

# **Recruitment & Selection Policy**

## **Compass Disability Services**

Units 11 – 12 Belvedere Trading Estate  
Taunton TA1 1BH

October 2009

Review: September 2012

### **Policy Statement**

Compass Disability Services are committed to the implementation of a recruitment policy that provides equality of opportunity to all potential candidates. No part of this policy circumvents equal opportunities legislation or Compass Disability Services' equal opportunities policy. Compass Disability Services is a 'Positive About Disabled People' employer, therefore we will offer any disabled person who satisfies that Person Specification will be offered an interview.

### **Internal Recruitment**

All permanent and fixed-term appointments will be advertised internally on the organisation Intranet. Internal applicants expect, and are entitled to, the same treatment as external candidates. Therefore no internal candidate will be subjected to favourable or unfavourable discrimination throughout Compass Disability Services' recruitment and selection activities.

### **Temporary Recruitment**

Recruitment for temporary vacancies within Compass Disability Services may be considered as development opportunities and present learning opportunities for existing employees. These temporary assignments enable staff, with the required abilities and skills, to experience working within a different role or team. The position left vacant by the internal 'temporary' will be filled, on a temporary basis, by either internal or external means. The responsibilities of the internal 'temporary' along with their departmental needs will be taken into account, and the assignment will be discussed between managers and the individuals involved, before any such assignment is undertaken.

### **External Recruitment**

The key to any successful recruitment and selection process is adequate preparation. To increase the likelihood of a successful outcome, the recruitment and selection process will require you to:

- Identify the need
- Prepare a Job Description
- Prepare a Person Specification
- Short list returned completed application packs

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- Select candidates
- Invite for interview

### **Job Information Pack**

All Compass Disability Services vacancies should have a Job Information Pack, as this can be very useful as an aid to attracting candidates and encouraging a degree of self-selection. The following items must be included:

- Job description (with CRB statement if it is a requirement of the post)
- Person Specification
- An application form
- Equal Opportunities Monitoring Form
- Covering letter
- Guide lines applicants

### **Completed Applications**

**Application forms that have been completed and returned must not be seen by any person who will be involved in the selection process until the equal opportunity monitoring sheet and the front page of the application form have been logged and removed.**

### **Short listing**

Short listing should be carried out as soon as possible after the closing date. A minimum of two people should normally shortlist, one of whom ought to be the line manager, and where possible all those with a part in the selection process should participate. The criteria used for short listing must be consistently applied to all candidates. It should be done by measuring the information supplied by the candidates or their nominated referees against the person specification. Do not make assumptions. The application form must not be used as a test for literacy, unless literacy is a genuine requirement of the job.

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. If existing employees are rejected at this stage, a note of the reason should be recorded on their personal file.

### **Arranging the Interview**

Candidates should normally be given at least seven days notice of an interview, unless the date has been previously provided. If required, the candidates should be asked to bring certificates with them. Where the selection process requires candidates to undertake various assessment procedures, they should be informed of what to expect and the likely time involved. Arrangements should be made for appropriate accommodation and

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hospitality. It is useful to telephone or meet a candidate with a disability prior to the interview to identify any practical difficulties concerning access, equipment, accommodation and timing of the interview.

### **Interview Panels**

Interview panels should normally consist of no more than four people. The use of small panels and a series of shorter interviews maybe encouraged. In all cases legislative provisions must be followed. The direct line manager of the vacant post and their line manager should attend interviews. Only persons involved in the selection process should be included in the final decision making process.

Interview questions should be agreed in advance and should take into account the requirements of the job and nothing else. The same questions must be used for all candidates to ensure equality of opportunity.

### **Interview Structure**

Each interview must remain flexible, but within a prearranged structure. Prior to the interview consideration should be given to

- The role of each interviewer and who will act as chairman
- Individual areas for questioning
- Invite the candidates to ask any questions or whether they need further information about the post/organisation.
- Guard against any discriminatory questions. If such a question is asked, the interviewer should be stopped. (See Questions below).
- At the end of the interview inform the candidate what happens next and when.
- Ensure that appropriate records of the interviews and rationale for the selection decision are produced.

### **Interview Report**

It is important that notes are taken independently by each panel member during the interview, using the Interview Report Form. This will ensure that the report relates directly to the Person Specification. Evaluation statements should be backed up with evidence from the interview.

### **Further Reading**

The Sex Discrimination Acts 1975/1986

Race Relations Act 1976

Disability Discrimination act 1996

Codes of Practice issued by the Equal Opportunities Commission and the Commission for Racial Equality

The Compass Disability Services Equal Opportunities Policy

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