

READING COMMUNITY LEARNING CENTRE

RECRUITMENT AND SELECTION POLICY



RECRUITMENT POLICY AND PROCEDURE FOR PAID STAFF

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Date Approved by Board Oct 2013
Review Date Oct 2017
Signed on behalf of the
Board of Trustees _____

Dated _____

THE POLICY STATEMENT

The two key principles for RCLC in making new appointments are effectiveness and fairness. We aim to recruit the best possible person for the post and will seek to ensure all potential applicants are treated on an equitable basis.

RCLC believes that no person or group should be treated less favourably in employment because of their race, religion, gender, disability, sexual orientation, or age.

RCLC recognises that apart from job related qualifications and experience, other knowledge and experience may be equally valid in the appointment of a worker and are particularly relevant in the case of people from groups which experience discrimination.

This document explains the RCLC policy on the recruitment and selection of paid staff. It will be made available on request to applicants for RCLC posts and will be used by line managers who are responsible for recruiting staff, to ensure consistency.

THE PROCEDURE PLAN

Action required	By whom
Prepare/review the job description and salary and prepare the person specification	Centre Manager
Selection of recruitment panel	Centre Manager and Trustees
Agree a timetable of events including an advertising schedule	Recruitment panel
Agree evidence requirements and advertisement	Recruitment panel
Prepare the candidate information pack	Staff
Place the advertisements	Staff
Send out the candidate information pack	Staff
Shortlist the applicants & establish interview questions. Send call to interview	Recruitment panel
The interview	Recruitment panel
Make an offer	Recruitment panel
Obtain references	Centre Manager
Confirm appointment	Centre Manager
Induction	Centre Manager

THE RECRUITMENT PANEL

- Ideally a panel will consist of two or three members with no more than two members of staff or two board members.
- Any panel member must be fully aware of the content of this and the Equal Opportunities policy as well as have a good understanding of how current legislation may impact on recruitment.
- The Chair of the panel will be a member of the Board. The aim of the panel will be to take decisions by consensus but the Chair will have a second vote where it is clear that a deadlock is preventing a decision from being made.
- If RCLC is working in partnership with other agencies that agency may wish to appoint a member of the panel. In which case the Chair should ensure that panel member is aware of the contents of this policy and their obligation to be guided by it.
- **Confidentiality is crucial** and has two aspects. Firstly, the discussions and statements of panel members should not be repeated outside the panel unless providing feedback at the request of an unsuccessful applicant. Secondly, information about candidates, revealed at any stage, must go no further than panel members.

THE SHORT LISTING

- The panel should sort the candidates into 3 groups, yes, no, or possible and should only short list candidates considered to meet all the essential requirements.
- The Chair must make sure there is evidence to support any conclusions reached and that evidence **must** be recorded.

THE SELECTION PROCESS

- Panel must agree whether selection methods are required in addition to the interview.
- The interview and, if required, task should be carefully planned by the panel.
- Questions should be agreed based upon the person specification. These questions should be listed on an Interview Record Sheet.

MAKING THE DECISION

- The Chair should ask each panel member for their views for each applicant and their reasons. The reasons must relate to any evidence that the candidate does or does not meet the requirements of the person specification. A summary of the Panel's reasons for its decisions must be recorded.
- If possible identify a second or third choice in case the first choice turns the job down. Do not make an offer if none of the candidates are suitable.

LETTING PEOPLE KNOW

- Notify the successful candidate by phone. Do not contact the second choice until the first one has accepted but try to do this as soon as possible. Notify the unsuccessful candidates either by phone or letter offering them the opportunity for feedback at a later date.
- Make the offer conditional upon satisfactory references and any other relevant conditions e.g. a probationary period.

REFERENCES

- No employee can start work until satisfactory references have been obtained.
- Referees should be sent a reference request, the job description and person specification.
- The Centre Manager will refer back to the recruitment panel any references received that they consider sufficiently negative to justify withdrawing the offer of employment.

FAILURE TO APPOINT

If it is concluded that no candidate was appointable then the following points should be considered.

- What are the budgetary implications of re-advertising?
- Did we advertise in the right place?
- Did we advertise at the right time?
- Did we present the post and the organisation in the right way?
- How competitive is the job market for employers of this kind of post?
- Were the salary and terms and conditions a problem?

- What are our chances of success if we simply re-advertise as before?