

# **Recruitment Policy**

## **Compass Disability Services**

Units 11 – 12 Belvedere Trading Estate, Taunton, TA1 1BH

July 2015

Review: July 2020

### **Policy Statement**

Effective and consistent recruitment practices are essential to ensure that all applicants are treated fairly, equality of opportunity is paramount and that costly recruitment mistakes are avoided.

The recruitment process must result in the selection of the most suitable person for the job in respect of skills, experience and qualifications.

This policy defines the principles that the organisation considers important in the recruitment process and aims to ensure that consistency and good practice is applied across the organisation

### **Equal Opportunities in recruitment**

It is against the Company's Equal Opportunities Policy and against the law in many cases to discriminate either directly or indirectly on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion and belief, gender, sexual orientation or association with any of the above. Reasonable adjustments to the recruitment process will be considered to ensure that no disabled applicant is disadvantaged.

All employees are required to comply with the requirements of the Equal Opportunities Policy at every stage of the recruitment process including production of job descriptions, advertising material, instructions given to recruitment agencies, shortlisting of applications, interviewing, selection decisions and offers of employment.

All policies and procedures reflect our commitment to achieving and maintaining equal opportunities within the workplace. It is the responsibility of every employee to monitor continually and evaluate formal and informal practices and procedures to ensure that they do not directly or indirectly discriminate against any individual or group of society.

Any employee who is found to be discriminating in any way during the recruitment process will be subject to the disciplinary procedure and may be liable to dismissal.

Date updated: 17/08/2015	By whom: Michelle Edwards	Version number: 5
Location: Z:\Compass Files\Strategic & Governance - Gov\Policies\Policies in Force - Version Controlled\Recruitment Policies\Recruitment Policy.doc		

In order for us to monitor the effectiveness of our Recruitment and Equal Opportunities Policies all candidates will be asked to complete an Equalities Monitoring Form, both at the application stage and offer stage. This data will be collected solely for the purpose of monitoring equal opportunity and will be held confidentially by the organisation and protected from misuse.

### **Two Ticks Employer Status**

As an organisation working to promote independence, choice and control for disabled people we will endeavor to hold the 'two ticks' positive about disability symbol awarded by Job Centre Plus. This is awarded to employers who have made commitments to employ, keep and develop the abilities of disabled staff.

Employers who use the disability symbol make five commitments regarding recruitment, training, retention, consultation and disability awareness.

The five commitments are:

- To interview all disabled applicants who meet the minimum criteria for a job vacancy and to consider them on their abilities.
- To discuss with disabled employees, at any time but at least once a year, what both parties can do to make sure disabled employees can develop and use their abilities.
- To make every effort when employees become disabled to make sure they stay in employment.
- To take action to ensure that all employees develop the appropriate level of disability awareness needed to make these commitments work.
- To review these commitments each year and assess what has been achieved, plan ways to improve on them and let employees and Job Centre Plus know about progress and future plans.

The Operations Manager will be responsible for reviewing recruitment practices on a regular basis to ensure that we continue to meet the criteria of the 'Two Ticks' symbol

### **Recruitment Authorisation**

Any vacancy must be authorised by the Chief Executive Officer before any attempt is made to fill the role. In making the request to the Chief Executive Officer consideration should be given to whether the role could be absorbed amongst the rest of the team or elsewhere in the organisation.

Date updated: 17/08/2015	By whom: Michelle Edwards	Version number: 5
Location: Z:\Compass Files\Strategic & Governance - Gov\Policies\Policies in Force - Version Controlled\Recruitment Policies\Recruitment Policy.doc		

## **Job Descriptions and Person Specifications**

Once authorisation has been obtained, the Line Manager of the proposed post must produce, or audit where one already exists, a job description and person specification that provides a fair and accurate representation of the role and follows the organisations format, including the standard statements that are incorporated in all job descriptions.

The job description will describe the objectives and main duties, of the post and the person specification will describe the qualifications, knowledge, experience, skills and competencies needed for the role to be carried out effectively. The terms of employment will state the employment status, salary scale, hours, probationary period, annual leave entitlement, travel requirements and, where appropriate, that a Disclosure and Barring Service check is required.

The Job Description will be made available to all candidates prior to interview to enable them to prepare adequately for the interview which will improve the success of the interviewing process.

Particular care must be taken when producing job descriptions to ensure that unreasonable requirements are not placed on the job holder which cannot be objectively justified and may unfairly disadvantage certain groups e.g. women, ethnic minorities, elderly or disabled persons.

## **Filling Vacancies**

Line managers and senior management will have a detailed understanding of the competencies and aspirations of their employees and volunteers. Where career advancement would fulfil the need of a vacancy this may be offered to an employee without having to advertise the role.

If necessary vacancies will be advertised within the organisation and using external methods, such as Business Link Universal Job Match (previously Job Centre Plus), other online recruitment boards, social media and our own website simultaneously. In exceptional circumstances further consideration may be given to approaching approved employment agencies or advertising in suitable press.

The Operations Manager is responsible for recruitment advertising. Any advertisement must not show any intention to discriminate unlawfully.

