**Recruitment policy**

1. [Purpose](https://www.york.ac.uk/admin/hr/policies/recruitment/recruitment-policy/#1)
2. [Scope](https://www.york.ac.uk/admin/hr/policies/recruitment/recruitment-policy/#2)
3. [Core Principles](https://www.york.ac.uk/admin/hr/policies/recruitment/recruitment-policy/#3)
4. [Recruitment & Selection Procedure](https://www.york.ac.uk/admin/hr/policies/recruitment/recruitment-policy/#4)
   1. [Preparation Stage](https://www.york.ac.uk/admin/hr/policies/recruitment/recruitment-policy/#41)
   2. [Job Description & Person Specification](https://www.york.ac.uk/admin/hr/policies/recruitment/recruitment-policy/#42)
   3. [Advertising](https://www.york.ac.uk/admin/hr/policies/recruitment/recruitment-policy/#43)
5. [Selection of Candidates](https://www.york.ac.uk/admin/hr/policies/recruitment/recruitment-policy/#5)
   1. [Shortlisting](https://www.york.ac.uk/admin/hr/policies/recruitment/recruitment-policy/#51)
   2. [Selection & Interview](https://www.york.ac.uk/admin/hr/policies/recruitment/recruitment-policy/#52)
   3. [Referees](https://www.york.ac.uk/admin/hr/policies/recruitment/recruitment-policy/#53)
   4. [Making the Appointment](https://www.york.ac.uk/admin/hr/policies/recruitment/recruitment-policy/#54)
   5. [Induction](https://www.york.ac.uk/admin/hr/policies/recruitment/recruitment-policy/#55)
   6. Appendix 1 – Recruitment checklist (pages 6 to 11)

**1. Purpose**

* Disability Peterborough (DP) recognises that its staff are fundamental to its success. The charity therefore needs to be able to attract and retain staff of the highest calibre and a strategic, professional approach to recruitment is essential to do this.
* The purpose of this policy is to provide a sound framework for the recruitment and selection of staff based upon the principles outlined below, which also meet the requirements of the [Equal Opportunities Employment Policy](https://www.york.ac.uk/admin/hr/policies/equality-diversity/employment-policy/) , [the Equality Act 2010](https://www.york.ac.uk/admin/eo/EqualityAct2010andPSED.htm) and all other relevant employment legislation.
* A recruitment checklist is provided in annex 1

**2. Scope**

This policy and procedure cover all activities that form part of the recruitment and selection process. It is applicable to all staff recruitment except casual staff. In order for the policy and procedure to be effective it is essential that any employee who is involved in any aspect of the recruitment and/or selection of staff is aware of this document and follows it

**3. Core Principles**

* Disability Peterborough has a principle of open competition in its approach to recruitment.
* DP 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 the charity
* DP wishes to encourage the recruitment of staff with disabilities and will make reasonable adjustments to all stages of the recruitment process and as required in order for a successful candidate with a disability to undertake the post.
* DP will ensure that the recruitment and selection of staff is conducted in a professional, timely and responsive manner and in compliance with current employment legislation.
* DP will provide appropriate training, development, and support to those involved in recruitment and selection activities in order to meet this core principle. Any member of staff involved in the selection of staff should satisfy him or herself that he/she is appropriately trained and can comply with the requirements of this policy and procedure. As a minimum requirement any member of staff who takes part in any activity under this policy and procedure must first have completed the inhouse [Equality and Diversity training.](https://york-ac.csod.com/LMS/LoDetails/DetailsLo.aspx?loid=30a034b4-efdb-4ff4-ba5c-b13066e6bc22)
* DP will treat all candidates fairly, equitably, and efficiently, with respect and courtesy, aiming to ensure that the candidate experience is positive, irrespective of the outcome.
* DP will promote best practice in recruitment and selection. It will continuously develop its recruitment and selection practices to allow new ideas and approaches to be incorporated.
* DP will ensure that its recruitment and selection process is cost effective.
* If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant, they must declare this as soon as they are aware of the individual’s application and avoid any involvement in the recruitment and selection decision-making process.
* All documentation relating to applicants will be treated confidentially in accordance with the [Data Protection Act (DPA)](https://www.york.ac.uk/records-management/dp/).    Applicants will have the right to access any documentation held on them in accordance with the [Data Protection Act (DPA)](https://www.york.ac.uk/records-management/dp/).

**4. Recruitment & Selection Procedure**

There are a number of key stages in recruiting and selecting for a post, refer to recruitment checklist template in appendix 1.

