

RECRUITMENT AND SELECTION POLICY

1. PURPOSE OF THE POLICY

Herefordshire Mind recognises that its employees are its most valuable asset. In order to provide the best quality service to its clients, it aims to recruit the most suitable people to work for the organisation with the relevant knowledge, skills, competence and experience required.

Herefordshire Mind wants its workforce to be as representative of the wider community as possible. It is committed to ensuring that it is an equal opportunities employer and does not discriminate in any way.

The organisation recognises that people with mental health problems often face discrimination when seeking employment. It seeks to redress this balance and recognises the considerable knowledge and experience that someone with experience of mental distress, and of using mental health services, can potentially bring to work in this field.

To help select the best people Herefordshire Mind actively involves people with experience of using mental health services in its governance and the recruitment of paid staff.

2. POLICY STATEMENT

This policy aims to ensure:

- There is equality of opportunity for all people
- The recruitment process is fit for purpose
- The best person is appointed for each post
- That everyone is treated fairly and consistently
- That statutory regulations are adhered to and best practice followed
- That all staff involved in recruitment will receive training in effective recruitment and selection
- That all vacancies will be advertised internally
- That the policy and procedure will be regularly monitored

Managers should also refer to the Recruitment Handbook, which contains the relevant documents and forms related to this policy.

3. RESPONSIBILITY

All employees, trustees and service users involved in the appointment of employees should be aware of this policy and adhere to its principles.

4. APPROVAL TO RECRUIT FOR A POST

The following situations may trigger the need to request approval to fill a post:

- The current postholder leaves
- The current postholder changes job within the organisation
- The creation of a new post

The occurrence of a vacancy is an opportunity to review the requirements of the post such as its function, duties, responsibilities and salary. Where the duties of the post have changed significantly, or a new post has been created, the line manager is responsible for creating a new job description and person specification, in liaison with HR. A standard template is available, which includes a number of key responsibilities which are standard to all roles within the organisation.

The job description identifies the purpose and the key responsibilities. It will be reviewed every time the Service seeks to recruit to ensure that the job requirements are appropriate and current.

The person specification will identify the experience, qualifications, skills and other personal attributes which are needed. It will distinguish between 'essential' and 'desirable' criteria for the job and identify how these will be measured. It is essential to avoid requirements, or conditions that may be seen as discriminatory.

The terms and conditions for the post should be reviewed, updated and outlined in the standard template.

5. ADVERTISING

All posts will be advertised internally, using the organisation's standard template. The advert should provide a brief description of the role, the essential requirements of the post, terms and conditions, details of how application packs can be obtained, the closing date, a statement that Herefordshire Mind is an equal opportunities employer and the registered charity number.

The adverts will be circulated amongst all departments and displayed on Staff Notice Boards. Where appropriate, they will also be sent to staff on maternity leave or sick leave.

It is essential to avoid comments that may be seen as discriminatory and the advert should only include the requirements as identified in the job description.

Any decision to advertise externally must be authorised by the Executive Director. HR will assist in the preparation of the advert, which must project a positive image of Herefordshire Mind as an employer. All external adverts will also be placed on the organisation's website.

Where there is a potential redundancy situation, those employees who are 'at risk of redundancy', will be advised of all vacancies and will be interviewed prior to other applicants, provided they meet the essential criteria for the role. In these instances, the post will only be advertised externally if the organisation is unable to fill the post internally.

6. APPLICATION PACKS

The information sent out will aim to encourage suitable applicants to apply and will provide them with enough information to gain a good understanding of what the role will entail.

HR will take responsibility for sending out the following information:

- Application Guidance
- The job description and person specification
- Terms and conditions of employment
- A standard application form
- An equal opportunities monitoring form (**refer to Equal Opportunities and Diversity Policy**)
- Job Applicant Privacy Notice
- Other information as appropriate, for example service information

Applicant packs will be emailed out wherever possible and hard copies sent in exceptional circumstances only.

HR will deal with all applications and upon receipt, applications will be logged as having been returned using the Applicant List. The forms will be numbered against the corresponding equal opportunities monitoring form and then separated to retain confidentiality. These will be monitored on a regular basis (please refer to Equal Opportunities and Diversity Policy).

If the applicant has disclosed any convictions, this will also be referenced and removed (please refer to the Recruitment of Ex-Offenders and DBS Policy).

CVs will not be accepted as the application form enables an equal opportunities approach as each person is required to fill out the same information and will be assessed on the same areas. It also enables the organisation to ask for details of certain information and the applicant has to sign to confirm it is correct.

7. RECRUITMENT PANELS

Where possible, the panel will include:

- The new postholder's line manager
- A service user

A Trustee will usually be involved in the recruitment of a senior management post and, where necessary, a representative from an external partnership agency.

All panel members should have received training in equal opportunities, recruitment and selection.

8. SHORT-LISTING

Every candidate who submits an application form will go through the shortlisting stage. Each candidate will be shortlisted by each panel member independently.

The shortlisting matrix should be used to assess how the applicant has demonstrated on their application that they meet the 'essential requirements' of the post.

Once each panel member has completed the shortlisting matrix a discussion can take place about which candidates should be interviewed. This should be focussed on how they have met (or not met) the criteria. Only if there are too many applicants demonstrating the essential criteria, should the desired criteria be referred to.

