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**RECRUITMENT & SELECTION POLICY**

1 The Fillies GFC aims to recruit all personnel in an effective, fair, timely, equitable and professional manner in compliance with The Fillies GFC commitment to Equal Opportunities and related employment legislation.

2 The purpose of this policy is to outline the approach The Fillies GFC takes to ensure that all stages of the recruitment and selection process adhere to this commitment and are conducted fairly and effectively.

3 This policy will provide a sound framework to facilitate and encourage good recruitment practice and ensure consistency and transparency in all aspects of the recruitment and selection process.

4 The Fillies GFC recognises that personnel are its greatest asset and that the success of The Fillies GFC depends on having the right number of staff with the appropriate skills and abilities.

5 The Fillies GFC will always seek to recruit the best candidate for the post based on merit. Recruitment will be achieved solely on the basis of the applicant’s abilities and skills as measured against the criteria and specifications for the post.

6 This policy is applicable to the recruitment and selection of all permanent employees, those working on short term contracts and personnel engaged on a consultancy or casual basis.

7 The Fillies GFC recognises that mistakes in recruitment are often costly to correct and lead to increased employee turnover. They can also affect service delivery and morale within the organisation.

8 The external impression created by The Fillies GFC recruitment and selection process has an impact upon the public. It is therefore essential that all applicants are dealt with promptly, courteously and fairly.

9 The Fillies GFC accepts that as far as practicable all applicants should be kept informed of the progress of their application and must be notified of its outcome.

10 The candidate’s experience should be positive irrespective of the outcome. A monitoring process will be used to support this principle.

11 The Fillies GFC will ensure that the recruitment and selection process is cost effective.

12 This policy is applicable to all staff involved in the recruitment process and it is the responsibility of The Fillies GFC Management team to ensure that it is adhered to.

13 The Fillies GFC will ensure that all those involved in the recruitment process are trained to ensure that the system is effective and equitable and this policy is implemented.

14 This policy will be reviewed on a regular basis and in addition any changes that have been made to employment legislation will be incorporated with immediate effect.

15 The Fillies GFC recognises that Line Managers are responsible for recruitment in conjunction with either The Fillies GFC Management Team or support agency Sefton CVS.

16 The Fillies GFC acknowledges that under the Data Protection Act 1998 individuals have the right to request access to any personal details held about them. Any candidate therefore may request access to any file or information containing interview notes, etc.

17 The Fillies GFC is committed to ensuring that the recruitment and selection process is carried out in accordance with the Equality Policy.

17.1 It is the responsibility of The Fillies GFC to ensure that those involved in the recruitment process are trained to ensure that no candidate is treated unfairly in line with the Equality Policy.

17.2 All candidates will be made aware of The Fillies GFC commitment to Equalities.

17.3 The Fillies GFC is prohibited under Section 60 of the Equality Act 2010 from asking candidates questions regarding their health before they are included in any short listing procedure or prior to being offered a post except in the very specific circumstances outlined in the Equality Policy.

18 The Fillies GFC complies with all relevant legislation in relation to recruitment and selection.

19 Under the Rehabilitation of Offenders Act 1974 many ex-offenders now have certain employment rights when their conviction becomes “spent”.

19.1 The Fillies GFC undertakes to treat all applicants fairly and will not discriminate against someone with a spent conviction whilst at the same time ensuring the safety and rights of vulnerable people.

**PROCEDURE**

1 Any vacancy should be seen as providing the opportunity to review  
present or future needs.

2 When a vacancy first arises, whether due to the current post holder moving internally or externally or it being a new role, the need for the post should be evaluated carefully.

3 The Line Manager should seek authorisation for the recruitment from either The Fillies GFC Management Team and confirm pay scales or grades, starting salary, increments and hours/length of contract.

4 A job description and person specification must be produced,   
reviewed and updated for any vacancy.

5 The job description should reflect and outline all of the roles and the requirements of the post.

5.1 Any job description should include the purpose of the job, the main tasks and key areas of responsibility.

5.2 The job description should outline the role of the post within The Fillies GFC

5.3 It should be recognised that the job description is for the post itself and not for any particular individual person.

5.4 The job description should be accurate and kept up to date.

5.5 It is advisable for the job description to include the Job Title, position within The Fillies GFC details of person to whom the post holder will be responsible to, any line management responsibilities, location and a summary of the main duties and hours to be worked.

5.6 Every job description should include the following: “To work flexibly and undertake other duties as deemed reasonable within the purpose of the job”.

6 A person specification should be drafted to describe what attributes a person should have to perform the post effectively. It should outline both the essential and desired criteria with regard to skills, aptitude, knowledge and experience required.

6.1 All of the attributes should relate directly to the post and apply equally to all candidates.

6.2 The attributes may include such items as the requirement for particular levels of knowledge or skills as well as educational or other requirements.

