# Recruitment feedback

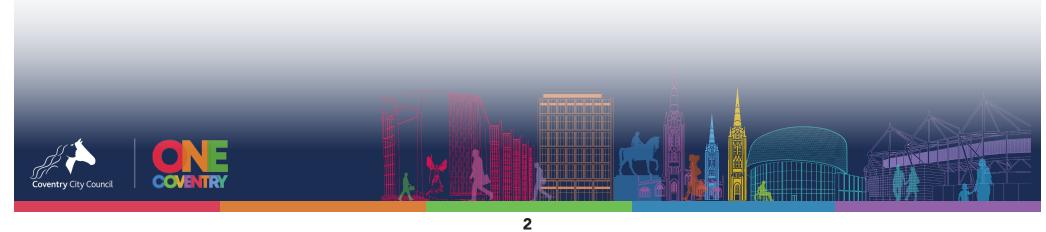| You Said | Comments | We Did | Other Options |
|---|---|---|---|
| Only 2 out of the applications received for the teaching post have QTS status and one is waiting for it to come through, this isn't something that we would normally see for any teaching post. | | Added "Killer question" on all online teachers / headteacher template – anyone who does not have QTS will be rejected at the application stage. | |
| Personal details, too lengthy when printing off. | When downloading the application form from the system, the system formats the form in segments e.g per section per page, hence makes the form lengthier when printing. | | Viewing the application form via the system is easier on the eye, clearer formatting and reference of information.<br><br>School can access / view application form on TribePad, we can offer School support on site during advert opening to demonstrate how to use TribePad to view application forms. |
| There isn't an Employer History Section. | This is collated under the Career History section. | The candidate populates their career history on their personal profile page. Specific questions, to provide further career clarity are asked as part of the candidate online application form including current / last employer and gaps in employment. | |

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|----------|----------|--------|---------------|
| Short sentences completed on "Suitability for Post" section by candidate and needs more prominence. | Unfortunately, some candidates provide lots of information, others might only submit little information or short sentences. | We have moved the Suitability Question to earlier in the application process for more prominence and amended the guidance as follows;<br><br>*"Please review the Job Description and Person Specification and give details of any relevant experience, skills and attributes which make you suitable for this role. Please note this information will be used to shortlist you to the next stage.*<br><br>*Please give a personal statement in support of your application, with clear demonstration of how you meet the criteria on the person specification. You can use experience / knowledge / skills and abilities gained through paid, unpaid or voluntary work etc to demonstrate how you meet the criteria".* | Schools can use application questions as an alternative to a personal statement to make their application form criteria more specific to aid the candidate to provide the relevant information required. |
| The application is not in line with Safer Recruitment. | | We have checked the policy and confirm we do conform - the only gap of information identified that isn't collated is "reason for leaving". We have requested this to be added to the Career History. | |

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|---|---|---|---|
| Concerned the online form is a CV. | | The online application form is not a CV, CV is the terminology used by the System. We have aligned the information from the manual form to the online form. Safer recruitment does state Schools need to have an application form aswell, if accepting a CV. | |
| Reference information is duplicated . | The system remembers information used previously which can be helpful to prepopulate fields where required. | We have raised a request with the system technical team to see if we can prevent the information being prepopulated / duplicated.<br><br>In addition, the reference question information has been reworded and made more obvious that 2 different references are required - all questionnaires have been set up so information is a required field and can't be skipped. | |
| Application form does not capture the candidates email address. | | All candidates need an email address to create a profile and apply online - the email address is in the personal information section. | We have also raised a query to include the preferred email address on the downloadable application. |
| Hobbies and interests not required. | | We have had this removed from the personal information section. | |

Coventry City Council

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