

## **Recruitment and Selection Policy and Procedure**

### **Introduction**

As a small independent counselling and psychotherapy service we aim to offer a unique personal and confidential service and as such the need to hire therapists is quite rare. Being a small service we are able to recruit and retain our people but on the odd occasion we have an opportunity we always follow the procedure laid out in this policy and in line with the professional recommendations set out by the CIPD and in line with our ethical code that we abide to with the BACP.

### **We set out that:**

Staff and volunteers are recruited based on their qualities as individuals and how we believe they match the aims and objectives of the service we offer

Applicants are suitably trained to deliver counselling and have the right level of experience for the clients we serve

That they are members, where applicable of the BACP

They are qualified or are undertaking relevant training to become a counsellor or psychotherapist

They abide by the BACP ethical framework

All decisions relating to recruitment are taken with the above key points in mind.

### **Selection process:**

When a vacancy arises, we will advertise this on our website, internal staff notice board and through our network of counsellors and psychotherapists.

Applicants will be asked to submit a CV and covering letter to the Clinical Director and asked to outline why they feel they are suitable for the position.

Applicants will be informed by email we have received their application and we will aim to get back to candidates within a 7-day period of any application being received. If we feel the applicant does not meet the criteria, then we will notify the applicant that this is the case. Applications and CVs are kept in a safe

and secure locked file in line with our privacy and data policy and are kept for a period in line with this policy.

The Clinical Director will make all decisions regarding recruitment of team counsellors and office staff. The decisions will be taken in line with a fair and objective interview that is made up of two areas:

- Competency based questions
- Skills and abilities
- Ethical and moral principles of the counsellor

We do not design our selection process with a view of catching applicants out and we aim for it to be a pleasurable experience. At all interviews we will involve 2 people in the selection panel. This will be made up of the Clinical Director responsible for the service and another qualified counsellor.

### **Interviews:**

The process for interviews is based on the number of applicants we have for any vacancy, for example how many we may need to short list may depend on the number of applicants who pass the initial screening based on the skills and knowledge match.

We will invite the applicant to the interview, and they will be asked to talk through their CV and the role profile for the position they are applying for. Notes will be made during the interview and an objective scoring system will be in place with evidence-based questions from the bank of competency questions we hold.

### **Unsuccessful applicants**

We will notify candidates of their interview outcome in writing and we will, if requested provide feedback on why they were not successful in the interview. The application and interview documents will be kept confidential and in line with our data policy.

If an applicant is dissatisfied with the outcome of the interview and decision they can request a copy of this policy and any related documents which will be used to demonstrate the centres fair and just application of the policy and the process we follow.