



RECRUITMENT AND SELECTION POLICY

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CORPORATE FIT	
Internal Management Plan	
Risk Register	
Business Plan	
Regulatory Standards	
Equalities Strategy	
Legislation	

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1. INTRODUCTION AND POLICY STATEMENT

- 1.1 Part of our key aims of The Albyn Group is to build our Purpose, our Mission, our Values and our Vision into our policy and decision making on a daily basis. With that in mind, we aim to follow our guiding principles that apply to all policies: <https://www.albynhousing.org.uk/about-us/>
- 1.2 The Recruitment and Selection policy aims to ensure that individuals are selected solely on the basis of their ability to do the job, the contribution they can make to the Company's effectiveness and their potential for development.

2. SCOPE

- 2.1 This Procedure applies to the recruitment and selection of all employees.

3. RESPONSIBILITIES

- 3.1 This policy is The recruiting manager is responsible for ensuring that all applications are handled in a fair and non-discriminatory manner; that any selection methods used are consistent and objective, and that decisions relating to the selection of individuals are based on the skills required to carry out the job role effectively.

Managers should ensure that all recruitment and selection activities are carried out in accordance with the Company's Equal Opportunities Policy.

Managers are responsible for ensuring that the necessary documentation for the recruitment of an individual within their area of accountability is processed according to the Company policy and that all new employees receive an appropriate induction to the Company and their job role.

There should be an appropriate paper trail of the recruitment process showing the decision making process at each stage.

4. DETERMINE THE VACANCY

- 4.1 When a vacancy arises, either through an employee leaving or a new job role, the manager should ensure that the appropriate authorisation to recruit has been agreed. Authorisation should be provided by the HR Manager and the COO/CEO and should be in line with the company's financial regulations.

The following information is required to ensure effective resourcing and recruitment:

1. An up to date job description for the job role;
2. A person specification, which specifies the skills and experience which are required to fill the vacancy;
3. The terms and conditions associated with the job role e.g. full time or part time; fixed term or permanent; hours of work; salary; benefits etc.

Managers should also consider whether the job needs to be performed on a full-time basis or whether it is open to job-sharing or part-time working.

The criteria for the person specification must be job related, set at a realistic level and give an acceptable equivalent to any formal qualifications where appropriate.

The Manager has the legal responsibility to ensure that no unlawful discrimination occurs in the recruitment and selection process. There are 9 protected characteristics under the Equality Act which include: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, gender, and sexual orientation.

Managers should therefore ensure that any person specification is job specific and non discriminator.

5. RESOURCING CANDIDATES

5.1 The Company is committed to supporting the career development for existing employees and actively encourages existing employees to apply for vacancies. Internal recruitment may therefore be the preferred route on occasions where the company feel that there is a genuine business need, or for reasons of career development and promotion. Otherwise, the company will endeavour to solicit as wide a range of applicants as possible.

External advertising will be considered where appropriate to widen the field of applicants; recognised sources for candidates are as follows:

- Newspapers, Specialist Publications
- Job Centres, Government Training Centres
- Commercial Employment Agencies
- The internet, including job websites and social media
- Local schools, colleges and universities

The wording in job advertisements should be appropriate and non-discriminatory, avoid the use of stereotypes, and reflect the actual job content and skills requirements of the role.

Managers should seek advice where they feel that there is an occupational requirement for the role, in terms of a protected characteristic under the Equality Act, for example the role must be carried out by someone of a particular gender. This will only be under very exceptional circumstances.

6. SELECTION METHOD

6.1 Where appropriate the manager should produce a short list of candidates to be interviewed from the applications received. All applicants should receive acknowledgement from the company and be advised of the outcome of their application.

It is good practice to use a standard application form so that all applicants are giving standard information and applicants asked to complete an equal

opportunities monitoring form.

The Company will arrange interviews (or other selection methods) as soon as reasonably practicable given operational restrictions and business commitments. Applicants should be asked to notify the Company in advance if they require any special arrangements to attend the interview

7. INTERVIEW

- 7.1 The interview allows the company to build upon the information already obtained from the applicant and provides a systematic way to enable a judgement to be made on their suitability for the vacancy. The relevant manager should conduct the interview, although on occasions another manager may attend to assist with the selection process. Where appropriate, applicants may be invited to attend a second interview.

The interview process should be structured so that there is consistent information on all the candidates.

The STAR (Situation, Task, Action, Result) interview technique will be used in all interviews, whether applicants are internal or external. In addition to this, competency based questions will be asked, in line with the behaviours listed in the job description.

A scoring matrix should be completed to ensure selection of the most suitable candidate, and also provide supporting evidence that the recruitment process was not discriminatory.

