

Recruitment Selection Process Policy

1. Introduction

The aim of this recruitment and selection policy is to

- Obtain a pool of suitable candidates for vacant posts
- To use a fair and equitable process
- To ensure that recruitment and selection activities contribute to RCT aims, objectives and values
- To conduct recruitment and selection activities in an efficient and cost-effective manner.

2. Equality commitment

RCT aims to employ the person best suited for each post without regard to age, disability, sex, gender reassignment, pregnancy/maternity, race (including colour, ethnicity, nationality and cultural background), sexual orientation, religion/belief, marital status or any other factor that cannot reasonably be construed as being related to a person's ability to do the job, including a person's personal or home commitments.

Staff appointments will be monitored to ensure no discrimination occurs at the point of selection.

Applicants will be asked to disclose any relevant convictions at the application form stage. Vetting off all staff will be undertaken once the applicant has confirmed they will be taking up the post. The job offer will be on the condition that the application has no relevant convictions recorded against them.

RCT reserves the right to exercise Positive Action in recruitment advertising and selection in line with the Equality Act 2010. Positive Action may be considered in order to redress an imbalance (demonstrated by quantitative evidence) between the representation of persons with a particular protected characteristic in the workforce as compared to the local community.

3. Analysing the Vacancy

The occurrence of a job vacancy provides the ideal time to analyse the nature, content and duties of the job, and consider whether the vacancy really needs to be filled in its present form. Where possible such considerations should include discussions with the outgoing occupant of the post, as part of the established system of exit interviews. Discussions with other line managers and staff may also prove helpful. It will also be necessary to check the grading of the post is in line with the principles of "equal pay for equal value"

Any necessary changes to job descriptions will need to be formally approved by the Chief Officer and Board of Trustees of RCT.

4. Job description

Every job within RCT will have a job description. Job descriptions will be flexible and allow for reasonable adjustments for people with disabilities.

The job description will include the following information:

- Title
- Overall role of post
- List of principal responsibilities and duties (around 8 to 12 very brief statements)
- General duties such as attending internal meetings, representing CVS, preparing reports and statistics, undertaking training
- Responsibility to work in a way that promotes equality
- General statement: 'This is not a complete statement of duties and may be amended in the light of changing needs of the organisation after consultation with the postholder'.

5. Person specification

The person specification is a statement of the specific skills, knowledge, experience and attributes required to undertake the tasks involved in the job. The person specification is the most significant document in ensuring fair and open recruitment, as it is used as a basis for selecting candidates to be short listed and for decision-making during the interview itself by providing known, appropriate, justifiable and agreed criteria.

The criteria will be testable against the application form and interview. No criteria will be used for short listing or selection that is not included in the person specification.

Criteria will be divided into those that are essential (candidates must have these) and those that are desirable (can be acquired after appointment). Genuine Occupational Qualifications will be included, where appropriate, with justification.

No artificial barriers to age, disability, gender or race will be included.

Full consideration will be given to all types and lengths of experience, including voluntary work experience.

6. Selection Panel

The selection panel should have at least two members, at least one of whom needs to be a member of the team recruiting for.

All members of the selection panel must be involved throughout the process.

7. Preparation and Placement of Advertisements

The main aim of a recruitment advertisement is to attract suitable applicants; however, the secondary aim is to promote RCT as an interesting and attractive place to work; and to project an image of efficiency and effectiveness within the voluntary, community and faith sector.

Where posts are externally advertised, advertisements will be designed and placed to attract as wide a group of suitable applicants as possible. RCT maintains a list of outlets where job advertisements are placed.

For temporary, short-term posts of less than six months duration, advertising may be restricted to those outlets that do not charge an advertising fee.

All advertisements will carry the closing date for applications, the date of the interview and will name a lead person to contact. They will also inform people that we will make sure the job information available in accessible formats.

Information to Applicants

All applicants will be provided with the following information:-

- Covering letter
- Job Description
- Person Specification
- Application Form
- Guidance on the application process
- Equal Opportunities Monitoring
- Information about RCT

8. Short Listing

The selection panel should meet to agree a process to be used and to ensure that there is common understanding of what is meant by the terms used in the person specification and how the required attributes are to be assessed.

When drawing up a short list of candidates the panel will systematically assess how the candidate has demonstrated that they meet the criteria within the person specification.

If the candidate does not meet all of the essential criteria, they will not be short listed, if the short list is unmanageable and the numbers need to be reduced, the use of the desirable criteria assists as this provides a further indicator of suitability.

Normally a minimum of 3 candidates should be short listed and interviewed, however in exceptional circumstances and hard to fill posts, if there is only one suitable candidate short listed, they can be interviewed.

In the event of there being no suitable candidates, the level of the selection criteria can be lowered to enable existing candidates to qualify or alternatively it will be necessary to re-advertise the vacancy.

