

## Recruitment policy

### 1. Policy Control

Version	Description	Date
1.0	Created	TBC
1.1	Formatting Updated	16/2/2017
1.2	Reviewed	06/07/2017
1.2	Ratified by Board	20/07/2017
	For Review	July 2019

### 2. Introduction

This explains CFW's policy on recruitment and selection of paid staff. It will be used by those who are responsible for recruiting staff to ensure consistency. All selection decisions will be based on skills, qualifications and experience.

See Appendix A for HR Process for Recruitment & New Starters

### 3. Equality commitment

CFW believes that no person or group should be treated less favourably in employment because of their race, religion, gender, disability, sexual orientation, age or offending background or any other protected characteristic under the Equality Act 2010. Staff appointments will be monitored to ensure no discrimination occurs at the point of selection. Some posts may necessitate a Genuine Occupational Requirement. Where this is the case this will be included in the Job Advert and the Job Description.

We recognise that apart from job related qualifications and experience, other knowledge and experience may be equally valid in appointments and are particularly relevant in the case of people from groups which experience discrimination.

Where this policy refers to a disabled person, we use the definition under the Disability Act as amended by the Equality Act 2010. The key definition is that someone is a disabled person if they have:

“...a physical or mental impairment, which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities...”.



## 4. Job description

When a vacancy arises a job appraisal will be carried out and the job description brought up to date. Job descriptions will be flexible and allow for reasonable adjustments to be made should disabled people apply.

The job description will include the following information.

- Title and 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 CFW, preparing reports and statistics, undertaking training
- Responsibility to work in a way that promotes equality
- General statement: To undertake such additional responsibilities appropriate to the role as may be required and agreed by the funding partners, commensurate with the grade and responsibilities of the post

## 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. It will be used as a basis for selecting candidates to be shortlisted 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 shortlisting or selection that are not included in the person specification. Criteria will be divided into those that are essential, and those that are desirable. No artificial barriers to age, disability, gender or race will be included.

Formal qualifications will not be required unless necessary and related to the job, when it will be stated in the person specification. Equivalent overseas qualifications will be regarded as acceptable. Any doubts over comparability will be checked. Full account will be given to all types and lengths of experience, including voluntary work experience.

## 6. Career development

CFW is committed to supporting the development of its employees.

In the following circumstances there would not normally be an external advertisement:

- 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.
- Temporary vacancies of a limited nature.

## 7. Advertising

Where posts are externally advertised, advertisements will be designed and placed to attract as wide a group of suitable applicants as possible. All advertisements will indicate whether or not the post is subject to a DBS disclosure and any Genuine Occupational Requirements and will refer to our Flexible Working Policy. We will make sure we provide job pack information in accessible formats for disabled people as requested.

## 8. Information to applicants

The following papers will be available to job applicants as a Job Pack:

- Covering letter, including date of interview and named person who can discuss job with applicant.
- Job description and Person specification
- Summary of terms and conditions
- Background information relating to the post
- Application form (where appropriate) and Equality monitoring form
- Link to Community First's Annual Report.

## 9. Information to short-listed candidates

Letters to candidates invited for interview will include.

- A request for an indication of any 'reasonable adjustments' which CFW should attend to enable a candidate to attend for interview or at the interview itself.
- Applicants who have indicated they are disabled will be asked to give sufficient details to enable the panel to take into consideration any adjustments that need to be made to the interview arrangements or the post
- Details and a map of where the interviews will be held, the date and the time
- Outline of the format of the selection process, e.g. formal interview, any

- relevant assessment exercise, group work
- Details of any additional material the candidate will be required to bring

## 10. Selection panel

To minimise stereotyping and bias all selection decisions will be made by a panel and not by an individual. There will be at least two people on the panel with at least three people for senior appointments.

Panels will include the line manager and a person with expertise in the job area. Other panellists may be drawn from the Board, partnership bodies, user groups or other staff.

## 11. Shortlisting

Shortlisting will be on the basis of essential and desirable criteria that will be applied consistently to all applicants.

Personal information will be separated on receipt and will not be seen by the panel until the shortlisting is completed. The disabled people option form will be kept with the application form to ensure the shortlisting panel takes account of reasonable adjustments needed.

Application Packs can be downloaded from Community First's website under the job advert. Applicants who do not have access to a computer may request a Job Pack be posted to them.

