

RECRUITMENT AND STAFFING POLICY

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PLEASE ALSO SEE EQUALITY AND DIVERSITY POLICY

Importance of an effective recruitment process

To provide the best possible care and treatment to the people we serve. The best persons need to be recruited for all positions. At the same time a fair and transparent recruitment process is needed to ensure that all candidates have an equal opportunity to apply for vacancies. To achieve these two goals there needs to be an effective recruitment process.

Obligations for all staff involved in recruitment

1) The staff of CIN will ensure that the recruitment process offers equal opportunities to all persons will be free from discrimination and comply with the principles of the following legislation:

Equality Act 2010

Employment Rights Act 1996;

Human Rights Act 1998;

2) Approval for the advertisement of any position must be approved by the chairman and the secretary.

3) The process in this policy must be followed by all staff.

Recruitment process

1) Approval for advertisement of a position

The advertisement of a position must be approved by the responsible individual(s). The responsible individual(s) must seek agreement according to the organisation arrangements.

2) Job description

An existing job description should be reviewed and amendments made to ensure that it accurately reflects the position that is being recruited. When there is no job description then it should be written to accurately reflect the position.

4) Candidate applications

A CV and covering letter would be expected but appropriate alternatives will be accepted from candidates if this allows participation in the process that would not otherwise occur. Receipt of applications should be made by an appropriate member of staff and filed. The applications should cover employment history and reasons for their last position ending (if not provided then this will be discussed during the interview)

5) Short-listing of candidates

Applications from candidates should be scored against the elements of the job description and relevant expertise in the areas. The candidates with the highest scores should be invited for an interview. The short-listing and interview panel should consist of the secretary and two Trustees..

6) Interviews

During the interview notes will be made about each candidate by the panel. A question will be asked about the reasons for their last position ending/why they wish to change roles.

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Once all interviews are complete the panel will discuss the notes taken about the candidates and make a decision.

All records, including personal notes made by individual panel members, will be retained for at least one year in case they are required if a complaint is made about the selection process.

7) Offering the advertised position and rejection of other candidates

The chosen candidate should be verbally offered the post as soon as possible but it will be made clear that the offer is subject to references and the relevant checks. If the offer is accepted then a provisional start date will be agreed with the candidate

Rejection letters can be sent to all interviewed candidates. The letters will extend the opportunity to unsuccessful candidates to contact a designated person for feedback.

8) Checks and references for the successful candidate

The following will be required for all staff:

- a) Evidence of legal entitlement to work in the UK;
- b) Proof of a DBS check (where necessary);
- c) Proof of identity;
- d) Reference from previous recent employment and one personal reference (see more specific requirements for health care professionals below);
- e) Certificates of relevant qualifications and training;
- f) Any relevant information about physical or mental conditions that relate to their ability to perform regulated activities.

Also please see Equality policy.

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