



RECRUITMENT AND SELECTION POLICY

Recruitment and Selection Policy

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1 Definitions

- 1.1 For the purpose of this policy and accompanying procedures the following definitions apply: -
- 1.2 "Employees" includes all workers who are employed by the Association under a Contract of Employment.
- 1.3 "Applicants" includes anyone who completes an application form in respect of an advertised vacancy.

2 Commitments

2.1 Cestria Community Housing Association is committed to:

1. Promoting equality and valuing diversity in both service delivery and employment.
2. Making appointments on merit i.e. the person who performed best throughout the recruitment process and best meets the criteria - regardless of gender, racial origin, religion, sexual orientation, marital status, age or disability.
3. Ensuring equality of opportunity for all job applicants and potential applicants at every stage of the recruitment and selection process.
4. Ensuring employees and Board Members involved in the recruitment and selection process fully understand and discharge their duties in relation to equality and diversity.
5. Taking measures as appropriate to ensure that the Association employs a workforce representative of the communities it serves.
6. Ensuring that the recruitment and selection process is carried out fairly, efficiently and cost effectively in accordance with relevant legislation.
7. Avoiding compulsory redundancies wherever possible by redeploying employees to suitable vacancies that may arise.
8. Advertising vacancies in the most appropriate media to best reach the widest range of applicants, taking into account equality and diversity issues.
9. Providing applicants with sufficient notice of the interview to enable adequate preparation time.
10. Giving unsuccessful applicants the opportunity to receive feedback on their interview performance.

3 Key Policy Points

- 3.1 Any employee or Board Member involved in the recruitment and selection process must be trained in the appropriate policies and procedures including equality and diversity before participating in any stage of the procedure.
- 3.2 Board Members will only be involved in recruitment decisions for vacancies at Executive level.
- 3.3 Every post must have a role profile which sets out the purpose and responsibilities of the post, the essential and desirable criteria for appointing to the post, details of performance measures in place and information about the competencies relating to the post.
- 3.4 The criteria in the role profile must be strictly relevant to the post and should not be restrictive so as to exclude any particular groups.
- 3.5 Employees on the redeployment register, who are classed as 'at risk', may be offered an interview for a suitable position prior to it being advertised.
- 3.6 All vacant posts must be advertised (except in 3.4 above) to ensure equality of opportunity. Internal and external advertisements may run concurrently.
- 3.7 All job applicants, both internal and external, must complete the Association's application form. The application form ensures that the information provided by candidates is consistent and can therefore be used to assess and compare candidates fairly. Curriculum Vitae will not be accepted.
- 3.8 For vacancies that are advertised internally only, an internal job application form will be acceptable.
- 3.9 All personal information provided by candidates will be removed from the application forms prior to shortlisting. This information will be retained by the Human Resources department.
- 3.10 The information received will be monitored and evaluated to provide statistics on equal opportunities, advertising methods and cost effectiveness.
- 3.11 Any employee or Board Member involved in the recruitment and selection process must disclose, to the Human Resources Team, any relationship they may have with an applicant as soon as possible.
- 3.12 Any Officer who knowingly fails to disclose a relationship with an applicant will be subject to disciplinary action.
- 3.13 Any Board Member who knowingly fails to disclose a relationship with an applicant will be reported to the Chair of the Board.
- 3.14 Any applicant who knowingly fails to disclose a relationship with an employee or Board Member may be disqualified from the recruitment process or, if appointed, may be liable for dismissal without notice.

- 3.15 In the interests of efficiency, any application forms received will not be acknowledged unless the applicant encloses a stamped addressed envelope.
- 3.16 Shortlisting must be carried out by at least two people, with advice and guidance available from a member of the Human Resources Team.
- 3.17 Interview panels must consist of at least two people. Where possible, diversity issues will be considered to ensure a balanced panel.
- 3.18 Notes must be taken during the shortlisting and interviewing processes to ensure that recruitment decisions are recorded and feedback is available for unsuccessful applicants.
- 3.19 Interview expenses will only be paid in exceptional circumstances and with prior approval from the Chief Executive.
- 3.20 All offers of employment are subject to medical clearance, satisfactory references, identity checks and, depending on the nature of the post, Criminal Records Bureau clearance.
- 3.21 References will be sought to confirm the applicant's employment history, covering the past three years. Character references will not normally be accepted except in the case of school leavers. The information requested will be factual only including dates of employment, position held, salary on leaving, disciplinary and sickness records.
- 3.22 Where an internal employee is appointed to a vacancy, their start date in the new post cannot be delayed beyond their contractual notice period.
- 3.23 Should a similar vacancy arise within six months from when the initial vacancy was advertised, it may be filled from one of the former applicants subject to the approval of the original interview panel.
- 3.24 Any personal information gathered during the recruitment and selection process will be handled and stored in line with the Data Protection Act.

4 Monitoring and Review

- 4.1 The Board will receive quarterly monitoring reports on equal opportunities and the cost effectiveness of recruitment methods.
- 4.2 The Association will automatically review this policy, associated procedures and staff training requirements following policy or legislative changes.
- 4.3 The Director of Finance and Corporate Services will be responsible for ensuring that this policy is reviewed by the Board at least every two years.