUSTMENTS**



- 6.1 Turning Point Scotland is committed to supporting the employment of people with a disability and has been accredited by Jobcentre Plus as being "Positive About Disabled People" and holds a Certificate in Best Practice from Epilepsy Scotland.
- 6.2 Turning Point Scotland will guarantee that applicants declaring on their Application Form that they have a disability (where their disability falls or is likely to fall within the meaning of the Equality Act 2010), and who meet the essential criteria outlined for the post, will be invited to attend for an interview.
- 6.3 Where adjustments are required to assist the candidate to participate in the interview process, the Chair of the Interview Panel will make the necessary arrangements.

Please refer to Appendix A for more information about the Positive About Disabled People symbol.

## **7. SELECTION PROCESSES: INTERVIEWING, & SKILLS TESTING**

- 7.1 Interviews will be conducted by a Interviewing Panel comprising of no fewer than two managers or supervisory managers who are currently employed by Turning Point Scotland and will be senior in the organisation's workforce structure to the appointed candidate.
- 7.2 Each Interview Panel will have a Chairperson who will be responsible for overseeing that the recruitment process is conducted in accordance with the Recruitment Policy and Procedure. The Chairperson will normally be the most senior Turning Point Scotland interviewer. Where there is no seniority, the panel members should 'elect' a Chair.
- 7.3 Representatives from funders or partnership agencies etc may be invited to participate in a recruitment process as shortlisters and Interview Panel members. An external representative must not be a Chairperson of an Interview Panel and where there is to be an external representative, the Interview Panel must comprise of at least two Turning Point Scotland employees.
- 7.4 Where it is considered appropriate, shortlisted candidates may be required to complete a skills test as part of the recruitment process.
- 7.5 Testing may include the making of a presentation on a related work topic, or a practical test to enable the candidate to demonstrate that they have the necessary skills to carry out the duties and responsibilities of the post e.g. an IT skills test, cookery skills test etc.
- 7.6 Shortlisted candidates may be given prior notice of the details of the test or may be presented with them on the day of the interview depending on the nature of the post and the scope of the presentation expected.

## **8. SELECTION**

- 8.1 Following an interview process, the Chair of the Interview Panel will co-ordinate the selection decision-making process and recommend that the Panel's preferred candidate be appointed to the post. The Chair of the Panel will process the necessary paperwork to the HR Department who

will complete the recruitment procedure through to the issuing of a contract of employment on behalf of the organisation.

- 8.2 There is no obligation on the Interview Panel to provide feedback to unsuccessful external candidates however, it may be that on occasions it would be appropriate. Feedback to external candidates will accordingly be provided at the Chair of the Interview Panel's discretion and should be given by them personally.
- 8.3 In the interests of assisting unsuccessful internal candidates with their own personal development, the Chair of the Interview Panel will be expected to give feedback to existing Turning Point Scotland employees unless there is good reason for not doing so.

Please refer to the Procedure Following Interviews in the Recruitment Procedures Manual which is available on the Intranet for details of how to give effect to a selection decision.

## **9. INVOLVEMENT OF PEOPLE WHO USE SERVICES IN THE RECRUITMENT PROCESS**

- 9.1 It is desirable that wherever possible the people who use the service should have some input to the selection of workers who will support them. Service users can clearly be involved at a range of different levels, from participating on an interview panel and contributing to the decision-making process, to the shaping of interview questions for others to ask or taking part in an informal social event or open night etc where the service users have an opportunity to meet with prospective workers. Service users' involvement will vary between the different services according to the extent of their engagement with the service and on their individual capacities to get involved.
- 9.2 An example of a questionnaire to obtain feedback from service users is available in the Recruitment Documents section on the Intranet.
- 9.3 The Chairperson of the Interview Panel will determine how the people who use the service could best have some involvement in the recruitment process.

## 10. INTERVIEW EXPENSES

10.1 Where requested, Turning Point Scotland will reimburse all reasonable expenses which are incurred as a result of attendance at a selection interview. The travel and subsistence allowances which are payable are as follows:

Travel expenses may be claimed at public transport rates i.e. bus fares or second class rail fare or at a rate of 25p per mile.

10.2 In exceptional circumstances a Subsistence Allowance may be payable for meals or an essential overnight stay. Any such claim must have the prior approval of the Operations Manager or Head of Department.

10.3 Receipts for all costs must be attached to the Interview Expenses form (a copy of which is available on the Intranet). Where receipts are not provided, Turning Point Scotland reserves the right to withhold payment.

