

RECRUITMENT AND SELECTION POLICY FOR PAID STAFF

CONTENTS	PAGE NO.
1. THE POLICY STATEMENT	2
2. PROCEDURE PLAN	2
3. THE RECRUITMENT PANEL	3
4. THE SHORT LISTING	3
5. THE SELECTION PROCESS	3
6. MAKING THE DECISION	4
7. LETTING PEOPLE KNOW	4
8. REFERENCES	4
9. INDUCTION AND PROBATION	4
10. FAILURE TO APPOINT	4
11. STORING PERSONAL INFORMATION	5

1. 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, gender reassignment, age or any other protected characteristic.

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.

2. 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 and probation	Centre Manager

3. 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.

4. 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.

5. 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.

6. 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.

7. 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.

8. 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.

9. INDUCTION AND PROBATION

Each employee will participate in a planned induction process undertaken by their manager. This will include a general introduction to the work of the Centre as well as specific information on the actual role.

The first 4 months of employment are a probationary period. During this time the new employee's performance and suitability in her role will be under ongoing review with periodic meetings (once a month at least). These meetings will be documented. The end of the probationary period will be confirmed in writing and the appointment confirmed only on receipt of this written notification.

RCLC reserves the right to extend the probationary period for a period of up to two months.

If any disciplinary action is contemplated during the probationary period the statutory disciplinary procedure will be followed.

10. 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?

11. STORING PERSONAL INFORMATION

The table below outlines how RCLC complies with General Data Protection Regulations (“GDPR”) in the context of this policy. Greater details on how the Centre complies with GDPR can be found in our Data Protection Policy, Confidentiality Policy and Privacy Notice.

Holding your personal information	RCLC needs to store certain people’s personal information in order to carry out its day to day business. RCLC’s use of any personal data will be grounded in a legal basis. If there is no clear legal basis, then RCLC will ask the data subject to consent to their information being used.
How your personal information will be stored	All of the personal information that we hold will be stored in a locked cupboard or on a password protected computer.
How long we will store your information for	Personal information will be kept for as long as it is required. Reasonable steps will be taken to make sure that information is kept up to date and data subjects have the right to ask RCLC to delete their data if it is no longer needed.
The type of information that we will store	RCLC needs to store data in relation to staff administration, fundraising, student databases, advice and information work. These types of information are explained in more detail in the Data Protection Policy.
Why we will keep your information	Certain people’s personal information is needed in order for RCLC to conduct its day to day business and it will be kept to the extent that it is relevant to this.
The legitimate reason (or “lawful basis”) for us storing your information	The basis for storing a person’s information will be made clear to the person whose information is being collected and stored. If there is no clear legitimate reason, then the person will need to give their consent for their information to be stored by RCLC.

Date Approved by Board May 2019

Review Date May 2024

Signed on behalf of the Board of
Trustees

Dated
