

The Enchanted Forest Community Trust Recruitment and Selection Policy

Policy and Procedure Title:	Recruitment and Selection Tendering Self-Employed and Companies ("Applicants")
Date of Implementation:	10 November 2020
Version:	V1.0
Maintenance of Policy and Procedure:	EFCT will monitor the effectiveness of this policy and procedure and its general compliance within the organisation. This policy and procedure will be kept up to date and amended accordingly to reflect any changes in response to revised legislation and applicable standards and guidelines.

1. Introduction

- 1.1 Effective and consistent recruitment practices are essential to ensure that all applicants who wish to submit an application to tender for services are treated fairly and with equality of opportunity.
- 1.2 This Policy and procedure defines the principles that we consider important in the recruitment and selection tendering process and aims to ensure that consistency and good practice is applied at all times across the organisation, recruiting on merit and ensuring that the tendering process is free from bias and discrimination.
- 1.3 Our tendering and selection process will ensure that we select the most suitable person or company for the role in respect of skills and experience to deliver our strategic objectives and the ability to make a positive contribution to the values and aims of the organisation. To this end, we will appoint contractors who are most suited to the role in question.
- 1.4 We will treat all applicants in the same way at each stage of the process.
- 1.5 It is against our Equal Opportunities and Equality Policy to discriminate either directly or indirectly on the grounds of race, nationality, ethnic origin, gender, marital status, pregnancy, age, disability, sexual orientation, gender reassignment, ethnicity, cultural or religious beliefs. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is placed at a disadvantage.

1.6 The following Appendices accompany this policy:

Appendix 1	Sample Schedule for Services Person/Job Specification Format
Appendix 2	Sample Shortlisting Form
Appendix 3	Interview Scoring Criteria

1.7 We reserve the right to amend this policy and procedure at any time.

2. Privacy

2.1 We are committed to being clear and transparent about how we will collect and use applicant's data and meeting our data protection obligations.

During the recruitment process, we will collect and process personal data which will include:

Personal/company contact details, such as name, title, address, and contact details, including email address and telephone number.

Details of skills, experience, and provision of services history, including start and end dates, with previous employers.

3. Application Packs

3.1 All applicants will be provided with an application pack for the role that is being recruited for. Our application pack will contain the following items:

- Job Advert
- Job Description
- Schedule of Services
- Person/Job Specification
- Privacy Notice
- Copy of our Recruitment and Selection Tendering for Self-Employed and Companies Policy
- Application Form

4. Schedule for Services

- 4.1 Our Schedule for Services is a key document in our recruitment and selection process. All Schedule for Services will clearly and accurately set out the duties and responsibilities of the post and will include:

- Job Title
- Fee/Hourly Rate
- Hours of Work
- Any special working conditions (e.g. unsociable hours/shift work)
- Location of Work/Where Role will be Based
- Details About Us
- Details about the Role
- Key Duties and Responsibilities

- 4.2 Our Schedule for Services will:

- Avoid jargon and unexplained acronyms and abbreviations.
- Be readily understandable to potential applicants for the post.
- Avoid ambiguity about responsibilities and be clear about the post holder's accountability for resources, staff, etc.

- 4.3 Please see **Appendix 1** for a sample of our Schedule for Services format.

5. Person/Job Specification

- 5.1 Our Person/Job Specification is of equal importance to the Schedule for Services and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the role. It will be specific, related to the applicant and role.
- 5.2 The Person/Job Specification enables potential applicants to make an informed decision about whether to apply and for those who do apply, to give sufficient relevant detail of their skills and experience in their application. The Person/Job Specification forms the basis of the selection decision and enables the selection panel to ensure objectivity in their selection.

Elements of the Person/Job Specification

- 5.3 The Person/Job Specification details the knowledge, skills and abilities, experience and aptitudes required to do the role, specifying which are essential and which are desirable.
- 5.4 Essential criteria are those without which the applicant may not be able to adequately perform the job. Desirable criteria are those that may enable the applicant to perform better or require a shorter familiarisation period.
- 5.5 Please see **Appendix 1** for a sample of our Person/Job Specification format.