## 11. PRE-EMPLOYMENT CONDITIONS

11.1 Before a formal offer of employment will be issued by Turning Point Scotland is made, there will be a requirement to have in place:

- Two references which the organisation regards as being sufficient for the purpose of supporting a recruitment and selection decision
- A copy of the candidate's relevant educational and vocational qualification certificates
- Confirmation of the candidate's membership of the Protection of Vulnerable Groups (PVG) Scheme or alternatively an Enhanced Disclosure or Basic Disclosure (as appropriate to the nature of the duties and responsibilities of the post) issued by from Disclosure Scotland.
- Proof of registration with the professional regulating authority, if appropriate
- Proof of identity
- Proof of eligibility to undertake paid work in the UK, is appropriate

11.2 No person may be permitted to undertake *any* work on behalf of Turning Point Scotland in the absence of any of the above.

- 11.3 In exceptional circumstances however, and against the backdrop of an individual risk assessment, the Senior Operations Manager has discretion to grant dispensation to allow a worker to commence work in the absence of one of the above.

Please refer to the Procedure Following Interviews in the Recruitment Procedures Manual for details of how to give effect to a selection decision.

## 12. REFERENCES

- 12.1 All offers of employment at Turning Point Scotland are conditional upon the receipt of two references which confirm the candidate's suitability to undertake the duties and responsibilities of the role and which confirm the candidate's levels of previous experience.
- 12.2 The following criteria will normally apply:
- One referee must be the candidate's current or most recent employer.
  - If the candidate has worked for two or more different employers during the last 4 years, their second referee must be their next most recent employer
  - If the candidate has worked continuously for the same employer for 4 years or more, their second referee must be a person of their choice who is not related to them and who is in a position to comment on their work skills and experience
  - If the candidate does not have a current or most recent employer, both referees must be people who are in a position to comment on their work skills and abilities. This will include college lecturers and tutors etc.
  - Existing Turning Point Scotland contracted employees will require a satisfactory reference from their current Service Manager only unless they have less than 2 years' service.
  - All references must be on corporate headed paper or from a traceable email address
- 12.3 To ensure that information received is standardised and that the necessary information is received, references will be requested on the standard pro forma (a copy of which is attached available in the Recruitment Forms and Documents Section on the Intranet).

## 13. EMPLOYING OVERSEAS WORKERS

### General Guidelines

- 13.1** Organisations may choose to employ overseas workers for a variety of reasons. These could include the following examples:
- to perform jobs requiring specialist skills (eg technical or language skills) that are not available in the UK.
  - to fill vacancies for which there are not enough UK applicants (so called 'shortage occupations').
  - on secondment or transfer from an overseas division for developmental assignments that will also introduce new ideas into the UK organisation.
  - overseas workers frequently fill temporary vacancies but they also may be considered for permanent positions where work permit rules allow.

### Overseas workers in the United Kingdom

- 13.2** There are three broad categories of overseas nationals:
1. those who are free to enter, stay and work in the UK with barely any restriction on their length of stay or the employment they take, and who do not require a work permit eg European Economic Area (EEA) nationals and their families; Commonwealth citizens with UK grandparents; working holidaymakers from the Commonwealth; overseas nationals having settled status; spouse and dependent children under 18 of overseas workers who can lawfully work in the UK; citizens of Switzerland; people born in Gibraltar.
  2. those who can come to the UK, without a permit, to work in certain occupations or for fixed periods of time eg trainee nurses, au pairs, private servants
  3. those who must have a work permit in order to take up employment in the UK.

### Entry to the United Kingdom

- 13.3** Whether or not a work permit is required, overseas nationals must comply with the entry requirements of the various Immigration Acts and Regulations.
- 13.4** Leave to enter is given or refused by Immigration Officers. Non-EEA nationals should obtain appropriate entry clearance (either a visa or entry certificate, as applicable) at a British Diplomatic Post abroad (ie British Embassy, Consulate or High Commission) before arrival.

The European Economic Area (EEA) is Austria, Belgium, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Netherlands, Norway, Portugal, Spain, Sweden, UK.

Ten new countries joined the EU on 1 May 2004: Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovakia and Slovenia. The Home Office has established a Workers Registration Scheme to monitor participation in the labour force from eight of the above countries (not Cyprus or Malta) - for more details see the section below on Employers' Responsibilities in respect of work permits.

### Work permits

- 13.5 A Work Permit Scheme is administered on behalf of the UK government by Work Permits (UK), part of the Home Office's Immigration & Nationality Directorate. The scheme is intended to safeguard the interests of the resident labour force which, for the purposes of this scheme, includes nationals from within the EEA whilst enabling employers to recruit or transfer skilled workers from abroad. The Home Office makes a charge for each work permit application.