**4.1 Preparation Stage**

* The recruitment and selection process should not commence until a full evaluation of the need for the role against the area’s strategic plans and budget has been completed.
* The recruitment of staff will follow the Disability Peterborough commitment to ensuring a diverse workforce by proactively seeking to attract groups that are under-represented especially regarding disability.
* Formal authorisation to recruit to a post should be sought before commencing the recruitment process.

**4.2 Job Description & Person Specification**

* A [job description and person specification](https://www.york.ac.uk/admin/hr/recruitment/preparation/job-description/job-library/) must be produced or updated for any vacant post that is to be filled.
* The job description should accurately reflect the elements of the post.
* The person specification should state both the essential and desirable criteria in terms of skills, aptitudes, knowledge and experience for the job, all of which should be directly related to 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 certain groups of applicants.

**4.3 Advertising**

* As a minimum all positions will normally be advertised widely as this will help maximise equality of opportunity. In exceptional circumstances the HR managing trustees may waive the need to advertise. This is likely to include the following circumstances:
  + positions requiring specialised expertise where the Recruiting Manager in the can demonstrate that a comprehensive search has been conducted and the nominated individual is the most suitable person for the position.
  + where the recruiting manager can verify that the work is required for a specific purpose of no greater than twelve months duration.
  + where current members of staff are named on grant funding in order to ensure the individual’s continued employment.
* Staff subject to redeployment will be given access to vacancies before they are externally advertised.
* Staff who have been in an acting position that subsequently becomes vacant will have to apply for the position when it is advertised, but in such cases the position can be advertised, in exceptional circumstances on an internal basis only.
* Applicants are asked to provide equal opportunities details when making their application to enable a robust means of monitoring the success of recruitment in relation to our diversity aims. This information is separate from the job application and applicants are free to indicate that they do not want to provide these details.
* All [advertising](https://www.york.ac.uk/admin/hr/browse/recruitment/advertising) must be cost-effective and agreed in advance with the HR Department.

**5. Selection of Candidates**

**5.1 Shortlisting**

* [Shortlisting](https://www.york.ac.uk/admin/hr/browse/recruitment/shortlisting) may involve the whole panel but must be carried out by a minimum of 2 people to avoid any possibility of bias, one of whom would normally be the direct line manager.
* Notes of the shortlisting decisions for each candidate should be recorded by each member of the panel on the [shortlisting decision form](https://www.york.ac.uk/admin/hr/recruitment/shortlisting/finalising-your-shortlist/) .
* Shortlisted candidates should be provided with details of the selection process, including any tests, in writing giving as much prior notice as possible and a minimum of 5 working days before the interview. In accordance with the [Equality Act 2010](https://www.york.ac.uk/admin/eo/EqualityAct2010andPSED.htm) , they should also be asked to advise if there are any particular arrangements or reasonable adjustments that could be made so that they can participate fully in the selection process.
* All candidates (internal and external) should be assessed objectively against the selection criteria set out in the [Person Specification](https://www.york.ac.uk/admin/hr/recruitment/preparation/job-description/job-library/) , and only candidates who meet all the essential criteria should be short-listed.

**5.2 Selection & Interview**

* All redeployment candidates who meet the essential criteria for the post (as set out in the [person specification](https://www.york.ac.uk/admin/hr/recruitment/preparation/job-description/job-library/)) will be offered an interview.
* It is recommended that a range of selection methods, that are suitable for assessing both the essential and desirable criteria in the person specification are established as this will enhance objective decision making which is difficult through interview alone.
* Interview questions and the structure of the interview should be consistently applied to all candidates and should be based on the person specification.
* Notes recording the salient points of the interview should be taken, ideally by the interviewers, so that they can refer back to these when assessing candidates against the person specification and making decisions and will be kept for a minimum of 6 months following the selection process.
* In the event that candidate requests feedback about their performance in the selection process this should be arranged by the Chair of the panel although he or she may delegate this to another member of the panel where appropriate.
* Unsuccessful interview candidates should be dealt with courteously and sensitively and will, as a minimum, receive telephone or written notification of the outcome of the selection process.

**5.3 Referees**

* Information sought from referees should be structured around the requirements of the job and the job description should be provided. It should be noted that many organisations have a policy of not providing personal references and therefore references provided may only confirm details of current appointment.
* In most instances two references will be taken up for the selected candidate after the interview, one of which should be from the current or most recent employer.
* If the appointment is urgent, the Recruiting Manager may seek to obtain a [verbal/telephone reference](https://www.york.ac.uk/admin/hr/policies/recruitment/telephone-verbal-references/) for the successful candidate providing that standard procedures for doing so are followed .
* Referees should not be contacted without the candidate’s consent and the information provided should be treated as confidential by the panel members.

