

## **The Association of Charity Independent Examiners**

### **Recruitment Policy**

#### **1. Policy**

1.1 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 the Charity's effectiveness. The Charity recognises that its' staff are fundamental to its success.

1.2 The Charity needs to be able to attract and retain staff of the highest calibre and a strategic, professional approach to recruitment is essential to do this.

1.3 The purpose of this policy is to provide a sound framework for the recruitment and selection of staff based upon the principles outlined below, which also meet the requirements of the Charity's Equality and Diversity Policy, the Equality Act 2010 and all other relevant employment legislation.

#### **2. Procedure**

2.1 This policy and procedure covers all activities that form part of the recruitment and selection process. It is applicable to all staff recruitment except casual/temporary staff. In order for the policy and procedure to be effective it is essential that any employee who is involved in any aspect of the recruitment and/or selection of staff has a clear understanding of the information contained in this document.

#### **3. Core Principles**

3.1 The Charity has a principle of open competition in its approach to recruitment. The Charity will seek to recruit the best candidate for the position, who meets the essential criteria as described in the person specification to the highest level.

3.2 To adhere to the principles of the Disability Confidence Scheme, the Charity must demonstrate the following five areas, within its recruitment practices:

- Ensure our recruitment process is inclusive and accessible
- Communicate and promote vacancies
- Offer interviews to disabled candidates who meet the minimum selection criteria
- Anticipate and provide reasonable adjustments, as required
- Support any existing employee who acquires a disability or long-term health condition to stay in work

3.3 The Charity will ensure that the recruitment and selection of staff is conducted in a professional, timely and responsive manner and in compliance with current employment legislation.

3.4 Recruitment and selection is a key public relations exercise and should enhance the reputation of the Charity. The Charity will treat all candidates fairly, equitably and efficiently, with respect and courtesy, aiming to ensure that the candidate experience is positive, irrespective of the outcome.

3.5 If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant they must declare this as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

3.6 All documentation relating to applicants will be treated confidentially in accordance with the General Data Protection Regulation (GDPR). Applicants will have the right to access any documentation held on them in accordance with the General Data Protection Regulation (GDPR).

#### **4. The Recruitment Process**

4.1 The following procedure will be used when a post is to be filled. The Chair must:

- Define the position
- Prepare business case for said position unless a necessary replacement
- Prepare or ensure the **Job Description and Person Specification** is up-to-date and offers a true representation of the vacant post, and the person you are looking for to fill this post.

#### **5. Advertising**

**5.1 Design the advertisement.** All advertisements must contain as much information as possible to ensure the correct recruitment group is targeted and reduce unsuitable applications, while remaining as cost-effective as possible.

#### **6. The Selection Process**

6.1 Appropriate selection procedures must be used for each post.

6.2 When the post has closed, a shortlist will be prepared together with copies of the candidate applications/CVs for submission to the appointing trustees.

6.3 The shortlist will be prepared as follows:-

- Agree the list of shortlisted candidates by measuring the information contained in the application against the agreed Person Specification.
- Check that the Charity is honouring its commitment to the Disability Confident Scheme by offering a guaranteed interview to disabled applicants who meet the essential criteria.

6.4 Shortlisted candidates should be provided with details of the selection process, including any tests, in writing giving as much prior notice as possible and a minimum of 5 working days before the interview. In accordance with the Equality Act 2010, they should also be asked to advise if there are any particular arrangements or reasonable adjustments that could be made so that they can participate fully in the selection process.

6.5 All candidates (internal and external) should be assessed objectively against the essential criteria as set out in the advert, job description and person specification. Only candidates who meet all the essential criteria should be short-listed. Assumptions about the qualities of internal candidates should not be made. We will advise candidates that are unsuccessful via email.

## **7. Interviewing and Offer**

7.1 The appointing trustees (at least two people) should be involved in the Interview Panel.

7.2 Selection is a two-way process: candidates are assessing the role and the Charity. Those involved in recruitment should consider how best to convey a positive image.

7.3 Interview questions and the structure of the interview should be consistently applied to all candidates and should be based on the advert, job description and person specification.

7.4 Interview notes, recording the salient points of the interview should be taken and recorded on the interview assessment form by the interviewers.

7.5 These forms will be used to:

- assess candidates and make decisions
- provide feedback to unsuccessful candidates

7.6 When all candidates have been interviewed, the team will score them appropriately, and based on this decide on the most suitable person for the post. The appointing trustees will arrange to inform the successful candidate as soon as possible, agreeing a commencement date and starting salary.

7.7 All interview packs should be returned marked "private & confidential" to the Chair for filing for future reference if necessary.

7.8 In the event that a candidate requests feedback about their performance in the selection process this should be arranged by the Appointing Trustee.

7.9 Unsuccessful interview candidates will, as a minimum, receive email notification of the outcome of the selection process.

7.10 Where there is an international candidate and a candidate from the UK who is equal after the selection process is complete and both meet the requirements of the role, then the candidate from the UK must take precedence, and be offered the role. This reflects the statutory employment requirements.

## **8. Making the Offer**

8.1 The Chair will be responsible for making the verbal offer to the candidate. Once a salary (and start date, where possible) has been agreed, the Chair will email the offer/contract to the successful candidate and copy in the Appointing Trustee. The candidate should respond to the email their acceptance of the position.

On receipt of this acceptance, paper copies will be sent to the candidate to sign and return.

Offers of employment are normally subject to satisfactory references, medical clearance, checks of qualifications and any other checks as appropriate.

**Please note that verbal offers are legally binding**