

*Participation People's hints,  
tips and ideas on how to....*

# Meaningfully involve children and young people in staff recruitment, selection, induction and appraisals



## Start early

Often, young people's involvement in staff recruitment is left till last. As soon as someone resigns, and you have agreement to advertise the post, design the recruitment plan with children and young people's involvement.



## Know your audience

Who will the successful candidate be working with? How will they engage with children and young people? Is that through direct face to face work or indirectly, through a staff team? Weigh this up as a percentage. The more involved they are with young people, the more you will want young people to be involved in the process.



## Co-production every-time!

Bring young people and adults together to talk about the recruitment process. Agree who will do what and by when. Will young people be involved in writing the advert, shortlisting, staff induction? If so, how? Map this out so that everyone has a clear idea of what is happening and when.



## Weighting

Agree what percentage weighting children and young people should have on the final decision. Are they purely advisory or will they have a percentage of the overall decision? Use point 3 and 4 for this decision.



## Jargon

When involving children and young people, think about language. Avoid abbreviations and jargon. If you aren't sure what is and isn't jargon, ask your children (!) and or your Youth Participation Officer. You may want to come up with a jargon buster to help translate!



## Accredited training

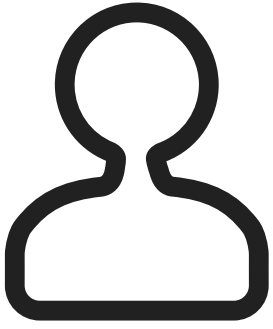
Train young people in key skills that will help them with the following steps. Accredited training packages are available as off the shelf toolkits. Ask your Youth Participation Officer. Even better, train your adult panel and young people's panel together!



## Mark scheme

Co-produce a mark scheme with children, young people and adults. Get everyone to practice using it on some dummy applications and discuss their findings together. This can be included in the training or at the briefing..

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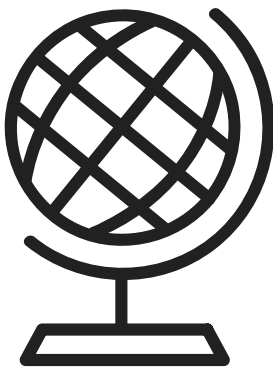
### Role play

Use role-play with adults and young people on the panel to address any fears or concerns either audience has when working together. Practice how the interview would go together.



### Feedback

Feedback to children and young people how their voice has impacted the staff recruitment, selection and appraisal process. Save this for when Ofsted come knocking, you will need it!



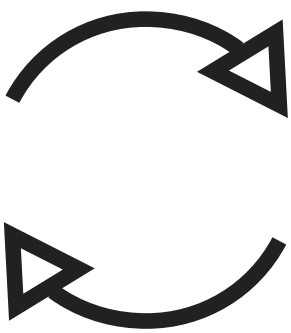
### Manage expectations

Manage their expectations throughout the process. Think about their time commitment. Tell them how long it takes to make a recruitment decision and get approval. Young people expect fast results!



### Accessibility

Check the times, venues and days of your interview process. Remember, children and young people are at School, but they have a lot of holidays! Avoid taking them out of School, but use after School hours to your advantage (from 4.30pm).



### Interview structure

What interview structure will you be using. There are lots to choose from. For example, a presentation, interview panel, team work activity, role play, group work assessment etc. What you decide will dictate how many young people you need to be there!



### Job vs volunteering

Is this a job for a young person to do, or are they expected to volunteer? If this is more of a job, then you should offer to pay them for their time. Use our [Incentives, Reward, and Recognition Policy](#) to help you decide what is appropriate.



### Thank you's and next steps

It is vital that you follow up promptly after an interview with a letter of thanks to a young person with a statement of how they contributed to the final decision. Think about if you want young people's help appraising the successful candidate too...