6. Advertisements

- 6.1 The purpose of advertising a post is to attract the widest range of high calibre applicants and/or organisations as possible.
- 6.2 Our vacancies for tender will generally be advertised using an appropriate media publication including, online, Social Media channels and press publications as appropriate.
- 6.3 All of our vacancies for tender will also be communicated internally.

7. Application Form

- 7.1 All applicants wishing to tender their services will be asked to complete our standard application form, in order that all applicants can be judged on the basis of comparable information. The submission of Curriculum Vitae's (CV's) for all advertised posts will not be accepted.
- 7.2 All applicants that apply to tender for services will be asked to complete the following information:

- Company Details
- Working Relationship with EFCT
- Sub-Contracting Details (if applicable)
- Any Conflict of Interest
- Insurance Information
- Suitability for the Post
- Provision of Referee Information

8. Shortlisting Process

- 8.1 We will record all applications at the point of receipt.
- 8.2 Confidentiality of applications will be respected by all of those involved in the shortlisting process.
- 8.3 After the closing date has passed, the shortlisting panel will assess all of the applications received to determine which applicants are to be called for interview. At least two people will be nominated as part of the shortlisting panel.
- 8.4 All applicants' applications will be shortlisted against the Essential and Desirable criteria as outlined in the Person/Job Specification. Only applicants that meet all of the Essential criteria will be shortlisted for interview, however the shortlisting panel reserve the right to apply discretion where the applicant does not meet all of the essential criteria but deem that appropriate training, guidance and support may be provided to address the skills gap
- 8.5 A shortlist of applicants will be drawn up for interview based entirely on merit and suitability for the post.

- 8.6 Other than in exceptional circumstances, reasonable notice will be given to ensure that applicants have sufficient time in order to prepare for and make the necessary arrangements to attend the interview.
- 8.7 All applicants' original applications, together with a written note of reasons for shortlisting or rejecting will be retained for 12 months from the date that an appointment decision is notified after this date they will be destroyed in a confidential manner.

Please see **Appendix 2** for a sample of our Shortlisting Record Form.

9. Interviews

- 9.1 Interviews will be scheduled as soon after the closing date as reasonably possible.
- 9.2 All successful applicants shortlisted for interview will be notified of this in writing by email.
- 9.3 All applicants will be asked to confirm their attendance at the interview and also asked to advise of any special requirements or particular arrangements that they may require to be put in place.
- 9.4 If an applicant is unable to make the designated date/time for interview the panel will endeavour to accommodate an alternative time however it remains at the panel's discretion whether an alternative can be accommodated. In some circumstances where deemed appropriate, an interview via online video technology such as Zoom, Skype etc may be considered.
- 9.5 Interviews will be held by a panel comprising of a minimum of two persons.
- 9.6 A set of questions will be agreed by the interview panel in advance and will be developed from the Schedule of Services and Person/Job Specification for the post. The panel will seek to develop questions that ask the applicants to give examples of their previous relevant experience and apply their knowledge, skills and experience to the post applied for.
- 9.7 All applicants will be asked the same questions in the same order, and their responses rated between 1 and 5. The panel will each have a copy of the questions and will score independently of each other during the interview. Time is allocated between interviews for the panel to discuss each applicant and to award a total points score. Additional notes may be made by the panel during the interview; however, it should be noted that applicants will have access to all information should they request it.
- 9.8 Please see **Appendix 3** for our interview scoring criteria.
- 9.9 It should be remembered that an interview is a two-way process, and applicants will be given the opportunity to ask the interview panel questions about our organisation, to ensure that they have a full understanding of the post for which they are applying and the way we operate.

10. Skills Tests and Presentations

- 10.1 In addition to interviews, we may use a range of other selection techniques such as a skills test or presentation. In such circumstances, reasonable notice and relevant information will be given to ensure that applicants have sufficient time and information to prepare.
- 10.2 Where applicants are required to prepare a short presentation, they will be notified of this when being invited to attend an interview. All applicants will be provided with the same presentation topic(s) applicable to the job role. All applicants will be advised of the maximum time that their presentation should last for and the equipment such as a laptop and projector that will be provided to them.
- 10.3 Where applicants are required to complete a skills test as part of the interview process, they will be advised of the details of the skills test and the duration prior to interview.

