



Recruitment and Selection Policy

March 2024

POLICY IMPLEMENTATION CHECKLIST	
Policy Guardian:	PAUL MURPHY
Author:	EVH
Approved by Director:	19 March 2024
Effective From:	26 March 2024
Date of Next Review:	March 2029
Diversity compliant:	YES
Equality Impact Assessment:	LOW
Data Protection compliant:	YES
Health & Safety compliant:	YES
Procedure implemented:	YES
SDM system changes made:	N/A
Training Completed:	
Posted on Sharepoint:	
Posted on website:	

1. INTRODUCTION

Garrion People's Housing Co-operative and Forgewood Housing Co-operative seeks to hire only the best candidates. We conduct business following the spirit and the intent of Equal Opportunities legislation and strive to maintain a diverse staff. We encourage excellence at all levels in our organisation and are not influenced by sex, race, colour, marital status, sexual orientation, age, disability, religion or any other factor irrelevant to successfully achieving and performing our jobs.

2. PURPOSE

This statement is Garrion People's Housing Co-operative and Forgewood Housing Co-operative's policy in regard to recruitment and selection, to encourage good practice and equal opportunities to which all staff are required to adhere. In the recruitment process the aims of Garrion People's Housing Co-operative and Forgewood Housing Co-operative are:

- To attract comprehensively applications from a sufficient number of candidates with appropriate skills, qualifications and experience for consideration for employment with Garrion People's Housing Co-operative and Forgewood Housing Co-operative;
- To use fair and effective methods for the appointment of candidates consistent with Garrion People's Housing Co-operative and Forgewood Housing Co-operative's policy on Equal Opportunities;
- To ensure that recruitment procedures are clear and adhered to by all staff and committee members involved in any recruitment and selection processes;
- To develop an excellent workforce committed to the aims, values and service delivery requirements of Garrion People's Housing Co-operative and Forgewood Housing Co-operative.

3. GENERAL GUIDELINES

In recruiting to newly created or vacant posts Garrion People's Housing Co-operative and Forgewood Housing Co-operative will ensure that it meets legislative requirements [see Appendix] and REC codes of practice placed on it as employers in relation to employment rights and equal opportunities

Equal Opportunities is aimed at removing barriers to access and opportunity, with positive results for individuals and Garrion People's Housing Co-operative and Forgewood Housing Co-operative. It refers to equality in recruitment, promotion, training or transfer and terms and conditions of employment. In seeking suitable candidates for new or vacant posts, Garrion People's Housing Co-operative will not discriminate on the grounds of sex, race, colour, marital status, sexual orientation, age, disability, religion or any factor irrelevant to the ability to do the job.

4. JOB ANALYSIS AND ADVERTISING

When recruiting for new or vacant posts Garrion People's Housing Co-operative and Forgewood Housing Co-operative will firstly conduct job analysis. This involves assessing whether or not the post has to be filled, what would be the adverse effects of not filling it or could the work be distributed amongst existing staff.

If it is determined to be necessary to recruit another staff member or fill a vacant post, a new job description and person specification will be compiled; the position will be advertised internally, on our website together with the national press.

5. INTERNAL RECRUITMENT

All existing staff will be notified of vacancies, especially if on sick leave, maternity leave or holidays and will be eligible to apply for any post. They will be guaranteed an interview for any post for which they match the person specification.

Short-term appointments e.g. maternity leave cover, may be filled by internal recruitment or from a search of our recruitment registers.

6. RECRUITMENT INFORMATION TO CANDIDATES

All candidates will receive an information pack that will include a job description, a person specification, a newsletter, annual report, a summary statement of conditions together with an application form and equal opportunities monitoring form.

It is the policy of Garrion People's Housing Co-operative and Forgewood Housing Co-operative to employ people up to the state retirement age and beyond. Applicants who are over retirement age will be advised that their application will be considered further.

Successful candidates to new and vacant posts will be selected on merit through shortlist, testing and interview in accordance with the person specification and our standard short listing and interview assessment forms.

