

## 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 Company's effectiveness. It is also becoming increasingly important, as the Company 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.

This policy ensures our Recruitment and Selection Policy will :

- be fair and consistent;
- be non-discriminatory;
- conform to all statutory regulations and agreed best practice.

## PROCEDURE

### The Recruitment Process

The following procedure will be used when a post is to be filled:

**Define the job.** If it is an existing post - is an exact replacement required or is this 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 the appropriate manager / director / HR in relation to the appropriate grade and / or salary.

**Complete a Job Vacancy Form** which confirms:

- details of the post
- final approval from the appropriate Director/senior manager;
- in the event of the job being newly established, the approval of a Director that funding is available.

Ensure the **Job Description and Person Specification** are up-to-date and offer a true representation of the vacant post, and the person you are looking for to fill this post

**Collate an information package** appropriate for the post.

- job description and if appropriate, the person specification
- information on the department
- information on the Company
- terms and conditions of employment including salary

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important that this pack is carefully put together in order to present a professional image of the Company, therefore out-of date or poorly presented information is not suitable.

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

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

**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.

## **At the interview**

The person conducting the interview will use the same template questions for each candidate and record answers on a form / notebook (such as the interview record form below).

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

The manager 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 pre-employment checks have been received (including the manager checking past employment history and/or educational qualifications with the ex-employer and academic institution).
- initiate a personnel file and computer entry 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.
- deal with any requirements for removal expenses or the finding of temporary accommodation for the appointee.

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

## Job Post Form

Is this an established post:
Title of Post:
Department:
Date when post becomes vacant:
Who will this be replacing:
Is the post permanent / temporary / fixed-term / contractor (Give details e.g. length of fixed-term contract)
Grade of Post (if applicable)
Salary range:
Full-time / part-time (give number of hours)
Comments:
Signed (Appointing Manager)
Date
Authorised By (Appropriate Director)
I confirm availability of funding (Director of Finance)

## INTERVIEW RECORD

POST TITLE:

PERSONNEL REF:

DATE OF INTERVIEW:

Summary of comments on interviewees (including recommendation to appoint).

NAME	QUESTIONS	COMMENTS

Signed ..... Interviewer

## Checklist

### **RECRUITMENT**

1. Review the post - is it necessary, does it need changing, can the duties be adequately covered elsewhere. If significant changes are required or it is a new post please discuss the details in relation to salary with the manager /appropriate Director
2. Complete a Job Vacancy Form ensuring approval of appropriate manager / Director. If post is newly established then confirmation of funding from a Director.
3. Review / complete the job description and person specification.
4. Decide the most effective way to recruit to the post. For example, internal advert / job centre / social media etc.
5. Design the advert. This should be done in conjunction with the manager. Decide on a closing date, method of application (e.g. C.V. or application form), whether a pre-interview visit will be required and who should be contacted for applicant enquiries.
6. The manager will process the advert.

### **SELECTION**

7. Decide on who will conduct the interview as soon as possible and arrange a suitable date with them.
8. Applications will be forwarded to the manager on the closing date. These may be inspected at any time prior to this.
9. With at least one other member of the interview panel shortlist for the post against the person specification.
10. Let the manager have short-list, they will arrange to contact the candidates and set up the interviews. They will also contact unsuccessful applicants.
11. Ensure arrangements are in hand to welcome candidates as they arrive, to escort them to the interview.
12. Complete the interview. Contact them by phone and offer the post (conditionally when details such as references etc. have to be confirmed) agreeing verbally the salary and proposed start date.
13. Set up an individual induction programme for the new appointment to include:
  - a. Sending out of employment contract prior to start date;
  - b. Undertake pre-employment reference checks;
  - c. Undertake verification of Right to Work checks;
  - d. Undertake checking of educational qualifications;
  - e. Set up induction schedule of the first week;
  - f. Ensure IT / company property is ready for the first day.