11. Making a Decision after Interview

- 11.1 The information obtained in the application, the interview, any skills test and or presentation and in references (if obtained prior to interview) will allow applicants to be assessed against the Role Specification and a selection decision to be made.
- 11.2 We will ensure that a written note of the reasons for selecting the successful applicant and declining others is made and placed within the recruitment tendering file, together with the original applications and notes of all panel members, for a minimum of 12 months after the appointment decision has been notified to the applicants.
- 11.3 If a member of a selection panel feels that there has been any irregularity in the recruitment tendering procedure and the panel cannot resolve the matter at the time, they will report the matter without delay to our Board of Directors.
- 11.4 Interview proceedings are confidential, and interviewers are free to divulge to others the decision reached only once the appointee has accepted the post.

12. Feedback

- 12.1 All feedback will be provided to applicants by the recruiting manager on request.
- 12.2 Feedback will be specific, honest and relate to the Schedule for Services, Person/Job Specification and skills test and or presentation as appropriate.

13. Complaints Procedure

- 13.1 Any applicants who consider that they have been unfairly treated or discriminated against during the recruitment process should write to the Chair or of Board of Directors stating the grounds of the complaint.

14. Offers of Engagement

14.1 All offers of engagement will initially be made to the successful applicant verbally by the recruiting manager. The recruiting manager will confirm the following details:

Job Title

Fee/Hourly Rate

Contract Hours per Week

Start Date and End Date

To seek permission to contact their two nominated referees.

14.2 All appointments will be made strictly on merit and related to the requirements of the job role and will be followed up formally in writing through the provision of an Agreement for Services.

Appendix 1.

Example Schedule for Services and Role Specification Format

Job Title: Job Title

Salary: Salary

Hours of Work: No of hours per week (applicable to role)
Normally worked as follows (applicable to role)
Unsociable Hours (applicable to role)

Location of Work: Where role will be primarily based

About Us

Details about our organisation.

Role

An overview of the role will be provided here

Duties and Responsibilities

Duties and responsibilities associated with the role will be clearly outlined within this section.

Person/Job Specification

The Person/Job Specification details the knowledge, skills and abilities, experience and aptitudes required to do the role, specifying which are essential and which are desirable.

Only applicants that meet all of the Essential criteria will be shortlisted for interview.

		Essential	Desirable
E1	<i>Previous experience of working within the events industry.</i>	✓	
D1	<i>Good IT Skills – including word processing, e-mail, internet, PowerPoint</i>		✓

Appendix 2.

Shortlisting Record

The criteria used for shortlisting should not deviate from those specified in the Role Specification. Essential criteria should be met before considering desirable criteria.

Scoring System:

- 0 = Fails to Meet Criteria
- 1 = Partly Meets Criteria
- 2 = Fully Meets Criteria

Role Title:	[Job Title]	
Shortlisting Panel Names and Titles:	[Name] [Designation]	[Name] [Designation]
Date of Shortlisting Applicants:	[Date]	
Proposed Interview Date: (If Known)	[Interview Date]	
Maximum Score for this Role:	Essential = X [No of Essential Criteria x 2 = Max Score] Desirable = X [No of Desirable Criteria x 2 = Max Score] Total = X [Grand Total of Above]	

	Applicant Ref No	Applicant Ref No	Applicant Ref No	Applicant Ref No	Applicant Ref No	Applicant Ref No
Essential Criteria						
[All Essential criteria listed in Role Specification to be listed below].						
E1						
E2						
	Applicant Ref No	Applicant Ref No	Applicant Ref No	Applicant Ref No	Applicant Ref No	Applicant Ref No
Desirable Criteria						
[All Desirable criteria listed in Role Specification to be listed below].						
D1						
D2						
Scoring Total						

Appendix 3.

Interview Scoring Criteria

Score	Scoring Explanation
5	<i>More than meets the criterion; has included all relevant information and given an outstanding answer.</i>
4	<i>Meets criterion comprehensively; has included all relevant information and given a good, detailed answer.</i>
3	<i>Partly meets criterion; has included some information but does not wholly meet criterion and has given a satisfactory answer.</i>
2	<i>There are doubts that a criterion has been met and has not given a very good answer.</i>
1	<i>Fails to meet criterion and has given a weak answer.</i>