

Leadership and Management

Let's Reflect – Recruitment & Induction



Following the pandemic there has been a significant effect on the early year's workforce, with many providers feeling the impact of the recruitment crisis. It is therefore essential that time and energy is used wisely when looking to fill a vacancy. Essentially, taking the time to decide what it is you are looking for, ensuring that your policies and procedures are up to date and embedded and being mindful of how you market the vacancy, will all contribute to how successful your recruitment efforts are. Your statutory duties see leaders embed safe recruitment practices, ensuring that appropriate vetting of applicants is undertaken, including carrying out any further due diligence required. These are essential steps in the recruitment process.

Once a position is filled, it is crucial that you invest as much time in thoroughly inducting new practitioners, as you do in recruiting them. Only once a practitioner has started to practice, can you begin to dig deeper and explore strengths and areas for development. As a leader, you are responsible for ensuring that they make the transition from being a new recruit, to an effective and active participant within the team.

Task

Consider the questions below and reflect on how you can further develop recruitment and induction in your setting:

- Who is involved in the recruitment process?
- Do you feel that the process of recruitment is robust? How do you know this?
- Are you evaluative/reflective of your recruitment process?
- Do you ensure that this has an impact?
- What words would you use to describe your recruitment process? E.g., Is it dynamic? is it fair? Is it flexible?
- Can the same be said for your induction process?
- How do you ensure that the induction process is consistent for all?
- How do you include the wider team in the induction process?
- How do you promote transparency why recruiting and inducting?
- How do you include the voice of others in recruitment and induction e.g., parents and children?

- Do you recognise the statutory duties regarding safe recruitment and how do you embed this?
- What tools and guidance do you use to support you as a leader
- Do you feel confident in the vetting process for new recruits?
- Do you apply a probationary period for all new employees, to allow time for you to review practice following support and guidance?
- Have staff got a sound understanding of the recruitment process and supporting guidance that underpin your practice?
- Do they recognise the role that they play?
- How familiar are you with coaching and mentoring?
- How can you utilise this to support new members of the team?
- How do you measure the impact of coaching and mentoring?
- How frequently do you review the quality of your recruitment and induction processes and procedures?