**5.4 Making the appointment**

* It is recognised that in many cases it is desirable to make a verbal offer very shortly after the selection process. In such cases the verbal offer will normally be made by the Chair of the selection panel, although he or she has the discretion to delegate this responsibility if felt appropriate.
* Disability Peterborough recognises open contracts as the general form of employment relationship between employers and employees and will appoint new and existing staff to indefinite contracts unless necessary and objective reasons justify use of a fixed-term contract.
* Once a selection decision has been made DP will produce a written offer of employment. Offers of employment are normally subject to satisfactory references, checks of qualifications and any other checks as appropriate, such as Asylum and Immigration checks, Criminal Records Bureau checks (for posts that are exempted from the provisions of the Rehabilitation of Offenders Act)

**5.5 Induction**

* Induction is the final stage of the recruitment process. Once the successful candidate has accepted the offer of employment and a start date has been agreed the line manager/Head of Department is responsible for preparing a comprehensive induction programme for the new employee

**Appendix 1**

Recruitment checklist

|  |
| --- |
| **Name of vacancy/new job** (delete as appropriate)**:** |
| **Number of vacancies/new jobs in the particular role** (delete as appropriate)**:** |
| **Planned start date/s of new recruit/s** (delete as appropriate)**:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Step 1 - Plan** | **Task done by** | **Date** | **Notes** |
| Identify staff needed: Where, why and plan for the future |  |  |  |
| **Step 2 - Prepare** | **Task done by** | **Date** | **Notes** |
| Consider whether any of the aims of the job have changed, and how this may affect factors such as the skills required and workflow |  |  |  |
| Compile documents for the vacancy:   * Job description * Person specification * Job application form * Equality & diversity monitoring form * Job offer letter template /Written Statement of Terms and Conditions of Employment * Information about Disability Peterborough |  |  |  |
| Decide whether candidates will be asked for references and at what point – the shortlist stage or when offered the job |  |  |  |
| Make sure you understand the rules about [hiring someone from outside the UK](https://www.acas.org.uk/hiring-someone/hiring-someone-from-outside-the-uk) – these changed on 1 January 2021 |  |  |  |
| **Step 3 - Advertise** | **Task done by** | **Date** | **Notes** |
| Before drawing up the job ad, decide factors such as how candidates should apply, who will sift applications and the rate of pay |  |  |  |
| Choose where to advertise in at least two different channels |  |  |  |
| Compile the job ad, carefully ensuring the wording is not discriminatory |  |  |  |
| **Step 4 – Handle applications** | **Task done by** | **Date** | **Notes** |
| Send ‘application pack’ to applicants – this would usually include:   * application form * job description * person specification * equality & diversity monitoring form * information pack about DP |  |  |  |
| Using the job description, person specification and application forms, at least two people trained for the task should objectively draw up a shortlist of candidates for interview and/or further assessment |  |  |  |
| Invite shortlisted candidates for interview/ assessment, and ask whether they need any ‘reasonable adjustments’, often called ‘access requirements’, for any part of the recruitment process |  |  |  |
| Get ready for the interviews, to be conducted by more than one person trained for the task:   * plan questions to probe skills and qualities essential for the job * decide how candidates’ answers will be scored * anticipate candidates’ questions and have the info ready * plan any selection tests/ presentations etc and how they will be scored * let the candidates know what they’ll be asked to do, and if they need to prepare anything before the test or interview * book a private room which will not be interrupted by telephone calls or visitors |  |  |  |
| Conduct the interview:  • welcome the candidate and give them a little time to get their own materials to hand   * briefly outline the job and the organisation, then move to the first question * ask questions which cannot be answered ‘yes’ or ‘no’. They usually begin with ‘what’, ‘why’, ‘when’ or ‘how’ * do not ask for personal information or personal views irrelevant to the job, or potentially discriminatory questions * do not ask health-related questions * listen and make brief notes on key points * keep to the time frame for the interview, but allow for the candidate’s questions * tell the candidate when they can expect to hear from the organisation * explain that a job offer to the successful candidate will be subject to pre-employment checks – including immigration checks * ask the candidate if they have any questions about the job |  |  |  |
| Select the best candidate for the job using the scoring method decided earlier in Step 4 |  |  |  |
| **Step 5 – Complete final details** | **Task done by** | **Date** | **Notes** |
| Send the successful candidate a job offer letter and explain pre-employment checks will have to be made |  |  |  |
| Make pre-employment checks such as the candidate’s right to work in the UK and references. |  |  |  |
| Resolve any employment contract queries |  |  |  |
| Before the recruit starts their new job:   * give them their Written Statement of Terms and Conditions of Employment * supply a copy of the DP Staff Handbook |  |  |  |
| Write to unsuccessful candidates and give carefully considered feedback if requested |  |  |  |