



Langstane Housing Association

Recruitment Policy

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| Committee / sub committee | Board of Management |
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| Version 1 | 2008 | |
| Version 2 | | Rewrite in line with current best practice |
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1. Introduction

The recruitment and selection decision is of prime importance as the vehicle for obtaining the best possible person-to-job fit which will, when aggregated, contribute significantly towards Langstane Housing Association (Langstane)'s effectiveness. It is also becoming increasingly important, as Langstane evolves and changes, that new recruits show a willingness to learn, adaptability and ability to work as part of a team. The recruitment and selection procedure should help managers ensure that these criteria are addressed.

Langstane is committed to creating a positive and inclusive environment, respecting equality and diversity and encouraging good relations between people of all ages. Langstane recognises the valuable contribution made by all employees and will work towards eliminating prejudice and discrimination.

The recruitment policy applies to Langstane employees. This includes those employed on permanent or temporary contracts, and for the avoidance of doubt, does not include visiting workers, students or those workers provided by a third party agency.

2. Policy Statement

The recruitment policy is designed to ensure that Langstane recruits the best available individuals to fill vacancies within the organisation's workforce.

The policy is designed to assist appointing managers with this process and to ensure that the process is fair and transparent to all applicants.

It is further designed to ensure that no employee or potential employee receives less favourable treatment on any grounds in accordance with equality and discrimination legislation.

3. Objectives

The key objectives of this policy are to:

- ensure that the recruitment and selection process is fair and consistent;
- ensure that the recruitment and selection process is non-discriminatory;
- ensure that the recruitment and selection process conforms to all statutory regulations and agreed best practice.

To ensure that these objectives are achieved, all appointing managers will receive training in effective recruitment and selection.

4. Links to other Policies

This policy should be read in conjunction with:

- Staff Handbook
- Equality and Diversity Policy

5. Recruitment and Selection Procedure

The following procedure will be followed when a post is to be filled.

5.1. Recruitment Process

5.1.1. Defining the Post

If it is an existing post determine if an exact replacement is required or if this is an opportunity to revise the requirements. If it is a new post the exact requirements should be clear and a job specification should be drawn up.

5.1.2. Grading the Post

The Departmental Director and the Human Resources (HR) & Corporate Services Manager will be consulted to determine the appropriate grade and/or salary for the post. All posts will be reviewed by the job evaluation panel and their recommendations will be taken into account when establishing the grade and/or salary for the post.

5.1.3. Job Vacancy Form

A job vacancy form will be completed which confirms details of the post. The job vacancy form will be approved by the Departmental Director for existing posts. New posts will require to be authorised by the Resource and Investment Committee.

Attached to the job vacancy form will be a job description and person specification. Managers will ensure that both of these documents are up to date and offer a true representation of the vacant post.

5.1.4. Information Package

The HR & Corporate Services Manager will prepare an information package appropriate for the post.

The package will include:

- Job description and person specification
- Information on the department within which the post lies
- Information on Langstane terms and conditions of employment including salary/salary scale.

5.1.5. Advertising the Post

The HR & Corporate Services Manager will discuss with the appointing manager the most appropriate method or selection of methods for obtaining suitable candidates.

The following options will be considered:

- Internal advert within Langstane
- Langstane corporate website

- Examination of previous applications received during the last six months and still held on file
- External advert within the job centre
- External advert in local press
- External advert in national press
- External advert on social media
- External advert in appropriate technical/professional or industry sector journal or website
- Use of a recruitment agency (for senior posts only)

Advertisements must contain as much information as possible to ensure that the correct recruitment group is targeted and to reduce unsuitable applications, while remaining as cost effective as possible.

Once the method or methods of advertising have been selected, advertisements, together with costings approved by the HR & Corporate Services Manager, will be submitted to the appointing manager for approval before placement.

Advertisements will set an appropriate and suitable date for closing of the application process. Applications received after that date will not be considered for selection.

