

PO131 RECRUITMENT (STAFF) POLICY AND PROCEDURE

Policy

Introduction

The purpose of this policy and procedure is to make the recruitment process as objective as possible and thereby as fair and equal as possible to each and every candidate.

Vacancies may arise through a number of routes, but the basic procedure remains the same.

This process should be applied to all vacancies, except where special conditions may apply, as follows:

- An existing employee is promoted internally
- An existing employee is changed from a temporary or fixed term role to a permanent position in a similar role
- An existing employee is transferred between funded schemes or from a funded scheme to permanent employment in a similar role
- Employees under notice of possible redundancy choose to transfer to a different internal role

There is no presumption that anyone covered by the above circumstances has a right to be appointed or promoted to any vacancy arising. For each of the above, at the sole discretion of the CEO, the candidate can transfer without the need to follow a recruitment process, and no advertising of the vacancy is required.

Guidance

Job Description & Person Specification

This should be prepared for each new vacancy arising. It is probable that an existing JDPS is already available, and wherever possible, such existing document should be used. If a new document is necessary, it should be written in line with existing similar documents to provide consistency across roles. Specific care should be taken that all similar roles within the organisation eg all Development Officer roles, howsoever differentiated, have consistent specifications, salary levels etc. Only necessary role-specific changes should be made where these are essential to the nature of the job. These must be sent out to all potential candidates enquiring about the vacancy. Salary levels will be standardised across all similar positions eg Development Officers, within an upper and lower level, depending on experience. New vacancies that are not similar to existing positions will be determined according to SJC levels, and informed by the most recent research across the network of TSIs. Please note we are a Living Wage employer, and no job will be created at less than the current Living Wage.

Young People

It is not permitted to employ a young person under 18 for more than 8 hours per day or 40 hours per week. These hours cannot be averaged out and there is no opt-out available. Due consideration must be given to these restrictions in creating vacancies for young people.

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Advertising

Having developed the job description, the vacancy should then be advertised as widely as is deemed appropriate for each opportunity. As a minimum this should be at Job Centre Plus on our website and ebulletin for at least 2 full weeks, although the period can be longer.

Additional advertising sources can be used, most typically Third Force News/Good Moves, and S1 jobs. Whenever a vacancy is advertised both internally and externally, a copy of the vacancy and details of how to apply should be emailed to all staff.

Unless the recruitment process is being managed by an external funder eg SCVO Internships and Community Jobs Scotland (CJS), all candidates are expected to complete a standard Application Form and Equalities Monitoring Form, in addition to their possibly submitting a CV. Equalities Monitoring Forms are immediately detached from the candidate's application and CV, and separately filed for monitoring purposes only. It is not mandatory for a candidate to complete an Equalities Monitoring Form.

Shortlisting

All applications received by the deadline will be reviewed by a panel of at least 2 people, one of whom should be the line manager for the vacancy, and a short list for interview compiled, based objectively solely on the completion of the application form and CV(if any). Criminal offences should not be taken into account where they are spent or the employment category is not exempted under the Rehabilitation of Offenders Act 1974.

Interview date(s) should be set, and all shortlisted candidates invited to attend for interview. Only in exceptional circumstances will interviews out with the set date(s) be considered, although an attempt should be made to accommodate all candidates. At least one week's notice must be given for interview dates.

In all cases where the opportunity is offered under the Community Jobs Scheme or similar unemployed young people initiative, all candidates will be interviewed and offered feedback, so no shortlisting process is undertaken.

Pre-Interview checks

CVS Falkirk are legally liable to ensure that all employees are eligible to work in the UK, so where there is any question of a candidate's eligibility, the candidate should be requested to bring required evidence to their interview (see Home Office website for current acceptable documents), and consideration given to whether that permits permanent or 12 months only work.

Some roles may require other specific evidence to be produced eg evidence of accountancy qualifications etc, and a candidate should be asked to produce these at interview. In all cases where documentary evidence is necessary, the originals must be seen and photocopies made and signed by the officer reviewing the document. If the candidate is subsequently successful, these copies are stored in their files for the

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period of their employment plus two years. If the candidate is unsuccessful, these documents are destroyed along with the rest of their file.

Some roles may require working with vulnerable groups, and in such cases a PVG check may be necessary. Candidates should be advised that this check will be undertaken if they are offered the post, but the actual check performed after the conditional job offer has been made.

Interview Process

It is important that the interview process is fair and transparent. To this end, all candidates for a post will be treated equally, and a list of standard questions asked of all. Similarly if the vacancy is at a level where it is considered appropriate for a candidate to give a presentation or deliver another piece of specialist work (eg for Development Officer, Volunteer Co-ordinator and above) the same topic and instructions will be given to every candidate.

Interviewers will use anonymised standard score sheets to assess each candidate's answers and presentation.

The interview panel will consist of a minimum of 2 people, including the line manager for the post. It need not be the same people that determined the shortlist.

If a candidate fails to attend the agreed interview date/time, no alternative will be offered unless the position remains unfilled at the end of the process, at which time the opportunity will be re-advertised.

At the end of the interviews, the interviewers will compare score cards to determine who has scored best, and to decide if that candidate performed well enough to be offered the job. If no candidates were successful, the vacancy should be re-advertised.

Unsuccessful Candidates

Unsuccessful candidates should be informed as soon as possible by telephone, and offered an opportunity to receive feedback on their performance at interview. This should be followed by a letter confirming only that they were unsuccessful.

Documentation relating to the candidate (except the Equalities Monitoring Form which has already been removed from the candidate's file) must then be destroyed.

Successful Candidate

The successful candidate should be informed immediately by telephone, followed up by letter stating terms and conditions, for which a template is provided. At this time a suggested start date should be agreed with the candidate, and the offer made subject to references being taken up and any appropriate checks being made eg PVG. It should be remembered that young people or those with no recent employment history may not be able to give references.

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Related Policies: none
Related Documents: Application for Employment
Standard Offer Letter
Standard Unsuccessful Letter
DO41 Interview Questions Score Sheet
DO51 Interview Presentation Score Sheet
DO74 Interview Questions

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