

Approved by:

STATEMENT OF PURPOSE

To ensure a fair and consistent approach to recruitment and selection across the organization

1. INTRODUCTION

- 1.1 This policy should be used for candidates applying to join the organization.
- 1.2 This policy should help protect the organization from legal recourse.
- 1.3 The recruitment members are trained in equal opportunities.
- 1.4 Only senior managers will have the authorization to recruit.
- 1.5 An up to date job description and person specification must be available.

2. ADVERTISING

- 2.1 Prior to placing the advert, an up to date job description and person specification must be available.
- 2.2 External advertising media should be suitable for the vacancy and relative to its locality. This decision will be taken by the Director in consultation with other Directors or Senior Manager of the department where the vacancy exists.
- 2.3 A current list of vacancies will be kept on the website and updated by the Administrator in a timely basis.
- 2.4 Up to date Job Applications and Specifications should be readily available for candidate to download.
- 2.5 The method of applying for a position, chosen by the company should be clearly defined using a selection the following criteria as guidance i.e., (1) completion of application form electronically, (2) candidate should call 01782 366090 for an application form or to speak to a representative of the company for further information (3) Whether or not a CV should be include (4) Closing Date (5) No applications will be considered after the closing date, unless it can be proven that it was not the candidates fault. (i.e., postal strike, Bank Holiday etc).

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3. APPLICATIONS

- 3.1 Completed applications will be assessed on the above criteria as well as on job knowledge, experience or willing to learn basis.
- 3.2 Candidates who have a disability: The process will take into account adjustments to accommodate their needs and be such that they are not placed at a substantial disadvantage compared with non-disabled candidates.
- 3.3 Decision to interview, shortlist or offer of employment will take no account of an applicant's trade union membership or non-membership.

4. SHORT LISTING

- 4.1 Short listing will be conducted within 7 days of the closing date, by two people.
- 4.2 The applicant must satisfy all essential criteria in order to be short listed, which includes assessments (if and where applicable or appropriate).
- 4.3 Where short listing produces no applicants, the post should be re-advertised.
- 4.4 An applicant invited to interview should be given a minimum of 7 days' notice.
- 4.5 Short listed applicants will be advised by letter.
- 4.6 Candidates will be asked if they require any adjustments to facilitate them attending for interview.
- 4.7 Candidates who are registered disabled and satisfy the essential criteria will be guaranteed an interview.

5. INTERVIEW

- 5.1 Interviews should be conducted by at least two people, one of which should have received equal opportunity training.
- 5.2 If a trainee is present to observe the process, the candidate must be advised accordingly. If the candidate objects to this, the trainee must leave the interview.
- 5.3 The organization will work towards gender representation.

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- 5.4 Questions will be prepared in advance of the interview and be based around the qualities required for the post.
- 5.5 All candidates should be given the same opportunity and treated with dignity and respect.
- 5.6 All candidates have a legal right under the Data Protection Act to access any interview notes. Care must be taken not to record comments that might be potentially discriminating.
- 5.7 All candidates will be asked to bring photographic proof of identity to the interview.
- 5.8 Non UK citizens must produce appropriate documentation which confirms their entitlement to work in the UK.
- 5.9 Proof of qualifications declared in the application must be shown.
- 5.10 Notify candidate that they will be informed in writing either way, within 5 days of the interview date. A phone call may also be made to the successful candidate.

6. APPOINTMENTS

- 6.1 The interviewers should arrange to make offers to the successful candidate(s) via the Administrator within 5 days of the interview, having discussed the decision with the Director and Senior Manager.
- 6.2 All job offers are made subject to two satisfactory references, and following the completion of a full 3 months probationary period. The candidate must be made fully aware of this criteria as; for instance if the new starter is absent from his/her post due to illness or other matters, the 3 months period will be extended to take the absent days into account.
- 6.3 References are accepted from previous employers on headed stationery and/or by completing the company form provided. One character reference may be accepted where the previous employers cannot be contacted.
- 6.4 Candidates are required to return a signed copy of the job offer as confirmation that they accepts. A start date cannot be agreed until this has been received.
- 6.5 Once all documents have been returned, these should be passed to the Director, then to payroll for processing and to the Administrator for filing and safe keeping.
- 6.6 A copy of the Terms and Conditions of Employment will be given to the new starter at Induction by the Director or Senior Manager.

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7. REJECTIONS

- 7.1 Candidates must be sent a rejection letter within 5 days of the interview.
- 7.2 If a candidate requires feedback, the interviewer is to respond diplomatically.
- 7.3 All documents relating to rejected candidates must be stored in a confidential secure location and kept for three months. After this period of time, all documents must be shredded.

8. EQUAL OPPORTUNITIES MONITORING

- 8.1 The Equal Opportunities Monitoring Form does not form part of the selection criteria.
- 8.2 The form will be returned separately and passed to the Administrator for recording purposes only.
- 8.3 Once the information has been recorded, the form will be shredded.
- 8.4 A sample of the monitoring form and statement can be found in the Equal Opportunities and Diversity Policy.

9. AUDITING

- 9.1 A senior member of staff, not associated with the recruitment process will carry out an audit to ensure compliance.

10. ADMINISTRATION

- 10.1 Current documents relating to recruitment and selection can be obtained from the Administrator. These include:

- Job application form
- Standard offer letters
- Job descriptions
- Person specifications
- Resource questions
- Reference request form
- Background information for candidates
- Company Brochure
- Assessments
- Audit tool

This list is not exhaustive and from time to time may be changed.

Recruitment & Selection

HR Policy **8**
Appendix *1*
Issue **1**
Date **June 2012**

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11. APPLYING FOR PROMOTION

- 11.1 If the post has been externally advertised, all internal applicants will follow the formal interview process and be assessed alongside external applicants.