



RECRUITMENT POLICY

Author:

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Signed:
Chief Executive Officer

Purpose

This document explains the recruitment and selection of paid Intact staff. It will be used by line managers who are responsible for recruiting staff to ensure consistency of approach. All selection decisions will be based on skills, qualifications and experience.

The Policy

Equality commitment

Intact is committed to not treating job applicants less favourably because of their race, religion, gender, disability, sexual orientation, age or offending background, and appointments will be monitored to ensure that no discrimination occurs at the point of selection. (We take a disabled person to mean someone with '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' (Disability Discrimination Act 2005). Intact recognises that other forms of knowledge and experience may be as valid as vocational qualifications and experience in the appointment of a worker and that these are particularly relevant in the case of people from groups which usually experience discrimination.

Job description

When a vacancy arises a job appraisal will be carried out and the job description created. 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
- 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 the organisation, 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 post holder.'

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 selections that are 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. Formal qualifications will not usually be required unless necessary and related to the job. If so, this will be stated in the person specification. Equivalent overseas qualifications will be regarded as acceptable. If there are any doubts over comparability the issue will be investigated and resolved. Full consideration will be given to all types and lengths of experience, including voluntary work experience. The criteria may be weighted at the discretion of the recruitment panel.

Advertising

It is recognised that in cases where a funder requires all new posts to be externally advertised it may be possible to offer internal-only advertising only in exceptional circumstances.

All posts should be openly and widely recruited, using suitable methods (local press, job centre, social media etc) and all adverts must include:

- the pay scale
- at least two methods for applicants to request an application pack eg by download from a website, email, phone or post
- a closing date for applications at least two weeks from the date that the advertisement is published
- Intact's registered charity number/company number where appropriate.

Information to applicants

The following papers will be sent out to job applicants:

- job description
- person specification
- application form (including request for confirmation of eligibility to work in the UK)
- equality monitoring form
- contact person for further information and the process for informing candidates after shortlisting or date by which candidates who have not heard will know that they have been not been shortlisted.

Applicants will be told whether they will be contacted and those not shortlisted will be advised by standard letter (or email) before the interview date. A record will be kept of how many requests for application packs were received and how many completed applications returned.

Information to shortlisted candidates

Letters (or emails) to candidates invited for interview will include:

- details of time, date and venue for the interview
- outline of the format of the selection process, e.g. formal interview, written exercise, group work
- details of any additional material the candidate will be required to bring
- request for an indication of any 'reasonable adjustments' (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).

A record will be kept of how many people were invited to interview.

Selection panel

All selection decisions will be made by an interview panel of at least two people. The selection panel will be responsible for ensuring that the process they follow complies with the Intact recruitment and selection policy.

Shortlisting

Shortlisting will be on the basis of essential and desirable criteria in the person specification applied consistently to all applicants. Disabled applicants applying under the 'guaranteed interview' scheme should complete the Disabled People at Work 'options form'. If they do they will be guaranteed an interview, as long as they meet the essential criteria. Assumptions will not be made about whether or not they are able to do the job. Only fully-completed applications received within the application deadline will be considered. Personal information will be separated from the forms on receipt and will not be seen by the panel until the shortlisting is completed. The options form will be kept with the application form to ensure the shortlisting panel takes account of reasonable adjustments needed.

Interviewing

The selection panel will prepare one set of questions to be used for all candidates. All questions will relate to the criteria listed in the person specification. Candidates will not be asked about their personal circumstances irrelevant to their ability to carry out the job advertised.

The chair of the selection panel or the officer in charge 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.

Once one person has been selected and has confirmed their acceptance, all unsuccessful interviewees will be informed. Unsuccessful interviewees will be provided with feedback on the process if they request it.

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.

References

References must always be taken up on successful candidates to verify factual information and confirm the suitability of the candidate before appointment. The successful candidate will also be asked to produce 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, payslip, P60, NI card or letter.

Pre-employment health checks

If the successful candidate 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, the selection panel may decide to refer the applicant for an occupational health assessment prior to confirming an appointment. In these cases, an offer of employment will not be made until the health check has been carried out and the panel is satisfied with the result. Past sickness, which is not recurrent, will not automatically bar candidates from selection.

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

Recruitment of ex-offenders

Intact will comply fully with the Disclosure & Barring Service (DBS) 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, applicants are encouraged to provide details of their criminal record at an early stage in the application process. This information may be sent under separate and confidential cover to a designated person within Intact. Intact will guarantee that this information will only be 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 Intact to ask questions about the candidate's entire criminal record, Intact will only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

If necessary, Intact will ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview Intact will ensure that a discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position could lead to withdrawal of an offer of employment. Intact will make every candidate that is subject to DBS checks aware of the existence of the DBS Code of Practice and make a copy available on request.

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

Retention of information

Intact complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosure information and its obligations under the Data Protection Act. All application forms, notes and Disclosures relating to unsuccessful applicants will be kept confidentially for at least one year or as long as required by the funding organisation(s).

This information will only be used in the event of any complaints or claims to employment tribunals or in circumstances where funders require this

information to be kept for audit. Disclosure information will be kept securely with access limited to those who are entitled to see it. Intact recognise that it is a criminal offence to pass this information to anyone not entitled to receive it.

Equality monitoring data on applicants may also be retained.