

Frequently Asked Questions – Recruitment

Q. I have a vacancy in my team, how do I go about advertising it?

A. All the information and guidance you require to support you to fill your vacancy can be found here: [Managers resourcing toolbox - Vacancy management and recruitment - Perth & Kinross Council \(pkc.gov.uk\)](https://www.pkc.gov.uk/Managers%20resourcing%20toolbox%20-%20Vacancy%20management%20and%20recruitment%20-%20Perth%20%26amp%20Kinross%20Council)

Q. How can I promote my vacancy on Social Media?

A. We highly recommend completing the module on [Social Media and Recruitment](#). This offers valuable insights on how to recruit the best candidates. It's crucial that managers play their part in supporting this, as the success of social media advertising depends on your active involvement. Once you've completed the module and have considered how this would work, please contact our Communications and Engagement team to discuss your approach. Please be aware that due to the volume of requests, the team prioritises posts that have been re-advertised, are hard-to-fill and demonstrate active managerial involvement in their promotion. For further advice, please email communications@pkc.gov.uk

Q. How can I see what pre employment checks I am still waiting for, prior to agreeing a start date with my preferred candidate?

A. Guidance on how to view the progress of the pre employment checks can be found here: [09. Pre-Employment Checks.pdf \(pkc.gov.uk\)](#)

Q. I'm having difficulty resetting my password on Talentlink, can you please help?

A. Please be reminded when pressing "Forgotten Password" on Talentlink that the Company Name used for this system is CoSLA (Case sensitive).

Q. Can I attach the Job Evaluation Job Profile to my advert instead of the Job Family Role Profile?

A. It was agreed in 2017 that the Introduction of Job families would be fundamental in improving flexibility across the organisation, ensuring we have the right people, with the right skills in the right place at the right time and at that time new Role Profiles superseded the older style Job Profile and Person Specifications. In order to ensure consistency across all staff, it was agreed that these new Job Family Role Profiles would be the documents we use going forward to recruit to all positions that fall within a Job Family Framework. A generic role profile uses broad terms to describe what is typically expected of the role and is not a list of tasks associated with the role. The generic role profile provides an outline description of the knowledge, skill and accountability which is typically expected at a given pay grade. Role holders may not necessarily undertake all the activities within the generic role profile. Any job specific tasks you want to highlight to applicants should be included in the Job Advert text rather than in the Job Family Role Profile.

Q. What should I consider when interviewing/offering a position to an applicant who has applied via the Guaranteed Job Interview Scheme eg how can I ensure that the duties I require them to do will not exacerbate a pre-existing condition?

A. More information on the Reasonable Adjustments and Guaranteed Job Interview Scheme can be found here: [Reasonable Adjustments and Guaranteed Job Interview Scheme.pdf \(pkc.gov.uk\)](#)

Q. My preferred candidate requires Sponsorship, what do I need to consider?

A. In the Council we have many occupations that meet the eligibility criteria to enable us to sponsor migrant workers. When recruiting a candidate from outside the UK (excluding Irish citizens), you must consider first and foremost who meets the job requirements best. If the best candidate does not currently have the right to work in the UK, you may need to consider sponsoring the candidate (if the job being filled is eligible for sponsorship); applicants are asked if they have the right to work in the UK as part of the recruitment process and you should have checked their eligibility documents at interview so you will be aware of their status. However, you should also be aware that the candidate must meet a specific set of criteria in order to be eligible for sponsorship

Further details can be found here: [Sponsoring a Migrant Worker \(cloud.microsoft\)](#)

Q. I've submitted a vacancy request on MyPKC Staff portal, when is it going to be advertised?

A. There are a number of factors that determine when your vacancy will be advertised, however please be assured that you will be emailed at each of the stages throughout the approvals process. There are specific criteria that apply to the approvals process and only once these have been met and the request has full approval will it be forwarded to the Recruitment Team for advertising. The timescale thereafter is very much dependent on the demands on the Recruitment Team at that time, however they will endeavour to action it as quickly as possible. You can also check on the progress of the vacancy request in 'My Requests' tab on MyPKC Staff portal.

Q. I have recently interviewed a candidate who was unsuccessful however, I feel they would be suitable for a new vacancy in my team that has arisen. Can I consider them for this new vacancy?

A. You can make an Additional Vacancy request on MyPKC Staff portal to appoint an additional candidate from an existing pool of applicants provided the interviews for the initial appointment were no longer than 16 weeks prior. The Terms & Conditions of the new vacancy must be equal to or lesser than the initially advertised post. For example you cannot initially advertise a fixed term post and then approach an additional candidate to offer them a permanent post. To action this, you'll just need the FS-Case-Number of the initially approved vacancy request and the PKC vacancy reference number of the original advert.

If you have a Recruitment or any other HR question that is not covered in this FAQ, you can ask [ERICA](#).