



practical advice on employment law matters.



Employment Law Training Ltd

Practical Workshops and advice for
Employers on all Employment
Topics

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Employment Law

Interviewing Essentials for Dental Vocational Trainers

2010

Recruitment and Selection

Interviewing Essentials

**Download these Powerpoint slides
by going to our website:**

www.eltraining.co.uk

Click: Employment Policy Downloads

Are we more claim conscious?



Tribunal Statistics 2008/09

	2008	2009
Total claimants	189,300	151,000
Total claims made	296,963	266,500

Legal Topics Relevant to Recruitment

- Discrimination
- Data protection
- Human rights: privacy
- Immigration and asylum law
 - new rules on documents
 - Civil Penalties
 - Points Based System
- Contract Law
- Statutory employment rights
- Rehabilitation of Offenders Act (criminal convictions)

Equal Opportunities – Forms of Discrimination

- Sex discrimination/Pregnancy
- Equal pay
- Race discrimination
- Disability discrimination
- Trade union discrimination
- Part-time workers
- Fixed term contracts
- Gender reassignment
- Religion and belief
- Sexual orientation
- Age

Recruitment & Selection

Interviews (Internal and external)

Use a Person Specification

- Keep questions relevant to the job
- Criminal convictions?
- Prepare questions in advance
- Record of interview
- Monitoring
- Avoid stereotyping
- Have someone with you

Recruitment & Selection

Interviews

- Use follow up questions
- Think about body language.... yours and the candidate!
- Are you “actively” listening?
- Treat it like a conversation
- Don't be afraid of pauses

Beginning the Interview

- Introductions

- Explanations

 - Note Taking; how long should we keep them?

 - Format of Interview

- Building Rapport

The Middle of the Interview

- Systematically probe for evidence of competence
- Allow candidate to ask questions
- Types of question

Why ask Questions?

- To get and check out information
- To probe level of skill and competence
- To control the pace

Good question technique is probing to find evidence of competence

Types of Question

- OPEN
- CLOSED
- REFLECTIVE
- LEADING
- HYPOTHETICAL
- MULTIPLE

Questionable Questions!!

Can you handle stress?

‘Tell me about a particular instance when you had to work under pressure to achieve an important deadline’

Are you a good team player?

**Can you tell me when you last worked in a team environment. What was your role in that team?
Why was it (wasn't it!) successful?**

Short listing grid

Essential criteria

Candidate:

A/B/C/D

(from person spec)

- Minimum qualifications**
- Experience**
- Verbal communication**
- Problem solving**
- Financial awareness**
- Presentation skills**

Discipline and Dismissal Interviewing Essentials

Discipline and Dismissal Interviewing Essentials

- Suspension**
- Investigation**
- Disciplinary hearing**
- Appeal hearing**

2009 ACAS Code on Discipline

- Early and internal informal investigations and resolution.
- Tribunals to take it into account in relevant cases
- Adjustment of awards of up to 25% in relevant cases for unreasonable failure to comply
- www.acas.org.uk

The Disciplinary Process an overview

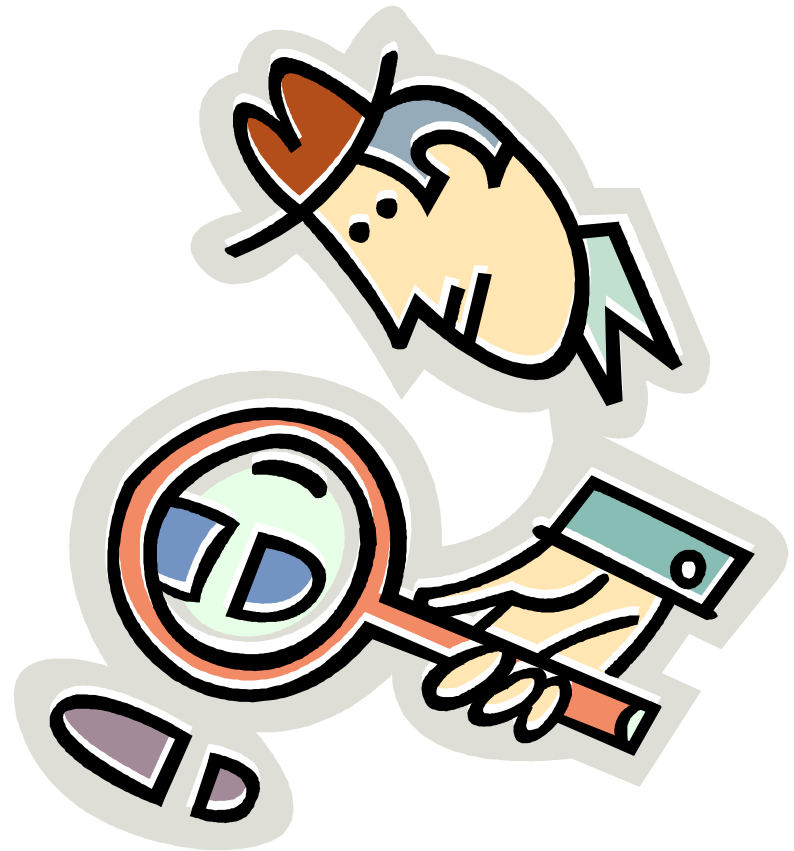
1. Investigation – who does this?
2. What about suspension?
3. Invitation to meeting
4. Hearing - companion
5. Adjournment – important prior to decision
6. Decision
7. Appeal

Suspension – key points

- Is there a need to suspend?
- Suspend without unreasonable delay.
- On full pay.
- Advise suspended, confirm in writing
- What does your policy say?
- Only for serious issues.

The purpose of investigation

- The purpose of the preliminary investigation is to get the facts and circumstances
- To enable the nominated person to decide whether there are grounds for proceeding



The investigation stage

- Investigations – what is the alleged offence?
- How serious does it appear to be?
- What does your policy say here?
- Options – line manager or investigating officer?
- Does the Employee admit the offence?
- Are there any witnesses?

Right to a Companion

- reasonable request to be accompanied at disciplinary or grievance hearing
- either single co-worker, or TU official
- companion permitted to address hearing and confer with worker - but not answer questions on behalf of worker
- postpone hearing to reasonable time within five working days if companion not available (Employment Relations Act)

Right to a Companion

- When would you consider allowing a companion who is not a colleague or union officer?
- What about legal representation? Do I have to allow this?

Conducting disciplinary hearings

The start of the hearing

- Introductions
- State the purpose of the hearing
- State the exact nature of the complaint
- Set the agenda and order of speaking

Conducting disciplinary hearings

During the hearing

- Go through the evidence
- Ask the employee to put their case
- Allow employee to have their say
- Questions to witnesses/witness statements

Conducting disciplinary hearings

Reaching a decision

- Invite final comments, then **Adjourn**
- Consider the employee's position including mitigation
- Consider Company Policy *and* custom/practice
- Make the decision
- The sanction must be reasonable
- Justice must be done and seen to be done

Conducting disciplinary hearings

Communicating the decision

- Announce the decision – with details
 - No action - explain why
 - Warning - give details
 - Dismissal - give full reasons

Confirm in writing (including right of appeal)

**Download an up to date
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Select: Policy Downloads



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