

## STAFF RECRUITMENT POLICY

### **Introduction**

The recruitment and selection process aims to choose the most appropriate candidate for a particular post.

### **Overview**

As soon as the need for a new, paid member of staff is identified the relevant requirements for that position are decided by the HR Committee in consultation with the Chief Executive. A person specification and job description is developed and a panel appointed for short listing and holding the interview.

### **Process steps**

#### **1 Advertising a post**

- 1.1 All posts will be advertised locally using the press and other suitable publications and networks. When recruiting for a senior post consideration should be given to advertising nationally.
- 1.2 All advertisements for posts will provide information about the CCF and an indication of the expertise required for the job and a closing date for applications to be received.
- 1.3 Details of remuneration will also be included in the advertisement.

#### **2 Application packs**

- 2.1 All candidates expressing an interest before the deadline given will be sent a pack containing an application form that complies with Equal Opportunities legislation, a copy of the Job Description and Person Specification forms.
- 2.2 The applicant will be given a date for the return of the application form and a statement that this will be strictly adhered to.
- 2.3 All applicants will be informed that a short-listing process will take place and will be informed of the result of that process. All those short-listed will be invited for interview at a later date.

#### **3 Interviewing and shortlisting panel**

- 3.1 People on the shortlisting panel and the interviewing panel are to be the same for a particular post. The shortlisting panel will shortlist against an agreed skills matrix as per the Job Description and Person Specification.

- 3.2 The panel should ideally be four people. These will include two Trustees and the Chief Executive. A third Trustee or a co-opted member with relevant skills or the prospective post-holder's line manager will make up the panel.
- 3.3 When appointing a new Chief Executive only Trustees or an invited expert can participate in the interviewing panel. Trustees involved in these panels will normally be the Chair of the Foundation, the Vice Chair(s) and/or the HR Trustee. The Chair of the Foundation will decide on Trustee involvement in any panel and can delegate his/her panel place to a Trustee of their choice.

#### **4 Interview**

- 4.1 The interviewing panel shall agree on a common approach during the interview. Assessment sheets and questions relevant to the skills required will be formulated and a member of the panel allocated to each subject. This is in order to ensure a uniform and fair hearing for all candidates.
- 4.2 Each candidate must be given an opportunity to ask questions during the interview and information about the post and their role within the CCF freely given.
- 4.3 Questions should not be asked about a candidate's personal circumstances unless they relate to the job requirements; then these must be asked of all candidates.
- 4.4 Questions relating to a candidate's race, religion, sexual orientation, disability, age, class and family responsibility should not be asked, as these could be illegal or contrary to the Equal Opportunities and Diversity Policy.
- 4.5 All agreed questions, assessment sheets and notes made by the panel members will be kept for a year, and will be available to the person involved if requested.
- 4.6 When all candidates have been interviewed the panel will evaluate their performance and decide which person, if any, would be suitable for the post bearing in mind the skill and person specification required.
- 4.7 If no candidate is suitable for the post, the panel may recommend that the post should be re-advertised.
- 4.8 If a suitable person is decided upon they will be informed within two working days and offered the post subject to satisfactory references.

#### **5 New post-holders**

- 5.1 All new post-holders will have an induction period during which they will be introduced to all aspects of the CCF's work and expected to familiarise themselves with the policies and procedures of the CCF.
- 5.2 They will be subject to a three to six month probationary period before they are confirmed in post.

5.3 The appointment will be confirmed by a letter from the Chief Executive and a date for the start of the job agreed.

5.4 The new post-holder, in turn, must accept the post in writing agreeing to the conditions outlined.

5.5 All unsuccessful candidates will be informed of that fact within five working days.

## **6 Terms and conditions of employment**

6.1 Terms and conditions of employment, agreed by the Board, will be offered to each new member of staff. These set out all statutory obligations as well as remuneration, holiday entitlements and disciplinary procedures.

6.2 A new post-holder must agree and sign the terms and conditions of employment within eight weeks of starting the job. Terms and conditions of employment will be reviewed at regular intervals.

## **7 Compliance**

7.1 On all occasions when recruiting new staff, CCF will comply with its own stated Equal Opportunities and Diversity Policy.

7.2 The CCF will also comply with all laws concerning staff recruitment and will revise and update this policy on the introduction of any relevant legislation. Human rights issues will also be monitored and the policy revised in light of any possible violations.

Date	April 2017
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Approved By	Board of Trustees
Next review	February 2024