7. SHORT LISTING PANEL

A panel compiled of staff and Garrion People's Housing Co-operative and Forgewood Housing Co-operative's Chair and Board representatives will carry out the recruitment processes for each new or vacant post. This panel will include the Director and Depute Director when recruiting for a senior manager or Personal Assistant.

At least one panel member must possess skills or experience most closely related to the post for which the candidate is to be interviewed. Panel members who short list will also participate as interviewers to ensure consistency in recruitment. Each panel member must complete a short listing assessment form appropriately for each applicant.

Candidates invited to interview and unsuccessful candidates will be informed simultaneously of the result of their applications. Unsuccessful candidates may be offered the opportunity for feedback on their applications.

8. REFERENCES

Reference requests will be made prior to interview where permission has been granted to do so. Otherwise references will be sought after a verbal offer of employment has been accepted. Reference requests will be made to the most current/recent employer or academic/voluntary contact that is not related to the candidate. If a referee happens to be a panel member then the candidate may be asked to provide an alternative referee.

9. INTERVIEW

All short listed candidates should be offered an interview, at which the same questions, based on the job description and person specification, will be asked in the same order to all candidates. This may also include a suitable test and presentation topic where appropriate. Interviews will be typically of 45-60 minutes duration.

10. ASSESSMENT

Panel members must complete interview assessment documentation appropriately for each candidate. Garrion People's Housing Co-operative and Forgewood Housing Co-operative's policy on Equal Opportunities will apply to all matters of recruitment and selection.

Where candidates are judged to be equal, they may be called back for a second interview. Panel members must state and document justifiable reasons for the rejection of each unsuccessful interviewee.

All interviewees will typically be advised of the outcome of their interviews by telephone that same day and feedback on their performance can also be made available to them, if they desire. Subsequent written confirmation of the outcome will be issued.

11. JOB OFFER

Once the appointment panel has made a decision, the Chair of the panel may telephone the successful interviewee to offer the post verbally and provisionally, subject to: the receipt of satisfactory references, original qualification certificates and proof of eligibility to work in the UK. The terms of a written contract of employment which will be confirmed and issued subsequently once the conditions have been satisfied.

If the job offer is declined, if agreed by the interview panel, the second highest scoring suitable candidate may be offered subsequently the post etc. If there is not a suitable candidate the recruitment process should be revised and rerun.

Once the job offer has been accepted then letters should be issued to unsuccessful interviewees.

12. FEEDBACK

It is the intention of Garrion People's Housing Co-operative and Forgewood Housing Co-operative where possible, to inform candidates of the outcome of the interview within twenty-four hours of the interview having taken place. An opportunity for telephone or face-to-face constructive feedback on the candidate's performance at interview will also be offered to each unsuccessful interviewee.

13. INTERVIEW EXPENSES

Any reasonable interview travel expenses paid to candidates for new or vacant posts will be in accordance with Garrion People's Housing Co-operative and Forgewood Housing Co-operative's expenses and finance policies and procedures.

14. EQUAL OPPORTUNITIES MONITORING

As part of Garrion People's Housing Co-operative and Forgewood Housing Co-operative's recruitment process equal opportunities monitoring will be undertaken and reported.

15. RECORDS

Application forms and recruitment documentation must be confidentially stored for a minimum of four to six months in relation to GDPR Guidance in case a candidate claiming discrimination registers a case with an employment tribunal.

16. INDUCTION

Garrion People's Housing Co-operative and Forgewood Housing Co-operative staff will welcome a new post holder by providing initial induction training in the organisation, which will be organised by the Administration Officer. This will help to settle the new staff member, convey our aims, objectives, policies and procedures thereby encouraging the individual to stay and make a valuable contribution to our work.

APPENDIX

Employment Rights Act 1996, the Equal Pay Act 1970 as amended by the Equal Pay [Amendment] Regulations 1983, the Race Relations Act 1976, [Amended 2000], the Sex Discrimination Act 1975 [Amended 1986], the Rehabilitation of Offenders Act 1974, the Disability Discrimination Act 1995, the Asylum and Immigration Act 1996 and the Code of Practice-Equal Opportunities Commission 1985.