

Recruitment and Selection of Staff Policy

1. Purpose

The purpose of this policy is to provide a sound framework for the recruitment and selection of new staff based upon the principles outlined below.

2. Scope

This policy covers all activities that form part of the recruitment and selection process. It is applicable to all staff recruitment except casual staff and volunteers.

3. Core principles

- Community InfoSource will seek to recruit the best candidate for the job based on merit. The recruitment and selection process should ensure the identification of the person best suited to the job and to the organisation.
- Community InfoSource will ensure that the recruitment and selection of staff is conducted in a professional, timely and responsive manner and in compliance with current employment and equalities legislation.
- Community InfoSource will treat all candidates fairly, equitably and efficiently, with respect and courtesy, aiming to ensure that the candidate's experience is positive, irrespective of the outcome.
- Community InfoSource will ensure that its recruitment and selection process is cost effective.
- All documentation relating to applicants will be treated confidentially.
- The safeguarding of those we work with is paramount. Our recruitment practices must ensure that staff and volunteers are suitable for working with our service users.

4. Recruitment and selection procedure

4.1 Preparation

- The recruitment process should follow an evaluation of the need for the position in question.
- Authorisation from the Board to recruit to a post will be sought before commencing the recruitment process, including agreeing a short-listing and interview panel, with clarity on whether it has appointment rights or the final decision rests with the Board.
- The recruitment process will be fair and equitable.

4.2 Job description and person specification

- A job description and person specification will be produced or updated for any vacant post that is to be filled.
- The job description will accurately reflect the elements of the post.
- The person specification will state both the essential and desirable criteria in terms of skills, aptitude, knowledge and experience for the job and applied equally to all applicants. Care should be taken when writing the person specification to ensure that criteria used do not indirectly discriminate against any group of applicants and is in line with Community InfoSource's Equal Opportunities Policy.

4.3 Advertising

4.3.1 Internally

- Community InfoSource will encourage promotion of its employees based on their experience, performance level, skillset, personal motivation and willingness for a change in responsibilities.
- There may be no need to advertise, for example, where a position requires specialised expertise and it has been identified that the nominated individual is the most suitable person for that position.

4.3.2 Externally

- All vacancies advertised externally will be placed in appropriate locations and platforms.
- All advertising must be cost effective and agreed in advance by the CEO or Chair.

4.4 Application

- All applications will be submitted digitally.

5. Selection of candidates

5.1 Short-listing

- Long-listing will take place if there are more than 20 applications for one post.
- Short-listing will normally be carried out by the interview panel and with a minimum of two people to avoid bias, one of whom would normally be the line manager. When short listing taking place, all applications will have personal details and signatures removed and will be numbered to avoid discrimination
- Notes of the long-listing and shortlisting decisions for each candidate will be recorded as scores.
- Short-listed candidates will be provided with details of the selection process, giving as much notice as possible before an interview. They will be asked to advise if there are any reasonable adjustments that need to be made to allow them to participate fully in the process.
- All candidates (internal and external) will be assessed objectively – against the selection criteria set out in the Person Specification – and only candidates

who meet all the essential criteria will be short-listed. Interviews will take place on the basis of meeting all of the essential criteria and on quantity of scores. Assumptions about the qualities of internal candidates will not be made.

- Unsuccessful candidates will be advised of this by email, after selection has taken place.

5.2 Selection and interview

- Interviews will normally be carried out by a minimum of two people, one of whom should be the recruiting manager / direct line manager and another a Board member.
- Interview questions will be agreed with the interview panel, and the structure of the interview will be consistently applied to all candidates and will be based on the person specification.
- Interview notes and scores will be recorded for reference.
- All interview candidates will be dealt with courteously. Unsuccessful candidates will be given an indication of when they are likely to hear the outcome of their application. They will then receive telephone or written notification of the outcome of the process.

5.3 Referees

- Two references covering at least the previous two years of the candidate's employment or volunteering history will normally be sought. This may not always be necessary for internal candidates.
- Referees will not be contacted without the candidate's consent and their contact details will be treated as confidential.

5.4 Making the appointment

- It is desirable to make a conditional verbal offer very shortly after the selection process.
- Appointments will be made at the advertised salary scale.
- Once a conditional offer has been made and accepted, a written offer will be made, usually after receipt of satisfactory references and any other necessary checks have been made.

5.5 Induction

- Induction is the final stage. Once the successful candidate has accepted the offer, a start date agreed and final checks have been made, the line manager is responsible for preparing an induction programme for the new employee.

This policy will be reviewed in Spring 2024.