## **Guidelines for Applicants**

These will be made available to all applicants requesting an application pack and will provide information on the types of formats available (i.e. hard copies, electronic copies), what the shortlisting panel require from the

Date updated: 17/08/2015	By whom: Michelle Edwards	Version number: 5
Location: Z:\Compass Files\Strategic & Governance - Gov\Policies\Policies in Force - Version Controlled\Recruitment Policies\Recruitment Policy.doc		

candidate, what style the interview will take and information on how to submit an application.

The organisation is keen to explore each candidate's suitability for the role in detail and needs to be able to compare candidates fairly. With this in mind the organisation will only accept applications submitted on our standard Job Application Form. CVs or other supporting material will not be considered by the Shortlisting Panel unless specifically requested.

### **Short listing**

Short listing should be carried out as soon as possible after the closing date. A minimum of two people will shortlist, one of whom should be the line manager responsible for the post. The person specification, as detailed on the job description, will be used to define the criteria used for short listing and must be consistently applied to all candidates when selecting which to invite to interview. The application form must not be used as a test for literacy, unless literacy is a genuine requirement of the job.

We guarantee to offer an interview to any internal candidate, including employees and volunteers, who meets the person specification, in line with our commitments as a "Two Tick" employer.

There is no maximum or minimum number of candidates who should be short listed. The reasons for short listing and rejecting candidates should be recorded and kept for one year. All rejected candidates will be informed in writing within 5 working days of the closing date. Where an internal candidate is rejected the employee's Line Manager should be notified and should inform the employee in person of the reasons why their application has been declined, which in turn will be followed up in writing.

### **Arranging the Interview**

The interview date will be advertised along with each vacancy. Any candidate who is successful in being invited to interview will be contacted by phone in the first instance, with confirmation being sent by email or post where time allows. Where the interview process requires candidates to deliver a presentation or undertake other assessments over and above questioning, they should be informed of what to expect and the likely time involved. Confirmation will be sought from disabled candidates about any practical adjustments that may be required in order to make the interview accessible.

### **Recruitment Interviews and decisions**

The interview will focus on the needs of the job and skills needed to perform it effectively in accordance with the guidance and procedures set down in the organisation's Recruitment Procedure

Date updated: 17/08/2015	By whom: Michelle Edwards	Version number: 5
Location: Z:\Compass Files\Strategic & Governance - Gov\Policies\Policies in Force - Version Controlled\Recruitment Policies\Recruitment Policy.doc		

Those conducting recruitment interviews will ensure that the questions that they ask are not in any way discriminatory or unnecessarily intrusive. Applicants will be scored on their responses in line with their ability to meet the person specification.

Applicants will be compared against one another in order to select the most appropriate person for the role. Preference may be given to an internal candidate in order to retain their skills and experiences within the organisation even where additional training may be required to ensure their suitability.

### **Offer of Employment and rejected candidates**

Once the most appropriate candidate has been selected;

The organisation uses a set of defined pay scales, with a minimum and maximum level for each post. In setting these salary scales, the organisation has considered the salary of existing employees in a similar role in order to ensure that inconsistencies are not created that could be challenged under the Equality Act 2010.

The most senior interviewer is responsible for making a verbal offer of employment to the candidate and once agreed, should inform the Operations Manager who is responsible for drawing up and sending an offer letter, a contract of employment and staff handbook.

All unsuccessful applicants will be informed in writing within 5 working days of the interview date. Where an internal candidate is rejected the employee's Line Manager will be notified and should inform the employee in person of the reasons why their application was unsuccessful, which in turn will be followed up in writing

### **References**

All employment offers are conditional upon receipt of two professional references. The referees should usually be the applicant's current and previous employers, although in the case of a college, school leaver and those who have not previously been in employment, college tutors, teachers or other suitable referees will be acceptable. Referees will not be approached without the applicant's permission.

References will be sought in writing and will require the referee to provide a statement on their considered suitability of the applicant including the applicant's previous attendance record. If a response to a written request for a reference has not been received, then the organisation will telephone the referee where the details have been provided and may seek an oral reference instead.

Date updated: 17/08/2015	By whom: Michelle Edwards	Version number: 5
Location: Z:\Compass Files\Strategic & Governance - Gov\Policies\Policies in Force - Version Controlled\Recruitment Policies\Recruitment Policy.doc		

Where a referee refuses a request to provide a full reference the applicant will be given the opportunity to provide the details of an alternative professional referee.

If references which are satisfactory to the Company are not received within a reasonable timescale then it may be necessary to withdraw the offer of employment.

### **Other employment checks**

All posts are risk assessed to decide if the posts will be eligible for Disclosure and Barring Service checks. Where these are necessary it will be noted on the terms of employment and checks will be carried out in line with our Disclosure and Barring Service Policy and procedure

### **Prevention of Illegal Working**

The organisation is aware of its legal obligation in respect of the prevention of illegal working in the UK and will implement procedures in line with the guidance issued by the UK Border Agency.

### **Policy Revisions**

This policy will be reviewed every five years and amended as necessary, or earlier in accordance with any forthcoming legislation or service user, staff or volunteers feedback. Suggestions or recommendations for the revision of any aspect of the policy should be passed through normal channels to the Chief Executive Officer.

### **Associated Documents**

Equal Opportunities Policy  
Recruitment Procedure  
Disclosure and Barring Service Policy  
Disclosure and Barring Service Procedure

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