

## Managers guide to pre-employment checks

### 1./ Verbal offer stage – 2 business days:

After successful interviews Managers make a verbal offer to the selected candidate and send the Recruitment and Retention Advisor the Outcome of Interview Summary Sheet within 2 business days.

### 2./ Conditional offer stage – 2 & 5 business days:

The Recruitment and Resourcing Assistants send the conditional offer to the candidate along with the required forms and request documents within 2 business days. The below forms will be collected from the candidates:

- Emergency Contact Form
- Occupational Health Form
- New Starter Checklist
- Bank Form
- Confidentiality Form
- Disclosure of Convictions Form
- Equal Opportunities Monitoring Form
- Asylum and Immigration Documents Guidance
- Reference contact details
- Documents to verify DBS application (if applicable)

The candidate has 5 business days to return these forms and supply referee contact details. Two references will be required that should cover the last 12 months of employment. If there is no response from the candidate, the Recruitment and Resourcing Assistant will chase the candidate via phone and email. If there is still no response the Assistant will chase the candidate daily thereafter.

*Please note if there is no reply from the candidate this can cause unforeseen delays in the process.*

### 3./ Pre-employment stage – 6-8 weeks:

If the candidate is **internally** recruited, we will review the documents on file and request anything outstanding from the employee. Normally, one internal reference is required from the current Line Manager. Can take approximately 2-3 weeks to complete.

If the candidate is recruited **externally**, the following needs to be completed:

**Forms:** The above forms are collected and reviewed. (Stage 2)

**References:** Referees are requested to complete our standard reference form. If there is no response within 5 business days, we start chasing the referees. Normally, if during this time the reference is not received, we chase the referees daily. In some cases where there has been no response, we will request that the candidate chases the referee as this can often speed up the process.

*In some instances, agencies collect the references for the candidates and send over to us, if required we chase the agents as well. If the returned references do not cover the last 12 months of employment, we might ask for additional referee details from the candidate.*

**Occupational Health clearance:** Before a new member of staff can start work a medical clearance should be received by HR. We ask candidates to complete an Occupational Health history form. If there is no sickness record or disabilities/medication/concerns, we can clear this form ourselves. If there are concerns or sickness record of more than 5 days, we send this to the Occupational Health department to review and clear it. This can take up to 2-3 weeks to be cleared and sent to HR.

**DBS (if applicable):** If a DBS check needs to be conducted, we ask the candidate to provide evidence to start the process (which usually includes proof of identity, 2x proof of address and any other documents based on the DBS guidance). Typically, it can take between 2-4 weeks to obtain a DBS certificate, so we need to ensure the candidate provides the required evidence as soon as possible once the job offer is made. We are not permitted to chase DBS service, only after 2 months if the results have not yet been received. We will also notify you if there any convictions on the DBS outcome to comply with the legislation.

However, there is discretion to allow an individual to begin work pending receipt of the DBS Disclosure if all required employment references have been received. In such cases, this requires a completion of a risk assessment by the Manager and approved by an Assistant Director or Director. In these cases, the individual must be appropriately supervised. **Please note this is not best practice and we encourage managers to wait for the DBS result especially in relation to safeguarding matters.**

If the candidate is on the DBS Update Service, we will not submit a new application. We will ask the candidate to supply the original certificate and provide permission to check the record online. In this case, the time to process the pre-employment checks is reduced.

#### **4./ Management Clearance stage:**

Once all the necessary checks are completed, we will send you the final Management Clearance form, along with the completed references and the Occupational Health form where applicable. For example, if there are comments on this form from the Occupational Health Adviser, you may be asked to make reasonable adjustments for the individual prior to their start date.

Additionally, if only one reference is received that covers at least the previous 12 months of employment this will be acceptable for non-safeguarding posts if a waiver is agreed by you. Please note two references covering at least the last 12 months of employment are required as a minimum for all posts that require DBS clearance. You should review reference information and seek clarification with referees if there are any concerns. If there are doubts remaining about the suitability of the applicant's reference this should be discussed with HR.

After you have completed the Manager Clearance form, please contact the new starter and agree on a mutual start date. Please note the form should be returned to us by the 18<sup>th</sup> each month at the very latest. If the start date is after 8th of the month or the form is not returned by the above deadline, the new starter will be paid the following month. The date of the first payment should be communicated by you to the new starter to avoid any misunderstanding.

Once the completed Management Clearance form is received, HR will send the contract of employment and the notice of appointment letter to the candidate.

#### **5./ Induction:**

After the start date is agreed, managers are required to prepare induction documents, contact IT for email setup and request IT equipment. The completed induction documents and probation review forms should be sent directly to HR Helpdesk at [HRHelpdesk@richmondandwandsworth.gov.uk](mailto:HRHelpdesk@richmondandwandsworth.gov.uk). The links to the induction documents can be found below.

If the new starter does not have access to iTrent self-service, please contact iTrent Support Team ([iTrentSupportTeam@richmondandwandsworth.gov.uk](mailto:iTrentSupportTeam@richmondandwandsworth.gov.uk)) with the start date and the name of the new starter, they will then assist you with this matter. If the new starter does not have access to book annual leave, a calendar invitation sent to the manager is sufficient until the self-service access is guaranteed.

**Induction Checklist:**

[http://theloop/employment/\\_layouts/15/WopiFrame2.aspx?sourcedoc=/employment/Key%20documents/The%20Loop%20-%20Employment%20-%20Corporate%20Induction%20Checklist.doc&action=default](http://theloop/employment/_layouts/15/WopiFrame2.aspx?sourcedoc=/employment/Key%20documents/The%20Loop%20-%20Employment%20-%20Corporate%20Induction%20Checklist.doc&action=default)

**Health and Safety Checklist:**

[http://theloop/employment/\\_layouts/15/WopiFrame2.aspx?sourcedoc=/employment/Key%20documents/The%20Loop%20-%20Employment%20-%20Health%20and%20Safety%20Induction%20Checklist.doc&action=default](http://theloop/employment/_layouts/15/WopiFrame2.aspx?sourcedoc=/employment/Key%20documents/The%20Loop%20-%20Employment%20-%20Health%20and%20Safety%20Induction%20Checklist.doc&action=default)

**New starter form:**

<http://theloop/technology/Pages/Starters-movers-and-leavers.aspx>

**Request a service for the new starter (e.g. request landline number):**

<http://theloop/technology/Pages/default.aspx>

**Further information can be found on the below link:**

<http://theloop/employment/Pages/Managing-new-starters.aspx>

<http://theloop/employment/Pages/recruiting-new-staff.aspx>

If you have further queries, please contact your Recruitment and Retention Advisor or Recruitment and Resourcing Assistant.