# NAME OF ORGANISATION

Staff Recruitment Policy

**NOTE: There is no legal obligation for Name of Organisation as an organisation to go through an open recruitment process. The Name of Organisation Board therefore reserve the right not to follow the policy if it considers it appropriate/in the best interests of the organisation.**

**Paid staff recruitment and selection procedure**

The following is an outline of the procedure followed by the company for open recruitment and selection for paid staff posts.

1. **Board**

* Board approve a minimum of 3 members of the recruitment panel (hereafter referred to as ‘the Panel’
* Job Description and person specification to be reviewed and amendments agreed by the Panel
* Advert to be agreed by the Panel and placed in suitable newspapers and other places

**2. Administration**

* Information pack to be sent to all applicants - copy of information pack to include project and organisation details, job description & person specification, application form and notes for completion, equal opportunities monitoring form
* As applications received, envelope to be date stamped and left unopened and passed to the Chief Officer / Chair
* Equal opportunities monitoring form to be separated from application and collated separately
* The applications to be used for short listing process by the Panel

**3. Shortlisting**

* The applications to be distributed to the Panel for scoring
* For late applications received, the Panel to consider if there are any extenuating circumstances and whether the late applications are to be accepted
* This process to be continued until all members of the Panel have scored all the applications for short listing
* The scoring for each application to be based on the evidence provided in the application form against the job description and person specification
* The scores for each applicant from individual Panel members to be recorded on the cumulative score sheet
* Using the cumulative score sheet, the top ‘number’ of scoring applicants to be highlighted for interviewing. ‘Number’ to be decided as appropriate by the Panel

**Note:** Where there are a number of borderline applications on or around the top ‘number’, the Panel may subsequently re-score an agreed number of applicants until the Panel are left with an appropriate ‘number’ candidates to interview.

**4. Interviews**

* The applications should be checked to ensure the applicants are available for the interview date and time
* The cumulative sheet should be signed by all the members of the Panel and passed back to the Chief Officer / Chair who will write out to the successful applicant(s) with details of the interview date and time
* The Chief Officer / Chair will also write out to unsuccessful applicants at this time
* The Panel should agree the questions to be asked of candidates and also the details of any practical task
* The Panel to meet at least 30 minutes before the first interview on the day of the interviews, to finalise and agree the order of questions, proceedings and the chair of the Panel
* Following each interview, the individual members of the Panel should complete their own score sheet for that candidate without discussion with other panel members. The score sheet should then be handed to the Panel chair
* Once all candidates have been interviewed, the Panel will discuss each candidate in turn and identify points and comments to be recorded on the cumulative sheet for that candidate. Score moderation can be carried out at this stage
* The final individual scores from all Panel members for each candidate should then be collated and the results of any practical task should be considered at this stage
* The Panel will select the successful candidate based on the cumulative scoring system and practical task.
* If a salary range is offered, the actual salary offered will be discussed and agreed by the Panel

**5. Post interview**

* All application forms, scoring sheets and other notes should be passed back to the Chief Officer / Chair for retention in a confidential file, with the details of the selected candidate
* The Panel should agree on the process of contacting the candidates and on the provision of feedback
* The successful candidate should be contacted by phone, followed by letter, with an offer of employment subject to satisfactory references
* The Chief Officer / Chair will contact the unsuccessful candidates, offering feedback if required, as soon as practically possible