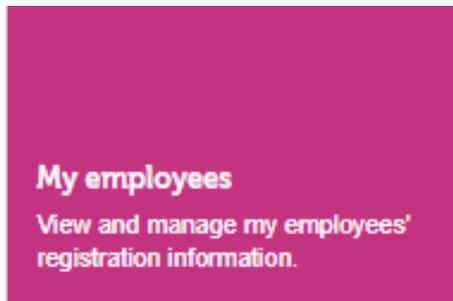


Guidance for employers accessing names of workers on the Adult Care Recruitment Portal

In your MySSSC account, go to the 'My employees' tile on your homepage. If you are a countersignatory for more than one organisation select the relevant organisation you are seeking staff for.



Click the green tile 'Adult Care Recruitment'



You will be asked to consent to appropriate use of data and should tick the box to confirm this.



[MySSSC home](#) / [Employers](#) / [Employers Area](#) / [Adult Care Recruitment](#)

This section of MySSSC has been set up for the purpose of supporting employers with recruitment activity within the adult care sector. It will provide you with the details of individuals who have experience of working in the sector and have previously been registered with the SSSC.

To this end, the SSSC is providing the following information to you in relation to the candidates:

- a. Personal details
- b. Contact information
- c. Relevant skills, experience and qualifications
- d. Preferences for work location, service type and availability
- e. If the candidate has a full driving licence
- f. If the candidate has access to a vehicle.

Whilst every reasonable effort has been made to ensure the information provided is accurate and up to date, the SSSC makes no representation or warranty of any kind, express or implied, as to the accuracy of the information. The SSSC does not accept any liability arising from any inaccuracy or omission in any of the information. The information is provided to you to assist you to make your own decision about recruitment of any candidates. Any reliance you place on the information is strictly at your own risk.

The SSSC has not undertaken and will not undertake any pre-employment checks in relation to any candidate, and you agree and accept that you are responsible for undertaking all relevant pre-employment checks prior to the appointment of any candidate. The SSSC makes no representation or warranty of any kind, whether express or implied, as to any candidate's employment record or history, qualifications, right to work in the UK, fitness to practise or suitability to work in the adult care sector.

You agree and accept the information is provided to allow you to make decisions about the recruitment of candidates, and that by accessing and/or using the information you are that you are doing so strictly for this purpose. You strictly undertake that you will treat all candidate data as confidential and that you will not use the data for any purpose other than to select candidates for specific job opportunities. You agree not to share, copy or transmit to a third party any candidate data unless doing so complies with data protection legislation.

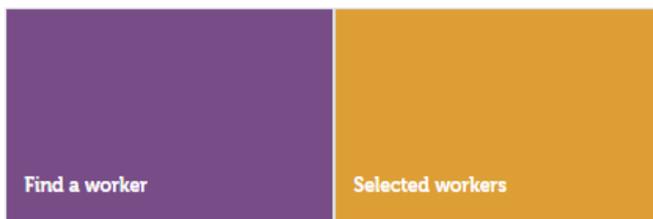
I confirm that I am currently recruiting to fill a vacancy/vacancies in the adult care sector, and I am accessing this information for this purpose only and on the terms outlined above.

Two tiles will appear once you've confirmed.

Find a worker – allows you to find workers, select them and make contact.

Selected workers – this is where you can manage the workers you have selected.

I confirm that I am currently recruiting to fill a vacancy/vacancies in the adult care sector, and I am accessing this information for this purpose only and on the terms outlined above.



Find a worker

You will be able to filter the list of available workers based on area, experience and availability.

Select the pink dropdown arrow, then click 'See further details' to see the full details a worker has provided.

[MySSSC home](#) / [Employers](#) / [Employers Area](#) / [Adult Care Recruitment](#) / [Adult Care Workers](#)

Please find below a list of individuals with previous experience of working in adult care. You can filter this on the geographical area the individual is living in. More details about the individual can be accessed by clicking on the pink downward arrow. Please be aware that the SSSC has not carried out any suitability checks for these individuals.

Lives in (town/city) Outward postcode Experience Preferred hours Has transport? Yes No Happy to drive? Yes No

First name	Last name	Lives in	Outward postcode	Experience	Preferred hours	Has transport?	Happy to drive?	
<input type="text"/>	<input type="text"/>	Edinburgh	EH1	Less than 1 year	Full-time	No	No	<input type="button" value="See details"/>
<input type="text"/>	<input type="text"/>	Dundee		Less than 1 year	Full-time	No	No	<input type="button" value="See details"/>
<input type="text"/>	<input type="text"/>	Dundee		Less than 1 year	Full-time	No	No	<input type="button" value="See details"/>
<input type="text"/>	<input type="text"/>	Dundee		Less than 1 year	Full-time	Yes	Yes	<input type="button" value="See details"/>
<input type="text"/>	<input type="text"/>	Dundee	DD3	5 or more years	Part-time	Yes	Yes	<input type="button" value="See details"/>
<input type="text"/>	<input type="text"/>	Dundee	DD2	3-5 years	Full-time	No	No	<input type="button" value="See details"/>
<input type="text"/>	<input type="text"/>	Dundee	DD3	1-3 years	Full-time	No	Yes	<input type="button" value="See details"/>

If you want to select a worker, use the pink magnifying glass to pick your countersignatory role and then the green 'Select worker – click to confirm' button. You will be sent an email with the worker's contact details which you can use to start discussions and find out more about them.

Full-time

Happy to drive?
 No Yes

Transport?
 No Yes

Experience in

Willing to work in

Selecting the worker

Logged in user
Calum Smith

Pick my countersignatory role *

Please click on the magnifying glass to choose your role. We need you to do this to confirm which organisation you are acting on behalf of, as some people have more than one countersignatory role for more than one organisation.

Selected workers

The Selected workers tile shows a list of all workers you have previously selected and allows you to manage them.



[MySSSC home](#) / [Employers](#) / [Employers Area](#) / [Adult Care Recruitment](#) / [Your Adult Care Workers](#)

You have selected the individuals listed below to consider for recruitment. Please keep us updated on the progress of your selection using the pink downward arrow.

Individual	Selected by	Selected on ↓	Status ↑
Jenni Tait	Jenni Tait	11/02/2022	Still under consideration 
Sandra M Hayburn	Sandra M Hayburn	10/02/2022	Still under consideration 

You can use the pink dropdown arrow beside the name of a selected worker to 'Provide update' on their status.

Individual	Selected by	Selected on ↓	Status ↑
Jenni Tait	Jenni Tait	11/02/2022	Still under consideration 
Sandra M Hayburn	Sandra M Hayburn	10/02/2022	Still under considera  Provide update

There are six available statuses for selected workers:

- still under consideration
- candidate did not respond
- candidate did not wish to continue with the recruitment process
- considered but not employed
- employed
- employment ended.

The screenshot shows a web form with the following fields:

- Selected By:** Jenni Tait
- Organisation:** [Redacted]
- Selected On:** 11/02/2022
- Status *:** A dropdown menu is open, showing the following options:
 - Still under consideration (highlighted in blue)
 - Candidate did not respond
 - Candidate did not wish to continue with the recruitment process
 - Considered but not employed
 - Employed
 - Employment ended

Choose the appropriate status of the worker before clicking 'Confirm changes'.

The screenshot shows the same web form as above, but with the 'Status' dropdown menu closed and the 'Confirm changes' button highlighted in green. Below the dropdown menu, there is a red error message: "Please update the status of your selected worker."