

# Team Counsellor Selection Policy

## Introduction

1. Approximately 25 counsellors comprise the LIFE-FORCE Counselling Service Team, therefore places on the team are restricted in number and as such are limited in availability.
2. Team Counsellors are selected based on their relevant counselling qualifications, level of counselling and professional practice experience, availability and fee structure, CV and their theoretical orientation being compatible with the core philosophy of the Organisation and complementary to the Service as a whole at the time of selection.
3. The Organisation's policy is not to provide feedback to unsuccessful applicants and this is made explicit on all advertising material and in emails inviting applicants to attend an interview.
4. The Organisation's staff members who carry out the recruitment procedure which includes shortlisting, the interview panel and selection are the Centre Director and/or Service Support Manager and/or Counselling Service Manager.
5. For the purposes of equal opportunities, the position for a Team Counsellor is advertised in the form of a leaflet detailing the requirements of the position. Applicants are invited to apply in writing via a covering email which explains how they meet the essential vacancy requirements, details their supervision arrangements, availability and minimum to ideal sessional fees, along with a full C.V. which includes their clinical experience and professional practice and two referees, one from current counselling practice/clinical placement and one from a work related professional setting.

## Selection Procedure

### Stage 1

The selection staff initially select applicants who have addressed the job criteria in their covering email and CV and then reviews these by cross referencing the contents in more detail with the job description essential requirements and record the findings on a Stage 1 Selection Procedure Cross Reference Table. The applicants' CVs are then placed in a sequential number order and the top 3-5 who meet the highest proportion of criteria in relation to what most suits the needs of the team at the time are short-listed. The Centre Director telephones these 3-5 applicants and goes through the essential requirements with them and completes a Team Counsellor Vacancy Telephone Screening Form. The top 2-3 are invited to an interview depending on the number of spaces available on the team and are sent an online **Team Counsellor Application Form** which they are asked to complete and submit prior to the interview.

### Stage 2

The 2-3 selected applicants then attend an interview which is conducted by the selection panel, who complete a Team Counsellor Vacancy Interview Questions Form, and independently give each applicant an overall score according to a points system out of 10, and as such are able to check and monitor the applicant's suitability to meet the criteria of a Team Member. Following all of the interviews the selection staff complete a Stage 2 Selection Procedure Summary Table, which includes the overall interview scores and each individual interviewer's comments. The top applicant(s) are then offered a position subject to 2 satisfactory references, 1 to be a previous employer. In the event of equal scores and comments, discussion takes place between the staff members in order to determine the most suitable applicant who meets the needs of the team. The completed Application Form of successful applicants is stored electronically by the Counselling Service for a period of 6 years, after they leave the Organisation, upon which it is destroyed by shredding.

## Unsuccessful Applications

1. For unsuccessful applicants all information that has been provided during the selection process is treated as confidential and is safely stored electronically for a period of up to 1 year for reference purposes after which it is electronically deleted.
2. Unsuccessful applicants who are dissatisfied with the outcome can revisit the Team Counsellor Selection Policy, which can be viewed on our website under Job Vacancies. They can also request copies of the documents that relate to their interview process which will be provided to demonstrate that the selection procedure was conducted in a fair, ethical and professional manner. Also, while the Centre would prefer not to give feedback to unsuccessful applicants as this can cause further disappointment, upon request by email brief written feedback will be provided.