

Apply for a role with us now:

overview of our recruitment process

Find your perfect role at
www.exemplarhc.com/careers



Contact us for an informal chat
on 01977 630 830



Complete the online
application form



If you're shortlisted, you'll
attend a values-based interview



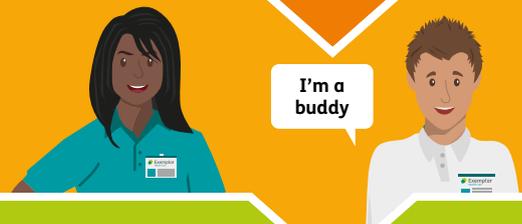
If you're successful, you could start
with us in as little as three weeks



Attend corporate
welcome induction



Start working in your
home/department, alongside a buddy



Continue learning and
progressing in your career



What happens after you've applied?

- After you complete the online application, you'll be added to our Applicant Tracking System. You can log in to your account to track your application progress live and we'll also email you with any updates.
- The recruiting manager will review your application and decide if you're a good fit for the role and team.
 - If your application is not successful at this stage, we'll email you to let you know. Whilst due to the large number of applications at this stage, we're unable to offer feedback - if you would like some, please email recruitment@exemplarhc.com

Interview

- If your application is successful at this stage, we'll email you with a link to select an interview slot.
 - This should be within two working days of the closing date (or if the role doesn't have a closing date, within two working days of your application).
 - If you can't make any of the available interview slots, please contact our Recruitment Team on 01977 630830.
- Please read the job description and person specification before the interview and think about how your values, skills and experience make you the perfect candidate for the role – it's a good idea to come up with some examples for the interview.
- On the day of your interview, remember to dress to impress, show us your best self, ask any questions and bring your ID documents (you'll receive an email beforehand telling you what to bring).
 - If your interview is via **Zoom**, we'll email you a link to join the interview. If you haven't received this an hour before, please contact our Recruitment Team on 01977 630830. On the day, please find a quiet room to attend your interview.



- If you're attending a **face-to-face interview**, please arrive 30 minutes before the start time to complete a COVID-19 test. If the test result shows positive, we'll organise a Zoom interview in its place.

Following the interview

- Usually within two working days of the interview, we'll email or call you to let you know the outcome.
- If your interview was successful, we'll email you an offer of employment and may request additional ID documents so that we can carry out the necessary pre-employment checks. You can also review and accept your offer of employment via your online account.
- If your interview was unsuccessful, we'll email or call you, offering you the opportunity to request feedback as to why your application and interview have been unsuccessful.

Offer of employment and checks

- When you've accepted the offer of employment, log in to your account and add your references. Our Recruitment Team will contact the referees.
- If we don't receive the references, we'll chase them for up to two weeks. If we haven't received a reference within two weeks, we'll call you and ask for your help or an alternate reference.
- You'll receive an automated email asking you to apply for a DBS check – please complete this ASAP. If you already have an online DBS, you do not need to apply for a new one. Please contact the Recruitment Team if you're not sure.
 - The DBS check is usually completed within two-three weeks, but can take up to 60 days. The Recruitment Team will contact you if there's a delay.



Before you start

- Once your DBS and reference checks are back, the Recruitment Team will contact you to arrange a start date and book your corporate welcome induction.
- If you have a notice period, please consider this when you agree your start date.
- You'll get paid to attend your induction – your first day of the corporate welcome induction is your first day of paid employment with us.
- Before you start, your Manager should get in touch to tell you a bit more about the home and what to expect in your first few days.
- You'll also receive the 'Our Exemplar' brochure and 'Colleague handbook' which tell you more about working with us, and outline important policies and procedures.

Corporate welcome induction

Everyone who works with Exemplar Health Care receives a corporate welcome induction which includes learning about the company and our values, and completing Mandatory and Statutory Training, which includes but is not limited to first aid and safeguarding.

- On the day before your induction, you'll receive a welcome email from your dedicated Core Learning Facilitator telling you how to access Exemplar Learning Management System (ELMS) and what eLearning you need to complete in the first couple of days of your induction.

Day one and two of your induction

- On the first day of your induction, please arrive at the specific location at the specified time (usually 09.00, but this may be earlier to complete a COVID-19 test).
- You'll meet your team mates and your Core Learning Facilitator to learn about topics such as customer care, communication and food safety. You'll also be given time to complete elements of your eLearning.

Arrange
start date

Book
induction

Call with
Manager

Face to face
induction

Welcome
email

Day 1:
Meet at
location and
commence
face to face
training and
eLearning

- On the second day of induction, you'll complete some practical elements of your training.
- On the third and fourth days of induction, you'll complete Exemplar Positive Behavioural Support (EPBS) training with the Behaviour Support Team. On this day, please take a spare smart and plain t-shirt, and wear wipe able shoes and comfortable dark trousers (as part of our infection prevention and control measures).
- If you're working in a role that isn't a care or nursing role, you'll attend your home/department on your third day instead.
- When you first visit your home/department, you'll:
 - receive a welcome pack which includes some useful gifts
 - be shown around the home/department and introduced to your colleagues
 - complete some of the practical elements of your training such as a fire safety walk around and hand-washing practical
 - complete any outstanding eLearning
 - meet your buddy.

Your first few weeks

- During your first few weeks, you'll have an allocated buddy to support you whilst you learn about the role and service users.
- You'll have a probation meeting with your Manager at weeks 1, 4, 8 and 12.

Ongoing support

- Throughout your employment, you'll have regular one-to-ones and Performance Development Reviews (PDRs) with your Manager to review your progress, celebrate your achievements, address any issues and identify your career aspirations.
- Registered colleagues will also have access to clinical supervisions.
- As a new colleague, you'll be invited to a feedback session to give us feedback about your first few weeks.

**Day 2:
practical
learning and
eLearning**

**Day 3:
EPBS training
or home/
department
visit**

**Start your
new role**

**Meet your
buddy**

**Regular one-
to-ones**

**Continue
learning and
progressing in
your career**

Find your perfect role at
www.exemplarhc.com/careers

every day better



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