The interview is a two way process and allows the applicant to find out more about the Company and the job vacancy. Salary and benefits may be discussed at the interview, but no commitment on the Company's behalf should be made at this stage.

Where the Company wishes to use aptitude tests or similar, the tests must be appropriate to the job role and skills that are required. Managers should consult with the HR Team to identify appropriate tests.

Under the Equality Act 2010, the company has a duty to ensure any reasonable adjustments are made for candidates to attend interview. Reasonable adjustments during an interview might include making changes to the location of the interview or adapting the environment, for example to enable wheelchair access or to dim down the lights for someone with epilepsy

8. INTERVIEW EXPENSES

- 8.1 Applicants should be advised of the arrangement for the reimbursement of interview expenses at the time of the invitation to attend. Where the Company agrees to pay for selected travel e.g. bus, rail or taxi, applicants should be asked to retain copies of appropriate receipts.

9. OFFERS OF EMPLOYMENT AND CONDITIONS

- 9.1 The successful applicant should receive written notification of their offer of employment as soon as reasonably practicable. The offer of employment should contain the following information:

- the job title and the offer of that job
- any conditions (pre or post) that apply to the offer
- the terms of the offer - salary, hours, benefits, pension arrangements, holiday entitlement, place of employment, etc
- the date of starting, and any probationary period
- what action the candidate needs to take, e.g. returning a signed acceptance of the offer, agreement to references, any date constraints on acceptance

If there are relevant conditions contained in an employee handbook, the successful applicant should receive a copy of these at the time of the job offer. All new employees should receive a copy of their main statement of written terms and conditions within 8 weeks of joining the Company.

10. REFERENCES

- 10.1 Offers of employment will be made subject to the receipt of satisfactory references. It is normal practice for references to be taken up once the applicant has accepted the position. Applicants should provide at least 2 referees, one of whom should be the most recent employer.

The Company will not contact the applicant's most recent employer for a reference without the express permission of the applicant.

11. RIGHT TO WORK IN THE UK

- 11.1 All applicants will be required to provide documentary evidence of their right to work in the UK at the time that the Company makes a job offer. This evidence must be provided prior to the candidate starting employment.

12. VERIFICATION OF QUALIFICATIONS

- 12.1 The offer of employment will be made subject to the validation of formal qualifications. Applicants will be required to provide written verification of their formal qualifications and original certificates should be verified. Where an employee obtains employment with the Company using fraudulent qualifications or experience, they will be subject to disciplinary action and/or the offer of employment will be withdrawn. Disciplinary action in this regard may lead to summary dismissal.

In respect of temporary workers hired through an Employment Agency, it is normally the Agency which is responsible for verifying qualifications however the Company should check this with the Agency.

If the worker is hired through a Limited Company agreement then the relevant Manager will verify the qualifications normally within the first week of commencement. Management should also verify that the Limited Company has Employers Liability Insurance, Certificate of Incorporation and Articles of Association.

13. PROBATIONARY PERIOD

- 13.1 The new employee's manager should ensure that an appropriate orientation and induction process is in place to familiarise the employee with the Company and their job role. The employee's performance will be assessed during the probationary period, and where appropriate, the Company may extend the probationary period for a reasonable period. The length of the employee's probationary period will be confirmed in their contract of employment. The manager will meet with the employee during their probationary period and will confirm in a meeting with the employee when their probationary period has been successfully completed.

In the unlikely event that an employee does not reach the required standard, the Company reserves the right to terminate employment either during or at the end of the probationary period.

14. RECRUITMENT AND SELECTION OF FIXED TERM (TEMPORARY) WORKERS

- 14.1 Applicants who are recruited for a limited period of time or a specific task may be issued with a fixed term contract of employment.

Fixed term employees are employed by the Company under a contract of employment and differ from temporary agency workers who are supplied and paid by an agency to carry out services for the Company.

Examples of fixed term employees are those who may be engaged on seasonal work, cover for maternity or long-term sick leave, to cover peaks in demand or who are recruited for a specific project.

Fixed term employees will not be treated less favourably than comparable permanent employees with reference to their terms and conditions of employment.

Prior to the expected date of termination of the fixed term contract, the manager should meet with the employee to clarify whether the contract is to be extended or terminated. The meeting should take place in sufficient time for the manager to give the employee notice under their contract of employment and in line with any termination procedures set by the Company.

The purpose of the introduction of the Fixed Term Workers Regulations 2002 was to ensure employees working under fixed term contracts were not being denied employment rights. The use of successive fixed term contracts is not uncommon as an alternative to permanent employment however, where an employee has been continuously employed under fixed term contracts for 4 years or more, the employee must be regarded as a permanent employee.