

## Facts for Families: Recruiting staff for your relative

Involving the people we support and their families in finding and selecting staff is an important part of a successful recruitment and selection process. People we support and family representatives are always involved in recruiting to senior roles across the organisation. We have different ways that families can get involved in recruiting the team that will directly support their loved one which includes:

- working with us to update your relative's One Page Profile,
- helping us to understand the specific qualities, skills and interests support workers needed to support your relative so we can add these to the standard job description,
- contributing to the wording of a job description,
- taking part in shortlisting prospective candidates,
- working with other families in the same service and the manager to design some great additional interview questions,
- taking part in formal or informal interviews
- giving feedback at the end of the probation period before a permanent post is confirmed.



Family involvement in recruitment is personalised to each situation and depends on their loved one agreeing to their involvement and the type of support, for example, in a place where three people share a house there would be a different process than if a person lives alone.

If you haven't taken part in an interview panel before we will explain the process and make sure you know what you can and can't do.

Informal interviews might take the form of a 'meet and greet' where candidates spend time with the person and their family, maybe by joining in with an activity or having a drink and a chat.

The Dimensions HR team will always screen initial applications to make sure only those people who meet core standards reach the interview process. The final decision about who to employ is made by Dimensions, but we promise that the views of people we support and families are taken very seriously.

Families should talk to their Locality Manager to discuss the best way for them to be involved with recruiting to their loved one's team.

The families team are here to help.  
You can contact them by  
email: [family.help@dimensions-uk.org](mailto:family.help@dimensions-uk.org)  
or by phone Monday – Friday 9.30am – 1.30pm  
0300 303 9161



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