

Example Recruitment Procedure

Policy Statement

This recruitment procedure has been developed to ensure that all job applicants experience equality of opportunity, and to ensure that the recruitment process is fair and consistent.

We recognise relevant equal opportunities legislation, for example the Equalities Act 2010, and agree to consider all relevant activities covered by these legislative provisions.

1. Recruitment Panel

A recruitment panel of no more than three people should be appointed by the Board. The same panel should remain throughout the whole process.

The panel should include one of the officers and another trustee member and any more member decided by the MC from inside or outside the organisation.

The recruitment panel will adopt the following code of practice:

- Every member of the panel will receive a copy of this procedure, and shall undertake to abide by it.
- All discussion within the panel regarding the selection/recruitment of applicants at shortlisting and interview shall be strictly private and confidential.
- A member of the panel must declare an interest if they know any candidate personally.
- At all stages in the recruitment process, every member of the panel shall be bound by the majority decision.
- If agreement cannot be reached following discussion by the panel, the panel will proceed by majority view. Such occurrence will be reported to the full Executive Committee at the earliest opportunity, prior to any offer of employment being made.
- Panel members should remember that their actions are also governed by current legislation, and be offered some induction on equal opportunities recruitment where required.

2. Timescale

Sufficient time should be allowed for each stage – as a guide, three weeks should be allowed between advertising and the closing date. Shortlisting should take place as soon as possible after the closing date and interviews held between one and two weeks after shortlisting.

3. Job Description and Person Specification

Before advertising the panel should agree the job description, referring to the following:

- Job purpose
- Whether the post is fixed-term
- To whom the post holder is responsible
- A list of responsibilities/specific duties
- Hours of work and the salary scale and reference to flextime policy
- Details of source and availability of funding

The person specification is drawn-up after the job description, and should focus on:

- skills and knowledge - for example, managing current sales accounts
- experience - for example, a minimum of one year in website advertising sales
- aptitudes - for example, a head for figures
- personal qualities - for example, self-motivated and who judges performance by results.
- attributes that are essential and desirable for the role, i.e. team working, communications and administrative and organisational skills

4. Advertising

The Director or panel chair should compose the advertisement, after the job description and person specification have been worked out, referring to the following:

- Job title
- A short summary of job and person requirements
- A positive statement on Equal Opportunities
- if the post is fixed term etc
- Notes on the accessibility of premises
- Salary scale and amount, hours etc...
- Address and telephone number for enquiries
- Closing date
- Interview date

Consideration will be made as to the most effective means of reaching under-represented groups.

5. Application pack

An application pack should be sent to each applicant, with information relevant to the post, including organisational literature as required.

6. Processing of Applications

The staff responsible for personnel, not being involved in the selection process, should take responsibility for opening and processing the application forms and keeping them confidential.

The forms will be photocopied and circulated to each member of the panel.

7. Shortlisting

Shortlisting should be made solely based on how well the panel considers that each candidate meets the requirements of the person specification, bearing in mind how these requirements relate to the job description.

An email should then be sent giving the time, place of the interview and giving a contact name and telephone number for candidates in case of any urgent issue.

8. Interview Panel

The panel will consist of no more than 3 persons, with at least one member of the management committee, and briefed in detail before the interviews.

9. Interviewing

Before the interviews, the panel will agree a list of core questions and practical tasks which will explore more fully the requirements of the person specification, and will agree who will ask which questions. The candidate ranked first by a majority of the panel members will be selected for the post.

Reference will be sought by telephone before contacting the successful candidate. If their verbal feedback is satisfactory, the successful candidate will be contacted and offered the job subject to receipt of satisfactory written references and completion of a probationary period.

Unsuccessful candidates should be notified only after the successful candidate has accepted the job verbally, and offered feedback.

References will be followed up and a written job offer made (conditional on receipt of satisfactory references, immigration authorisation to work in the UK and completion of probationary period) with details of the main terms and conditions and arrangements for commencing work.

Useful Resources

- Acas: [ACAS Tools & Resources](#)
- Small Charities Coalition: <http://www.smallcharities.org.uk/trustee-recruitment-guidance/>
- Charity Commission: <https://www.gov.uk/government/publications/trustee-recruitment-selection-and-induction-rs1>
- Harris Hill Example Policies for recruitment: <http://www.harrishill.co.uk/equalopportunities>
- Safe Network example policy template: http://www.empoweringwb.org.uk/ewb/files/Resource%20Library/Safeguarding/A1_Example_of_recruitment_and_induction_policy.pdf

Support

If you would like any support with this or any other issues, please contact the Development Team at Community Southwark: development@communitysouthwark.org or 020 7358 7020.