Where required, work permits are issued for named workers in respect of specific posts and it is the responsibility of the prospective employer i.e Turning Point Scotland to make the application on behalf of the person they wish to employ. Individuals cannot apply for a work permit on their own behalf. **All applications for work permits will be undertaken by the Human Resources Department.** Recruitment or employment agencies or similar businesses cannot apply for work permits, but it is their responsibility, as far as reasonably practicable, to make sure the individual and the employer are aware of the legal requirements when working in the United Kingdom.

- 13.6 Before a work permit is issued, Turning Point Scotland will provide evidence in response to the following basic questions:
1. is there a genuine vacancy?
  2. what skills, qualifications and experience are needed to fill this vacancy?
  3. is the person for whom the permit is sought suitably qualified to fill the vacancy?
  4. are there suitably qualified resident workers available to fill the vacancy?

- 13.7 More information on all aspects of work permits, including how the scheme operates, the types of permit available and applications forms, is available from the Work Permits (UK) website.

#### **When to obtain a work permit**

- 13.8 Employers may apply for a work permit up to three, but no more than six, months in advance of when they want the overseas worker to start in the UK.
- 13.9 The majority of applications are processed within 4 weeks, but some take longer.
- 13.10 Work permits can be issued for a maximum of 5 years, but are generally for between 1 and 2 years. The employer may apply for an extension to the original permit but this will not be granted if the overseas national is no longer in employment with Turning Point Scotland.
- 13.11 After four years as a work permit holder, an overseas worker will be entitled to apply for 'indefinite leave to remain' allowing them to work in the UK without a work permit and with no restrictions on employment or the length of stay.
- 13.12 If an organisation wishes to employ an overseas worker who requires a work permit and who is already working in the UK, it will be necessary to apply for a new permit. A work permit is not transferable since it relates to a specific job with a specific employer. A new permit is therefore required if the employment changes. This applies whether the worker is staying with the same employer and doing a different job, or proposing to work for a different employer, in which case the work should be the same kind as for the original permit. If the worker is doing the same work for the same employer but at a different address, the employer need not apply for a new permit but must inform Work Permits (UK) in writing of the change of address.
- 13.14 All candidates appointed to posts within Turning Point Scotland and who are subject to a work permit must only be issued with a fixed term contract. The length of the fixed term contract will expire on the same date as their work permit.

#### **Employers' responsibilities in respect of work permits**

- 13.15 Under section 8 of the Asylum and Immigration Act 1996, an employer is guilty of a criminal offence in employing someone who does not have permission to work in the UK. There are fines imposed if employers are found to be employing workers illegally.



- 13.16 Turning Point Scotland has a duty to check and copy specific documentation to obtain a 'statutory defence' for any new employees employed after 30 April 2004. Employees also need to register themselves with the Home Office (not nationals from Cyprus or Malta). To enable employees to register themselves, Turning Point Scotland must provide the employee with evidence of employment such as a contract of employment or employment offer letter, to enable them to apply for this registration. Turning Point Scotland must keep a copy of the employee's application and supporting documentation until the Certificate of Registration is received by the employee. A copy of this Certificate of Registration must be sent to the HR department by the employee when they receive it. These requirements already comply with Turning Point Scotland's employment standards.
- 13.17 Employers who try to avoid prosecution by refusing to consider for a job anyone who looks or sounds foreign, are likely to be in contravention of the Race Relations Act 1976. Any checks that are made should be done in a non-discriminatory manner in accordance with the code of practice issued under Section 22 of the Immigration and Asylum Act 1999. The Government recommends that all job applicants should be treated in the same way.
- 13.18 All offers of employment should be subject to satisfactory references, satisfactory disclosure, completion of an appropriate medical and all work permit and immigration requirements being satisfied.
- 13.19 When recruiting an overseas worker, verification of information supplied by the applicant is essential. For qualifications or employment history:
- ask to see originals if copied documents look strange
  - check on the status of the educational establishment and the qualifications awarded
  - follow up references
  - thoroughly check anything which seems suspicious.
- 13.20 Selection interviews will normally be undertaken on the basis of face-to-face, in exceptional circumstances however, it may be acceptable to engage in webcam facilities and therefore undertake the selection interview in this manner where the applicant is not already living in the U.K.