## 12. Interviewing

All questions at interview will relate to the person specification. Each candidate will be asked about the same main areas and will not be asked about their personal circumstances. The selection panel will prepare questions and agree who will ask which questions before the interview. All candidates will be asked about their commitment to equality and how they will ensure their work promotes this.

## 13. Certificates and qualifications

Candidates will only be asked to bring certificates or evidence of qualifications where these are necessary criteria for the post or as evidence of identity or evidence of their commitment to learning and development.

## 14. Sec8. Asylum and Immigration Act 1996

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

## 15. Selection and rejection

Decisions about selection will be made in accordance with the person specification.

Once the person has been selected and confirmed their acceptance, all unsuccessful applicants will be informed.

## 16. References

References are always taken up on candidates who have been made a conditional offer. References will be used to verify factual information. Any offer of employment is conditional subject to satisfactory references being obtained by CFW.

## 17. Post recruitment health checks

Once a selected candidate has begun employment, CFW may ask the employee to complete a health check. If the recruit has taken considerable amounts of sick leave not related to a disability in recent posts, or had to leave previous posts because of sickness not related to a disability, CFW may decide to refer the applicant for an Occupational Health assessment prior to confirming an appointment to enable CFW to identify how best to support the individual.

Where sickness is related to a disability, CFW will take this into consideration when considering adjustments that need to be made.

## 18. Recruitment of ex-offenders

Please refer to Community First's Recruitment of Ex-offenders Policy.

A Disclosure and Barring Service (DBS) check may be required if it is both proportionate and relevant to the position concerned. 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.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

**Having a criminal record will not necessarily bar an individual from working with CFW.** This will depend on the nature of the position and the circumstances and background of the offences. The final decision will be with the Board of Trustee Directors.

## 19. Retention of information

Please refer to Community First's Data Retention & Disposal Policy.

All application forms and notes relating to unsuccessful applicants will be kept confidentially for one year 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.

The chair of the selection panel will ensure that notes are kept to record the reasons for selection or rejection of candidates and the scores of candidates if any are used. These notes will be kept as in the above paragraph. Any rough notes made by interviewers to act as memory aids when making the decision will be destroyed immediately after the interview by the interviewers.

Where Disclosure information has been obtained it is not kept on an individual's personnel file and is kept separately and securely with access limited to those who are entitled to see it. CFW recognises it is a criminal offence to pass this information to anyone not entitled to receive it.

**However, CFW may keep a record of the date of issue of a Disclosure, name of subject, reference number and decision taken. We may also keep equality monitoring data on applicants.**



## 20. Monitoring of recruitment information

HR/Admin Officer will ensure the Equality Summary sheet is completed with details of gender, ethnicity and disability of all applicants, those who were shortlisted and those who were selected. This information will be considered by the Board of Trustee Directors who will advise on any action needed if the profile of applicants does not reflect the population.

## Appendix A

### HR Process for Recruitment and new Starters

1. Manager contact HR Officer to discuss advert (hours, JD salary etc.), Job Pack and Interview Panel.
2. HR Officer to draft advert, agree with Manager budget and where advert will be placed.
3. HR Officer obtain quotes and place advert when manager approved.
4. HR Officer to place Job Advert and Pack on website.
5. Job Applications to go direct to HR Officer.
6. Manager to shortlist and advise HR to invite to interview by email.
7. Interviews to be held.
8. Manager to appoint and advise unsuccessful applicants by phone.
9. Manager discuss starting date with successful applicant - subject to references, DBS etc. as appropriate. Obtain agreement to contact references.
10. Advise HR Officer and forward papers for successful candidate to HR Officer.
11. References to be taken up by HR Officer.
12. Offer letter to be sent to successful candidate by HR.
13. Contract to be prepared by HR Officer and sent with HMRC Starter Checklist Form for Payroll and arrange completion of DBS Form if applicable.
14. HR Officer to advise Payroll and Manager to advise IT (IT, Phones) of new starter by completion of New Starter Form available on staff intranet.
15. On First Day: new starter to report to Manager.
16. Induction Checklist to be issued.
17. Building induction.
18. Issue ID card etc., Holiday Card, other equipment (e.g. phone, laptop, keys etc.), Staff Handbook.