5.1.6. Application forms / information packages

Information packages and application forms for the vacancy will be available on-line via the Langstane website or, alternatively, will be sent by mail to prospective applicants, on request. The information packages will include guidance on how the application form should be completed.

Langstane follows the guidelines on the guaranteed interview scheme for disabled applicants and information with regards to this scheme will appear on the application form.

Packages sent to applicants, or available on-line, will also include an equal opportunities form.

Applicants will also be advised that application forms should be completed and that CV's will not be accepted.

5.2. Selection Process

5.2.1. Collation of applications

All applications will be received by the HR Service which will be responsible for gathering together all of the applications received within the specified application time.

Application forms will be recorded and assigned a reference number for identification purposes.

Information likely to identify an applicant will be removed from the application form in order to anonymise the process as far as possible.

Equal opportunities forms will also be removed from the application package and will be collated for statistical purposes.

5.2.2. Shortlisting

Application forms will be forwarded from the HR Service to the appointing manager after the close of the application period. Appointing managers will approach relevant staff within the organisation to assist with shortlisting and interview.

All applications will be reviewed for shortlisting of candidates. Applicants must be chosen against the person specification. It is the responsibility of the appointing manager to record in writing the reasons why an applicant is not shortlisted.

The appointing manager will also take account of any applications which meet the criteria for guaranteed interview for disabled applicants and will include such individuals on the shortlist for interview.

At least two people should be involved in the shortlisting process and sit on the interview panel.

5.2.3. Invitation for Interview

All applications will be returned to the HR Service with a note of the shortlisted applicants. The HR Service will invite candidates for interview, obtain references (where appropriate) and make all necessary housekeeping arrangements for the interviews. The HR Service will also ensure that all applicants who qualify for interview under the guaranteed interview for disabled applicants criteria have been included on the shortlist.

The HR Service will also inform the candidates who have not been invited for interview. Applications from unsuccessful candidates will be retained for a period of six months after which they will be securely and confidentially destroyed.

5.2.4. Interview Preparation

Prior to the interviews taking place each member of the interview panel will receive a pack containing copies of application forms, blank interview report forms, a copy of the job advertisement, a copy of the job description and a copy of the person specification.

The appointing manager will decide on the interview format and, in consultation with the other panel members and the HR & Corporate Services Manager, the areas to concentrate on with the questioning. The appointing manager should also identify key questions, again in consultation with the other panel members and the HR & Corporate Services Manager, prior to the interview taking place.

Copies of these key questions will be supplied to each interview panel member prior to the interviews taking place.

5.2.5. Interview

The appointing manager will ensure that the interview report form is completed as fully as possible.

When conducting the interview the appointing manager will ensure that Equal Opportunities legislation is strictly adhered to, with no discrimination shown on any grounds.

The HR & Corporate Services Manager will carry out all necessary personal identification and right to work in the UK checks as part of the interview process.

The HR & Corporate Services Manager will also obtain copies of qualifications for verification purposes, and will establish the current status of PVG scheme membership, if required for the post under interview.

When all candidates have been interviewed, the panel will score them appropriately and, based on this, decide on the most suitable person for the post.

On completion of the interview process all interview packs will be returned to the HR Service for filing for future reference if necessary.

5.2.6. Successful Candidates

The appointing manager, or HR & Corporate Services Manager, will arrange to inform the successful candidate as soon as possible, agreeing a commencement date and starting salary, subject to satisfactory references and proof of the right to work in the UK if not previously documented.

The HR Service will arrange to take up references for the successful candidate as soon as is practicable.

A formal letter of offer will be sent to the successful candidate, subject to provision of satisfactory references.

5.2.7. Unsuccessful Candidates

The HR Service will inform unsuccessful candidates of the outcome of the interviews as soon after the interviews as possible but, in any case, no longer than five working days after the interview date.

6. Monitoring and Review

The Director of Finance and Corporate Services will have responsibility for monitoring the implementation of the policy.

The policy will be reviewed every three years or where a change of legislation or best practice necessitates an earlier review.