



## Recruitment Service Standards

When you apply for a job with Barnsley council you can expect:

- A recruitment process that is free from bias.
  - Based upon good employment practice.
  - Clear and easy to use.
  - A team that is responsive to your comments, both complimentary and constructive.
  - A timely and engaging process for the candidate.

## Advertisements and application forms

- Our application process is 100% online
- Vacancies will be displayed on our website at [www.barnsley.gov.uk/jobs](http://www.barnsley.gov.uk/jobs)
- The date of interviews, and any other selection event, will be given in the advertisement if it is known at the time of going out for advert.
- All telephone requests/social media correspondence will be answered promptly.

## Shortlisting

- Shortlisting will take place within four weeks of the closing date for receipt of applications.
- Applicants will be corresponded with via email.
- Any non-shortlisted applicant will be given constructive feedback, if requested, from a member of the shortlisting panel.
- Shortlisting will always be carried out by a representative panel, never by one individual.
- We will aim to ensure that at least one member of every panel has undergone the council's equal opportunities in recruitment and selection training.
- Shortlisting will be carried out by assessing applicants against the criteria set out from the job profile advertised.

## Interviews

- Confirmation of interview dates, including any other selection events, will be given as soon as possible after shortlisting (usually within 2 weeks).
- Interviews will be held no later than five weeks from the closing date for applications.
- If there is a delay you will be contacted via email to confirm the timetable for interviews.
- We will ensure that candidates' special requirements/needs are met wherever possible. This can include signers, interpreters, wheelchair availability, etc.
- Interviews will be carried out by the same panel that undertakes the shortlisting.
- The panel will indicate the anticipated date by which you will hear the outcome of interviews, whether successful or unsuccessful. This will normally be via email and where possible by telephone.
- Job offers are subject to pre-employment checks such as medical clearance, satisfactory references and may be subject to criminal conviction checks if appropriate. You will be informed if the job you are applying for is subject to a criminal record check.
- Any unsuccessful candidates will be given constructive feedback, if requested, by a member of the selection panel.



### **Ensuring Best Value**

The council's recruitment procedures are regularly reviewed, and adapted as a result of our monitoring procedures, which include comments from applicants.

### **Queries or complaints**

If you have any queries or complaints about the recruitment procedures contact:

Human Resources: E-mail: [jobs@barnsley.gov.uk](mailto:jobs@barnsley.gov.uk)