Applicants who do not make the shortlist will be sent an email (if an address has been provided) to state that they have been unsuccessful.

Records will be kept for six months in order to provide any feedback requested and in case the short-listing decision is challenged on the grounds of unlawful discrimination.

9. INTERVIEWS

HR will be responsible for inviting the applicants to interview and in conjunction with the manager will produce an interview schedule.

All applicants will be asked whether they need any adjustments to the interview process due to a disability. The manager is responsible for ensuring any reasonable adjustments will be organised, with support from HR.

The recruitment panel must agree specific questions to ask all applicants. These questions will relate to the person specification and will be added to the interview assessment form. Each candidate will be asked the same basic questions to ensure equal opportunities. Questions will be open enough to enable the candidate to give full information about their skills. No questions should be asked about health issues.

Prior to the interviews the Chair must agree some basic points which identify the types of answers they are looking for and these should be added to the interview assessment forms. These will provide guidance to the panel members when scoring.

The Chair should also consider whether any other forms of assessment will be necessary and prepare this with the panel. For example, presentations, case studies, in-tray exercises, IT tests.

The recruitment panel should aim to make the interviews a welcoming and positive experience which will encourage applicants to feel relaxed. Applicants will be asked to explain any gaps in their employment.

Each panel member will use the interview assessment form to make notes and to make an assessment as to whether the individual fully met, partly met or didn't meet the specific criteria.

10. SELECTION OF SUCCESSFUL APPLICANT

At the completion of the interview the panel should determine the best candidate by referring to their individual interview assessment forms and reviewing which candidate met most of the criteria. The Chair will be responsible for leading any discussion about the candidates.

The chair of the panel will check whether any information on criminal convictions has been received before making a provisional offer of the position to the successful candidate.

All unsuccessful applicants will be notified using a standard letter within 7 days of the interviews.

Records of all interviews will be kept for 6 months. Verbal feedback will be provided, if requested. This should be based solely on their ability, or inability, to meet parts of the criteria. If applicants were asked to provide any personal information (as proof of Eligibility to Work in the UK) this should be shredded immediately.

11. OFFER OF EMPLOYMENT

The successful candidate should be offered the post subject to the following:-

1. Two satisfactory references, one of which must be their current or most recent employer
2. Proof of Eligibility to Work in the UK
3. A satisfactory Disclosure and Barring Service certificate
4. Any necessary qualifications
5. A satisfactory pre-employment health questionnaire

HR will be responsible for producing the offer letter and will consult with the manager about the necessary terms of employment. DBS checks will not be requested until the applicant has accepted the job offer.

1. References

HR will prepare the reference request letter and form as soon as the applicant has accepted the offer of employment. A copy of the job description will be sent with the letter to enable the referee to assess their suitability for the new post. One of the references must be from the applicant's current, or most

recent, employer. The referees must not be related to the applicant, or have been involved in the recruitment process.

2. Right to Work in the UK

The Asylum and Immigration Act 1996 (replaced by Immigration, Asylum and Nationality Act 2006) states that it is an offence to employ a person who is not legally entitled to work in the UK. The successful candidate must complete the verification form prior to commencing employment and provide the necessary documentation. This information will be retained on the person's personnel file.

3. Disclosure and Barring Service

All staff will be required to provide a satisfactory certificate prior to commencing employment. Please refer to the '**Recruitment of Ex-Offenders and Disclosure and Barring Service Policy**'.

4. NMC Registration

HR will check that all nurses are registered with the Nurses and Midwifery Council.

5. Training/Qualifications

Any necessary qualifications or training will be checked and copies retained.

6. Driving

If the post requires driving, the manager must check that the applicant has a driving licence (please refer to **Use of Vehicle Policy**)

7. Health Questionnaire

The health questionnaire will be posted with the offer letter. Applicants will be required to complete and return this. Once received, managers need to assess the details and decide whether they are happy to continue with recruitment, or need to ask the individual for consent to contact their GP.

If any of the checks are unsatisfactory, managers should liaise with HR before taking any further action.

12. JOINING THE ORGANISATION

Once all checks have been confirmed as satisfactory by the manager and a start date agreed, HR will produce a contract of employment.

Prospective employees will not be permitted to commence employment until all of these pre-employment checks have been satisfactorily completed.

The Line Manager will be responsible for preparing an Induction programme which will include all necessary training, setting up regular supervisions and

carrying out a probationary review (please refer to the relevant procedures listed below).

A personnel file will be created. This will hold the original application form, job description, interview questions and notes, references, copies of all letters, completed health questionnaire and any related documents, acceptance of the job offer and any other communication relating to employment. The employee will also be set up on Simply Personnel (HR database).

13. LINKS TO OTHER POLICIES

- Recruitment of Ex-Offenders and Disclosure and Barring Service
- Equal Opportunities and Diversity Policy
- Complaints Procedure
- Harassment Policy
- Induction Policy
- Job Applicant Privacy Notice
- Probation Policy
- Supervision Policy
- Use of Vehicle Policy

14. SUPPORTING INFORMATION

ACAS – www.acas.org.uk

Policy Agreed: June 2014

Policy Agreed By: Executive Director

Policy Review Date: March 2019