

# Recruitment and Selection Policy and Procedure



**Our People**

Warrington Housing Association

## RECRUITMENT AND SELECTION POLICY

### STATEMENT

Warrington Housing Association recognises ('WHA') that the recruitment and selection of staff plays a key part in the efficiency of the organisation. WHA believes that individuals should be offered equality of opportunity for employment and will not discriminate directly or indirectly on the protected characteristics under the Equality Act 2010.

We aim to achieve this by:

- Recruiting adequately and appropriately qualified employees to meet the job description and person specification;
- Ensuring that individuals are selected, trained, transferred and promoted on the basis of their merits and abilities;
- Offering opportunities for training and development of all employees in order that they may be able to maximise their potential contribution to the Association.
- Ensuring the best provision for the safety, health and welfare and working conditions of all employees.
- Ensuring that recruitment and selection processes comply with legislative guidance and examples of good practice.

WHA's Board takes an active role in recruitment and selection and changes in establishment, promotion of existing staff and appointments of Chief Executive / Director / will be approved by the Board.

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## PROCEDURE

### Job Review

A review of every vacancy will take place prior to advertising the post. In the case of new posts this will involve consideration of the duties and responsibilities to be undertaken. In the case of existing posts the review will also take account of any other appropriate information eg. comments made at exit interviews.

The review will focus on the following:

- Job Description
- Person Specification
- Interview Questions and Exercises
- Terms and Conditions
- Advertising Media

### Advertising

- All vacancies will be advertised internally.
- All vacant Chief Executive / Director posts will be advertised internally and externally.
- Decisions on whether to advertise other posts externally, as well as internally, will be on recommendation of the Chief Executive and Director.
- Where appropriate, vacancies will be advertised on WHA website, and/or local press and any other media deemed suitable.

### Unsolicited CV

If we receive an unsolicited CV at a time when it is not recruiting, WHA will delete the CV and inform the Candidate.

### Application Process

All individuals requesting information concerning a job vacancy will be sent the following:

- Application Form
- Job Description
- Person Specification
- Equal Opportunities Form
- Any other relevant information about the job.

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All potential candidates for the position will be required to submit a completed Warrington Housing Association Application Form.

The Association will accept applications for vacancies from persons related to, or known to existing employees or board members. Such applications will be assessed on merit equally with all other applicants. However, it is WHA's policy that any applicant shall disclose any such relationships. Failure to disclose such relationships will disqualify the applicant and render him / her liable to dismissal. Similarly, any canvassing on behalf of an applicant for any appointment will disqualify that applicant.

### Returned Applications

All applications to be considered for shortlisting must be received by the closing date specified for that particular job. All applications received should be managed in a confidential manner and should only be viewed by those directly responsible for the particular job recruitment.

On receipt of each returned application the equal opportunities monitoring form will be removed from the original application and stored separately.

### Shortlisting

All shortlisting will be the responsibility of the selected interview panel for the particular post.

The process is as follows:

- All applicants will be shortlisted objectively against the Person Specification of the particular post.
- All applicants must only be scored from the information they have provided in the Application Form.
- Each member of the panel scores each applicant individually. After all applicants have been scored, the panel should compare and agree to a consensus score.
- When not involved in shortlisting. Applications shortlisted may be checked by appropriate Director or Chief Executive.

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- The panel then agrees those to be selected for a face to face interview.
- Application Forms of candidates not selected for interview will be stored for six months following which they will be destroyed.
- Candidates will not be subject to a decision based solely on automated processing.

### Interview Preparation

Arrangements for interviews will include:

- Letter of invitation to interview information shortlisted candidates of date, time and venue.
- Arranging the location of the interview and facilities
- Confirmation of any special arrangements required in support of shortlisted candidates.
- Arranging reception of applicants, waiting room etc.
- Informing candidates of any exercises that are to be used, and the process to be expected.

### Conducting Interviews

An interview lead person should be identified. The role of this person is to greet and introduce the candidate to the panel and explain to the candidate the process to be undertaken and if any requested adjustments made are adequate. The lead person will also facilitate the process taking account of the interview schedule and ensuring that no candidate is treated less favourably.

Process:

- The interview panel must complete the Interview Assessment Form during each persons interview.
- The panel member must score each question answered at the time.
- Following each interview the panel should compare and agree a consensus score.

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- At the end of each interview the candidate must be offered the opportunity to ask their questions, but this should be managed within the interview timeframe.
- At the end of all the interviews the job will be offered to the candidate with the highest score.

### Unsuccessful Candidates

The lead panel member shall notify unsuccessful candidates as soon as is practically possible following the interview. Applications will be stored for 12 months following which they will be destroyed.

### General Data Protection Regulations 2018

WHA process your data under a legal obligation, processing is necessary for the purpose of the recruitment process. Your data will be held in line with our Privacy Policy.

### Offer of Employment

The lead panel member should make the offer of employment (subject to references and satisfactory Disclosure and Barring Service (DBS) checks) to the successful candidate verbally as soon as is practically possible following the interview. This verbal offer is contractually binding to WHA. The lead panel member will then write a formal offer of employment to the candidate.

Each offer of employment is subject to the following:

- Documentation providing evidence of the right to work in UK
- 2 satisfactory references (must be received verbally prior to an employee commencing work)
- Satisfactory completion of DBS Application, if applicable to the role.
- Confirmation of qualifications.
- Satisfactory completion of a probationary period.

### References

Following an offer of employment at least two references must be sought, one of which needs to be from the current or last employer. A job description must be

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sent to each referee. References must be received and considered, prior to the employee commencing work.

References are supplied in confidence and therefore must not be photocopied or disclosed to the employee.

#### Right to work in the UK

Documentation will be required from all new employees, prior to commencement of employment, to provide evidence of their right to work in the UK. Copies of documentation will be retained on employee's personal file.

#### Contract of Employment

A Contract of Employment will be issued to the new employee once all conditions have been satisfactorily met. However, this must be sent as a minimum standard within 8 weeks of the employee commencing employment. The employee will be given a signed copy of the Contract of Employment once all parties have signed. The original will be retained on the employees file.

#### Induction

Business Support shall arrange an induction process for the new employee, commencing on the first day of employment.

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