

Young in Herts Online Recruitment Service Frequently Asked Questions CHILDCARE, EARLY YEARS & PLAYWORK PROVIDERS

What are the benefits of this online service?

You can carry out the following actions at a time which suits you:

- Place your vacancies for immediate viewing by candidates
- Search for candidates who meet your requirements on a live database
- Contact candidates direct
- Arrange interviews with candidates
- Write a setting profile which encourages candidates to apply for your vacancies
- And it's **FREE** to Hertfordshire Childcare Providers

Do I need access to the internet and do I need to have an email address?

Yes – please see separate information sheet on setting up an email account

Is there a limit on the number of vacancies I can place on the website?

No – but for monitoring purposes, which relate to the success of the site, you will be asked at the end of every recruitment procedure what the outcome was i.e. did you recruit someone via this site?

Do the candidates on the site have a current Criminal Background check?

No, it is the **responsibility of the childcare provider** to ensure that all people appointed undertake a Criminal Background Check and have satisfactory references.

Can I view candidates' details without contacting them?

Yes - you can search the site for candidates at any time – if you are interested in a particular candidate you can contact them and invite them to apply.

Will Candidates be able to contact providers direct?

Yes - candidates will be able to email you direct if they are interested in your particular vacancy or want to find out more about a vacancy.

Can I print off the candidates' profile?

Yes – the print out will be in the form of a Young in Herts application form.

Can I arrange an interview directly with a candidate?

Yes – this can be done initially via the email and followed up formally in writing.

Will Young in Herts be advertising vacancies in the local papers?

Young in Herts will still be advertising in the local papers on a regular basis; however, these adverts will signpost people to the new Recruitment website and not individual vacancies.

Is there any additional support I can receive if I have a problem accessing this new system?

If you require any additional support please contact the Childhood Support Service Team on 0845 601 4138 or email: younginhertsrecruitment@hertscc.gov.uk.