

FamilyMatters

exploring better ways of getting on together

Recruitment and Selection Policy

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Review Due	Reviewed By	Date Reviewed	Date Ratified By Trustees
December 2016	Nicola Griffiths/ Fiona Miller	February 2017	
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The aim of this policy is to select and appoint staff with appropriate skills and experience through a methodical selection process, free from discriminatory bias and soundly based on the principle of equality of opportunity.

1. Equality of Opportunity

- 1.1 Family Matters is committed to equality of opportunity, to following practices and to providing a service, which is free from unfair and unlawful discrimination. We ensure that no applicant, trustee, volunteer or member of staff is subject to less favourable treatment on the grounds of gender, marital status, race, colour, nationality, ethnic or national origins, age, sexual orientation, responsibilities for dependents, physical or mental disability, or offending background, or is disadvantaged by any condition which cannot be shown to be relevant to performance.
- 1.2 Family Matters actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates. The selection of candidates for interview will be based on skills, qualifications and experience.
- 1.3 In accordance with the organisation's equality and diversity policy, attempts will be made to accommodate the particular needs of any person suffering from a disability within the meaning of the Disability Discrimination Act 1995 at all stages of the recruitment process.

2. Advertising

- 2.1 The extent and method of advertising will be dependent on whether the post is temporary or permanent. Permanent posts will be recruited using the most appropriate method for the post. Advertising will normally be done through the local press, professional journals (where appropriate), job centres and through voluntary sector networks. Posts expected to last less than one year may be recruited through existing contacts and professional journals or forums.
- 2.2 We will request an Enhanced DBS check for any post in which the post holder will come into contact with vulnerable adults or children. Where a DBS check is deemed necessary for a post or position, all applications forms, job adverts, careers literature, website, and any other appropriate literature will contain a statement that a DBS check will be requested in the event of the individual being offered the position.

3. Recruitment

- 3.1 All recruitment will be carried out in liaison with the Board of Trustees.
- 3.2 Prior to advertising a new post or filling an existing vacancy, a job description and person specification will be drawn up by the CEO and Office Manager. These documents should then be passed to the Board of Trustees for approval and authorisation to proceed with recruitment to the vacancy.

- 3.3 Application packs will be sent to all prospective candidates. These will include job descriptions, person specification and some information about Family Matters.
- 3.4 Suitable candidates will be shortlisted from applications received. Applications from people who do not meet the minimum criteria or who are not included in the shortlist will be responded to with a 'no thank you' letter at the earliest opportunity.

4. Interviews

- 4.1 The interview panel will consist of appropriately trained staff and Trustees. Where possible, a gender balance will be maintained.
- 4.2 The panel will meet prior to interview to agree questions and criteria for objective scoring. During interviews each candidate will be scored directly following each interview. The applicant with the highest overall score will be offered the post.
- 4.3 If any candidate has previously declared criminal convictions, the chair of the interview panel will declare at the beginning of the interview that the criminal convictions shall be discussed. The purpose of this discussion is to clarify details relating to the circumstances and background of the offences, or other matters that might be considered relevant for the position concerned. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of a subsequent offer of employment.
- 4.4 If necessary candidates will be asked to return for a second interview.

5. Post Interview and Appointment

- 5.1 When a suitable candidate has been identified, an offer of a job, specifying salary and probation period must be made subject to two acceptable references, receipt of satisfactory DBS check and sight of qualification documents. The letter of offer should also contain terms and conditions and include a form of acceptance, which the candidate should sign and return. Should satisfactory references or DBS check not be received the panel can either appoint the next most suitable candidate or re-advertise.
- 5.2 Family Matters will undertake to discuss any matter revealed in a DBS check with the subject of that disclosure before withdrawing a conditional offer of employment.
- 5.3 All unsuccessful candidates should be informed as soon as confirmation of the new appointment is received. Feedback of interview performance should also be made available on request and this should stress where the panel recorded clear evidence of the applicant's strengths and highlight areas of weakness. All candidates' information will be kept for a maximum period of 6 months.
- 5.4 In the case of internal promotions or job changes, the employee who is to be promoted must be made aware of the conditions attached to the promotion, e.g. salary, probationary period, what will happen should they be unsatisfactory in the new role, etc.

- 5.5 When the start date has been arranged the pre-induction process must be initiated by the CEO. The length of the probationary period will be determined by the levels of skills and responsibility demanded by the job and may be split into three periods, not exceeding six months in total.
- 5.6 New employee's progress will be monitored closely by the CEO and they will be interviewed at the end of each probation period. At this time the CEO will make a recommendation to the Board of Trustees as to whether the employment should be continued. If an employee has failed to meet the necessary standards a decision will be made to either terminate the contract of employment or extend the probationary period. If the period is extended the employee will be notified in writing of the deficiencies in performance and the date at which the extended probationary period will end.