6.3 The personal specification should be used as a profile of the ideal candidate for the post.

6.4 The person specification may be used as the basis for preparing job advertisements and interview questions.

6.5 Only necessary requirements should be included to avoid   
discriminating against any potential applicants.

7 The advertising of any post is to ensure that the right candidates are attracted to apply.

7.1 The adverts should be based on the person specification and should outline the role of the post. It should also be clear and easily understood with short and simple text.

7.2 All adverts for any particular post should include the same information whether being used internally or externally and follow a standard template.

7.3 The adverts should be non-discriminatory, e.g. avoiding any gender or culturally specific language.

7.4 Adverts should include the job title, main aspects of the role, pay, location, contract length and include the logos of The Fillies GFC and any funders.

7.5 The closing date should be clear and contacts given for further information and enquiries. At least two methods of contact should be provided.

7.6 All details of the post should also be made available in alternative forms, such as Braille, tape etc. if requested.

7.7 A statement should also outline The Fillies GFC commitment to equalities.

7.8 Posts should be advertised both internally and externally to allow for career development by existing staff while also conforming to equalities regulations.

7.9 Adverts could also be placed on websites, job centres, with commercial agencies, newspapers, specialist and professional journals, local press and the radio.

8 In most cases it will be preferable to use a standard application form as opposed to the use of curriculum vitae. (CVs). This will make it easier to check the application against the person specification. The use of an application form will also prevent any potential bias.

8.1 The application form will be available in both electronically and in hard copy for ease of completion.

8.2 In the event of CV’s being used they should always be used in conjunction with the application form.

8.3 Consideration should be given to producing an application pack which contains a covering letter, job description, person specification, application form, equality policy and equal opportunities monitoring form. The pack could also include a brief summary of the work of The Fillies GFC including the mission statement and a statement regarding the employment of ex-offenders.

9.0 After the closing date all monitoring information should be removed.

10 Short listing should be carried out by at least two people to avoid any danger of bias. One should be the line manager. Those carrying out short listing duties will be trained in performing this function.

10.1 During the short listing process the information provided by the applicant should be compared against the essential and desirable attributes on the person specification and scored accordingly.

10.2 A form should be used to record the scoring and process. This form will be provided by either Human Resources Department or designated Manager.

10.3 Candidates selected for interview should be given as much notice as possible, preferably a minimum of (7) days. They should be given details of the venue, likely length of interview and details of any documents that may be required, such as proof of identity. They should also be sent a map and informed who they should ask for on arrival.

10.4 Any requirements for any tests, presentations etc should also be communicated.

10.5 All unsuccessful candidates should be notified in writing as soon as possible and offered feedback.

10.6 Any person involved in the recruitment process must declare any personal or professional relationship with any candidate.

11.0 Once candidates have been selected for interview the availability of a suitable room should be checked. The availability of the panel should also be confirmed.

11.1 It is advisable to ensure that at least two people are on the interview panel. In addition, a service user should be included whenever possible. The service user should be clear about their role and responsibilities in the interview. The role of the chair of the panel should also be clarified.

11.2 The panel should meet beforehand and prepare some questions based on the person specification and review the candidates’ application forms. These should be used with all candidates to ensure accurate scoring. However supplementary probing questions may be necessary. Closed questions with “yes” or “no” answers should be avoided.

11.3 A form should be used to record the answers indicating whether the question was fully met, partly met or not met.

11.4 During the interview all mobile phones should be switched off and the room should be quiet. Someone should be available to meet all of the candidates. Water should be made available during the interview.

11.5 Members of the panel should be introduced before the interview starts and the format explained.

11.6 Candidates should be told if the panel will be making notes. These notes should be kept.

11.7 All candidates should have the opportunity to ask questions.

11.8 At the end of the interview all candidates should be thanked for attending and informed of the next stage of their application; a panel member should show the candidates out of the interview room.

12 As soon as each interview has finished the panel should review the candidate and score the answers.

12.1 Once a choice has been made the post should be offered to the successful candidate in the form of a conditional letter. An explanation should be given that the offer is pending reference checks, enhanced DBS checks and proof of ID. The candidate should also be informed that the referees will be contacted.

12.2 On receipt of satisfactory references, proof of I.D. and the right to work in the UK, the appointment should be confirmed and starting dates agreed. All appointments are subject to completion of a satisfactory probationary

period. It should be noted that all employers in the UK have a responsibility to check the entitlement of everyone they wish to employ to work in the country.

12.3 Once the offer has been accepted all other candidates should be notified of the decision in writing as soon as possible. All candidates are entitled to feedback from their interview.

12.4 Following confirmation of the post the relevant Line Manager should plan a period of induction training.

**PLEASE SEE THE FILLIES GFC TEMPLATES FOR:**

* INDUCTION SHEET.
* PRACTICE NOTE
* JOB DESCRIPTION
* PERSON SPECIFICATION
* APPLICATION FORM