



## **Recruitment and Selection Policy & Procedure**

### **POLICY**

The recruitment and selection decision is of prime importance as the vehicle for obtaining the best possible person-to-job fit which will, when aggregated, contribute significantly towards the Foundation's effectiveness. It is also becoming increasingly important, as the Foundation evolves and changes, that new recruits show a willingness to learn, adaptability and ability to work as part of a team. The Recruitment & Selection procedure should help managers to ensure that these criteria are addressed.

The Company Recruitment and Selection Policy will :

- be fair and consistent;
- be non-discriminatory on the grounds of sex, race, age, religion or disability;
- conform to statutory regulations and agreed best practice.

**To ensure that these policy aims are achieved, all appointing managers will receive training in effective recruitment and selection.**

### **PROCEDURE**

#### **THE RECRUITMENT PROCESS**

The following procedure should be used when a post is to be filled. The appointing manager must:

Define the job. If it is an existing post, is an exact replacement required or is an opportunity to revise the requirements. If it is a newly established post be clear on the exact requirements, draw up a job description and consult with The Chief Executive to the appropriate salary. If it is an existing post ensure the Job Description and person specification are up-to-date.

Collate an information package appropriate for the post. This package should include:

- job description and the person specification
- information on the charity
- information on the project
- terms and conditions of employment

It is important that this pack is carefully put together in order to present a professional image of the Foundation, therefore out-of date or poorly presented information is not suitable.

The following options should be explored to determine the most effective means of obtaining suitable candidates. (in this order):

- Internal advert within the Company
- Examination of previous applications, or those held on file.
- External advert within the job centre
- External advert in the local press
- External advert in the National press
- External advert in the appropriate technical / professional Journal

Design the advertisement. All advertisements must contain as much information as possible to ensure the correct recruitment group is targeted and reduce unsuitable applications, while remaining as cost-effective as possible.

External adverts will be submitted to the Chief Executive for approval before being placed.

## **THE SELECTION PROCESS**

Appropriate selection procedures must be used for each post. Procedures may vary, at its simplest this may involve a straight forward interview and skills testing. For more senior posts psychometric testing, presentations to the interview panel on a chosen topic and/or a series of individual interviews on various topics may be included.

The appointing manager will approach relevant people to assist with shortlisting and interviewing. At least two people should be involved in shortlisting and sit on the Interview Panel.

The application received by the closing date will be forwarded to the appointing managers for shortlisting. Applicants **must** be chosen against the Person Specification. It is the responsibility of the appointing manager at this stage to record (in writing) the reasons why an applicant is not shortlisted. All papers must be returned to the Operations Department. who will invite the candidates for interview, obtain references and make the necessary housekeeping arrangements for the interview. Candidates who have not been shortlisted will also be informed.

At least one week prior to the interview, each panellist will receive an interview pack containing:

- copies of application forms / cv's
- blank interview report forms;
- a copy of the job advertisement;
- a copy of the job description;
- a copy of the person specification

The appointing manager will:

- decide on the interview format and determine which areas to concentrate on with the questioning;
- decide on who will chair the Interview Panel;

At the interview, the appointing manager will ensure that the Interview Report Form is completed as fully as possible. When interviewing, they will ensure that Equal Opportunities legislation is strictly adhered to, with no discrimination shown on the grounds of sex, religion, age, disability or ethnic origin.

When all candidates have been interviewed, the panel will decide on the best person for the post. The appointing manager will arrange to inform the successful candidate as soon as possible, agreeing a commencement date and starting salary.

All interview packs should be returned to the Operations Department.

Upon return of the Interview Report Form, the Operations Department will:

- telephone all unsuccessful candidates with outcome of interview within one working day, this will be confirmed in writing;
- write to the appointee, offering the post providing satisfactory references and health clearance
- initiate a personnel file for the new member of staff;
- notify the Manager if the appointee refuses the offer, or if there are any other details to be cleared.
- Obtain references for the appointee
- Carry out the necessary Criminal Records checks

The appointing manager will compile an individual programme of induction for the new start which will be arranged and agreed at least one week before the appointee commences.