

Recruitment policy

We rely on our staff.

We need to make sure we:

- recruit the right people
- recruit people the right way

We use this policy to help us get recruitment right.

Each time we recruit

Each time we recruit, we will write a:

- Job description saying what the job involves

- Person specification saying what skills, knowledge, experience and attitudes the person needs. We will check that we only include things that are important for doing the job.

- Organisation description so they can decide if they think they will fit in. We will think about things like:
 - Are we strict about timekeeping?
 - We expect people to be clean and tidy.
 - When do people need to be flexible?

Advertising

When we advertise the job, we will think about advertising in the best places for people who might be interested in the job

If we do:

- we will advertise the job on social media.
- We will send the job to our partner and/ or third sector organisations.
- We will usually advertise with Recruit Three.

We will advertise the job to people from outside our organisation.

We will try to make sure people who find it harder to get jobs:

- see the advertisement
- know they can apply

Choosing the right person

We will use the person specification to write a score sheet.
A shortlisting panel of at least three people will score the applications.

Then the shortlisting panel will compare the scores.
The top few applications will be shortlisted.

All applicants will be thanked for applying.

All applicants will be told if they have been shortlisted.

We will use the job description to decide how to choose people from the shortlist.

We will tell people on the shortlist how we will choose the right person.

If we want people to come for an interview or meeting, we will tell them if we will pay their travel expenses.

We will ask people if they need to tell us anything to make sure we are fair to everyone. For example, if someone

uses a wheelchair it is not fair to hold an interview in a building that is not accessible.

We may:

- hold an interview
- have a practical test
- have a written test
- ask people to prepare a presentation or activity
- invite people to meet members
- offer people a work trial

We will do the same for each person on the shortlist. If we ask questions, we will ask everyone the same questions.

We will tell applicants how they will hear if we want to offer them the job.

At least three people will score the applicants and choose the right person.

We will give all the applicants feedback.

We will tell the person with the highest score that we want to check their references because we want to offer them the job.

We will not formally offer the person the job until we have heard from their referees.

We will keep the score sheets for 6 months.
This is in case anyone thinks we were unfair.

We may not think any of the applicants are the right person for the job.

We will re-advertise rather than choose the wrong person.

As part of our pre-employment checks you may be asked to complete a Disclosure and Barring Service check (DBS), depending on your role.

Criminal convictions may sometimes prevent us from making an offer of employment to an applicant.