## **14. STARTING SALARIES**

- 14.1 A new employee will normally be placed at the first point of the salary scale for the Grade of the post they have been offered.
- 14.2 Service Managers may recommend starting the employee at a higher point on the salary scale if they
- Have demonstrable direct experience of working at the level of post that they have are to be offered
  - Are currently working in a post at a higher salary and have indicated that they will not accept the post if offered at the first point of the salary scale and no other candidate in the round of interviews was appointable to the post.
  - Have a particular skill or experience that would be advantageous to Turning Point Scotland's service users and which is not available within the existing staff team.
- 14.3 In the interests of consistency of approach across the organisation, and to ensure that the principles of equal pay for work of equal value can be adhered to, approval to accelerate a starting salary must be sought from the Head of HR & Training who will liaise with the Operations Manager or Head of Department.

## **15. PERIOD OF PROBATIONARY EMPLOYMENT & INDUCTION TRAINING**

- 15.1 All new appointments and appointments to a promoted post within Turning Point Scotland will be subject to a 6-month period which operates in accordance with the Turning Point Scotland's Probationary Employment Policy.
- 15.2 All new starts will undergo induction training in accordance with the Induction Training Programme. Individual training requirements will be identified by the Service Manager immediately on the worker's commencement and the Training Department will make the necessary arrangements for the training to be provided.

## **16. RECRUITMENT TRAINING**

- 16.1 Recruitment Training Sessions are available in "Shortlisting" and "Interviewing and Selecting" on Turning Point Scotland's Training Calendar and it will be a requirement that all those managers and supervisory managers who participate in recruitment processes attend

both Training Sessions by no later than October 2012 and that Interview Panel Chairs attend by no later than April 2012.

## **17. ADVICE AND SUPPORT**

- 17.1 Advice and support on all matters relating to Turning Point Scotland's Recruitment Policies is available from the HR Department.
- 17.2 There are a number of procedures which outline the ways in which Turning Point Scotland's Recruitment Policy should be given effect. Please refer to those Recruitment Procedures which are available on the Intranet.

## APPENDIX A

### POSITIVE ABOUT DISABLED PEOPLE



#### Introduction

In a market where it is increasingly difficult to find and keep skilled and motivated staff, employers are recognising that employing disabled people is a key factor in improving efficiency, productivity and overall business success.

Turning Point Scotland acknowledges this and as such is committed to the Positive about Disability standards set by Jobcentre Plus.

#### What is the “Positive about Disability” standard?

The Positive about Disability standard is a recognition given by Jobcentre Plus to employers who have agreed to meet five requirements regarding the recruitment, employment, retention and career development of disabled people.

#### Why use the “Positive about Disability” symbol?

If an organisation is reviewing its approach to employing disabled people or trying to create a more diverse workforce, then the disability symbol may help. By using the symbol, it helps make it clear to disabled people that you welcome applications from them and are positive about their abilities. It also helps show existing employees that you value their contribution and will treat them fairly should they become disabled.

#### What are the “Positive about Disability” commitments?

1. To interview all disabled applicants who meet the minimum criteria for a job vacancy and consider them on their abilities.
2. To ensure there is a mechanism in place to discuss at any time, but at least once a year, with disabled employees, what you and they can do to make sure they can develop and use their abilities.
3. To make every effort when employees become disabled to make sure they stay in employment.
4. To take action to ensure that all employees develop the appropriate level of disability awareness needed to make the commitments work.

5. Each year, to review the five commitments and what has been achieved, to plan ways to improve on them and let employees and Jobcentre Plus know about progress and future plans.

### **Use of the Disability symbol**

The symbol must be displayed on all job advertisements, both internal and external, employment application form and other recruitment literature. In addition, the symbol can also appear on Turning Point Scotland's organisational website and other business stationery items, including letterhead paper, compliments slips, and other relevant items.

### **Who monitors use of the symbol?**

The symbol is monitored by disabled people, who will expect to see the commitments implemented. It should however also be monitored by Turning Point Scotland, as the user. The fifth commitment, to review the symbol actions annually and plan ways to build on progress, is designed to help the organisation with this.

At the end of each year, one of Jobcentre Plus' Disability Employment Advisers (DEA) will contact the organisation to arrange a review of progress against the symbol's commitments and to discuss the organisation's future plans regarding continued usage of the Positive about Disability status.

### **Turning Point Scotland Guidelines**

At the annual review meeting, data is required regarding disability statistics. This information should be able to indicate the levels of candidates who have applied for positions and who have declared their disability; those who have been interviewed and who have declared their disability; and those who have been recruited and who have declared their disability.