9. References

Written references will be taken up for all short-listed candidates (including internal candidates) prior to the interview, and the information will be shared with the selection panel. Written references should be sought on the basis that referees have the job description and person specification and are encouraged to comment frankly on the candidate's suitability for the post.

Where a candidate's references highlight poor levels of sickness, RCT will need to assess whether this is related to a disability or not, so that the panel can take this into consideration and ensure that they are not breaching anti-discriminatory legislation.

Past sickness, which is not recurrent, should not automatically bar candidates from selection.

10. Selection

The aim of the final selection process is to measure the qualities, experience and abilities of the short-listed candidates against the person specification and to make a choice on that basis alone.

This process must be an objective measure of the candidate's qualities and must give all candidates an equal chance.

All candidates that are interviewed should be tested on equal opportunities; however, candidates interviewed for management positions should also be tested on their knowledge of anti-discriminatory legislation.

Questions to be asked at the interview should be agreed by the panel members beforehand, so that everyone agrees on what they mean. All candidates will be asked the same questions, however if the candidate does not give a full response to the question members of the panel may ask supplementary questions.

If a panel member knows a particular candidate personally or socially, the friendship should be declared and the panel member should withdraw from the panel or, if this is impractical, the panel member should withdraw from interviewing the candidate.

Each member of the selection panel should make their own notes of how the persons answers match the person specification and any other comments during the short listing and interview process.

The selection panel, should not rely on the interview alone, other exercises and work tests should also be used.

11. Making An Appointment

After all candidates have been interviewed, the panel members should complete their scoring and notes.

The panel should discuss the performance of each interviewee, referring to their notes and scoring.

Ideally a consensus should be reached by using a process of elimination poorer scoring candidates. If a consensus is not possible, a majority decision will be taken based on the highest scoring candidate.

The successful candidate will be contacted as soon as possible to be offered the post. The candidate will be informed that they have been offered the post, subject to satisfactory references, medical clearances, police checks etc. The candidate will also be informed that a firm offer will be confirmed in a letter of appointment.

13. Career development

RCT values the contribution of its employees and so will seek wherever possible to help employees develop new skills so that they may be considered for promotional opportunities. In order to assist with this, the Board of Trustees may approve internal only advertising of vacant posts: -

- where there are potentially interested and suitably experience applicants on lower grades
- where there are employees occupying posts at risk of redundancy, who meet the minimum criteria for the post.

Some funders require all new posts to be externally advertised and it may not be possible to offer internal only advertising under these circumstances.

The following circumstances do not constitute new posts and these would not be advertised internally or externally:

- Existing part-time posts which are allocated additional hours, where the overall nature of the posts remains unchanged and the increase in hours is less than 50%.
- Existing posts that are re-graded following additional responsibilities, where the overall nature of the posts remains unchanged.

14. Asylum and Immigration Act 1996

All potential employees will be asked to provide evidence that they are eligible to work in the UK. This will be a document showing name and NI number from a previous employer, Inland Revenue, Benefits Agency, Contributions Agency or Employment Service and could be a P45, pay slip, P60, NI card or letter.

15. Pre-employment health checks

All potential employees will be referred for an Occupational Health Assessment after a position is offered but prior to confirming an appointment.

16. Recruitment of ex-offenders

As an organisation using the Criminal Records Bureau's (CRB) Disclosure service to assess applicants' suitability for positions of trust, RCT complies fully with the CRB and the V&B Code of Practice.

A Disclosure is only requested if it is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, all applicants should provide details of their criminal record at an early stage in the application process. This information is sent under separate, confidential cover, to a designated person in RCT, this information is only seen by those who need to see it as part of the recruitment process.

If the person selected starts work before the Disclosure is received, they will not be able to work unsupervised with children, young people or vulnerable adults until a satisfactory Disclosure is received.

Unless the nature of the position allows RCT to ask questions about the candidate's entire criminal record, only questions about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974 will be asked.

Having a criminal record will not necessarily bar a candidate from working with RCT. This will depend on the nature of the position and the circumstances and background of the offences.

17. Retention of information

All recruitment records will be kept for a minimum of 12 months from the date of interview, and then destroyed by secure means

This information will only be used in the event of any complaints or claims to employment tribunals or in circumstances where funders require us to keep this information for audit purposes.

18. Monitoring of recruitment information

The lead person responsible for the recruitment will ensure that an equality monitoring report is produced which will collate the details of gender, ethnicity and disability of all applicants, those who applied, were short listed and interviewed.

This information will formulate part of RCT's equality and diversity monitoring.

19. DBS checks

All staff in roles working with vulnerable adults or children will have an enhanced DBS check before employment commences and then every 2 years.

REVIEW SCHEDULE:

This Policy is formally reviewed on an annual basis.

Date of last review: August 2023

Reviewed by: Lizl Donnelly

Job Role: Business Support Manager

Date of next Review: August 2024