

Candidate Recruitment Process Changes due to coronavirus

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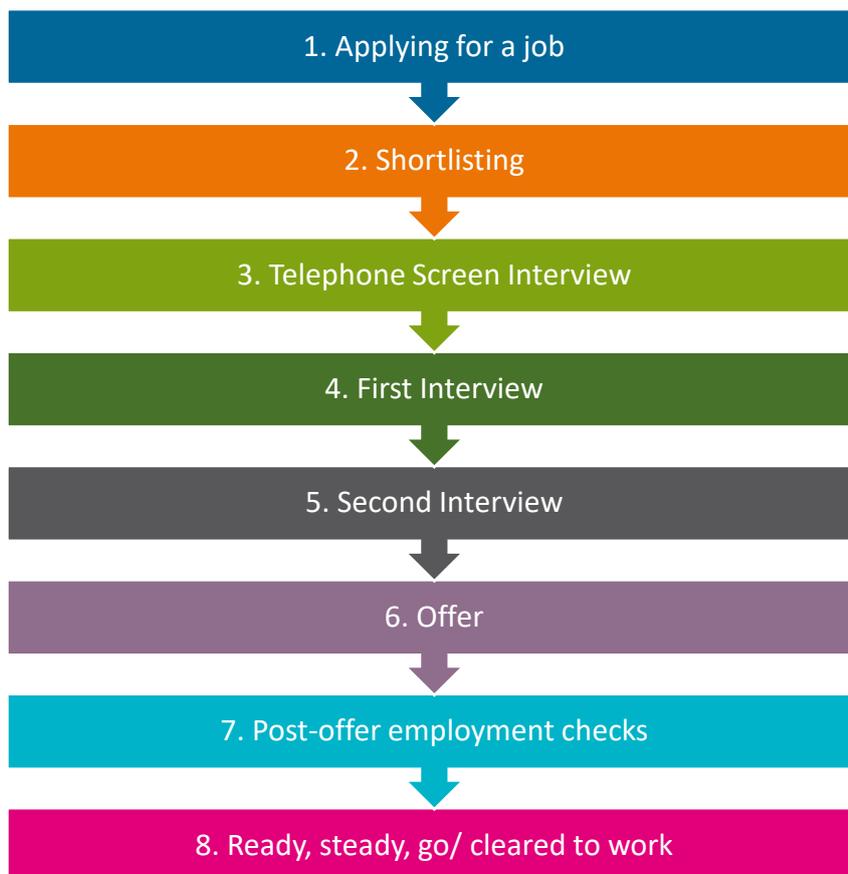
We are committed to working alongside the people we support and others to maximise the effectiveness of that support, ensure consistency and meet individual needs and wishes. We believe in equal opportunities and the right to be included.

We therefore aim to ensure that the needs of the individuals we support are at the heart of our recruitment process.

Brandon is committed to protecting our staff, candidates and people we support so we have taken appropriate measures in our recruitment process to minimise the risk of infection. We will continue to monitor and adapt our plans as the Government and Public Health England release updates.

We need to ensure that you are able to safely take part in the recruitment process and carry out the role required so if you have any concerns or if your situation changes as you go through our recruitment process please contact the recruitment specialist for your area, contact details can be found on the website.

Stages of the recruitment process:



Applying for a job

Our current vacancies are listed on Brandon's [jobs portal \(opens in a new window\)](#). Search by keyword, location, county, or job type, and once you've found something to suit you click Apply.

The application process includes providing some basic personal information and outlining why you'd like the job. If you have a CV, you can also upload it.

Once your application is complete, you'll receive an email to confirm your application has been received. Our recruitment team will then contact you within five working days (in most cases), to confirm the outcome of your application.

[Search jobs and apply \(opens in a new window\)](#)

Shortlisting

We'll review your application and contact you to confirm if you've been shortlisted for an initial telephone screen interview.

Telephone screen interview

Our recruitment team will contact you to arrange a time for a short telephone screen interview. The call lasts approximately 10 minutes and we will cover some basic questions around your interest in the role and work history. If we think you would make a great candidate but aren't able to offer you an interview for the role you've applied for, we may suggest alternative roles that might be of interest.

First Interview

Due to the current situation, your first interview will be a video interview with the hiring managers, lasting about 45 minutes. The interview is as much an opportunity for us to find out more about you, as for you to find out more about us.

You'll be asked to show on screen your photo ID documents. If you have Health & Social Care certificates or a DBS certificate, you'll also be asked to show these. If you are successful, you'll need to bring these documents with you on your first day of work.

You'll also be asked to complete a pre-employment clearance and reference request form which will be attached to the email inviting you to your interview. We need to ensure that you are able to safely take part in the recruitment process and carry out the role required so if your situation changes please let the managers know so we can adapt our process, as necessary.

Watch our short video explaining the [documents you need to provide](#).

Second interview

If you're successful at your first video interview you may be asked to meet a manager for a second interview, although this is at the managers discretion. If your first interview was by phone, then, if successful, you'll be invited to a face-to-face

interview which will be conducted in line with Government coronavirus guidelines. You'll need to bring your ID documents to this interview so they can be verified.

Offer

Congratulations! If you're successful we'll make you a job offer. If you aren't successful at your first or second interview, we'll review your application to consider whether any alternative roles may be suitable.

Post-offer employment checks

Our regulatory requirements require us to carry out thorough pre-employment checks. These include references, DBS checks, occupational health and employment history checks. Our recruitment team will work to clear your pre-employment checks as quickly as possible and will keep you updated on progress. Providing documents swiftly will help us to clear you to work as soon as possible. We need to ensure that you are able to safely carry out the role required so if you have any concerns or questions, or if your situation changes please let us know as soon as possible.

Ready, steady go/ cleared to work

As soon as the essential checks are cleared, your manager will be in touch to confirm a start date with you. This may involve a focus on your induction training or working alongside a buddy while your final checks are processed, subject to current Government coronavirus guidelines.

Once all your pre-employment checks are cleared, you should be able to undertake your full role (subject to current Government coronavirus guidelines). You'll continue to receive induction training and support as you develop your skills and experience throughout your probationary period.

Welcome to Brandon!