



# MANAGEMENT ANSWERS

## SELECTION PROCESS FOR A NEW DEPUTY MANAGER

© John Eaton 2005 All RIGHTS RESERVED

Candidate Name.....

Jet Training, Trenchard House, Minehead Road, Norton Fitzwarren, Taunton, Somerset, TA2 6NS  
Telephone 01823 270845 Mobile 07775643169  
Email: [info@jet-training.org.uk](mailto:info@jet-training.org.uk)

## **EXPLAIN GIVING YOUR REASONS, WHICH PARTICULAR STAFF WILL TAKE PART IN THE SELECTION PROCESS FOR A NEW DEPUTY MANAGER**

Depending on the culture and the nature of the organisation, a selection process will depend on what types of priorities that the managers and owners have.

In the post of Deputy Manager, It would be the Owner who would automatically be involved, with the owner opting out if they did not feel they were competent to involve themselves in a recruitment situation.

In the post of Deputy Manager, the Registered Manager would be involved and unless overruled by the owners, would be the most influential person in the selection process, as in the end of the process, the Registered Manager will have to delegate responsibility, especially when the Registered Manager is either off duty, on leave or sick.

The Registered Manager would have to deal with staff morale issues if a poor appointment suddenly led to resignations, sickness and absence, a diminishing quality of care, it would be the Registered Manager who would be answerable to the Registration Authority or a Court of Law if something went wrong and there was a serious issue to be dealt with.

If there was another Deputy Manager, they would be on the interview, they would want to know that the interviewee would be a capable equal, someone they could work with and maintain a standard of care and of quality that the home would be wishing to ensure continued

If there was no other deputy, a senior carer may be invited as the chain of command must be able to discuss and deal with each other in a non threatening partnership, as a team working together

Sometimes a care staff may be invited to see how the Deputy manager may treat them as individuals, help them when they are in difficulty, understand their strengths and weaknesses, especially when there is increased sickness, or when personal circumstances need to be understood

There may be specialist staff that may have an interest, i.e. an Activities Manager who may wish to enquire on how much interest the Deputy has in occupying residents during the day, and how they would support them to improve the quality of the activities.