

Recruitment and Selection Policy

Introduction

The Recruitment and Selection Policy sets out the requirements and expectations of managers when recruiting, to ensure that the best possible people are recruited to the organisation in line with best practice and current legislation. The policy applies to all employees at HFL who are involved in recruitment and selection on behalf of the organisation.

Basic principles

For all recruitment, minimum standards will apply:

- The recruitment and selection process will, as far as possible, ensure that those employed have the qualifications, competence, skills and experience which are necessary for the work to be undertaken;
- No applicant will be treated less favourably than any other person because of sex, gender reassignment, state of pregnancy or maternity, religion and/or belief, age, political views, cultural background, disability, sexual orientation, marital status or civil partnership, colour/race, ethnic or national origin;
- There will be a job description and person specification for each post;
- Line managers must ensure that they have budget approval via the Executive team prior to commencing a recruitment campaign;
- No individual will be appointed and confirmed in post or allowed to start working until an interview has taken place and necessary background checks have been undertaken and received;
- All employees involved in the recruitment and selection process will be aware of their responsibilities under the relevant legislation and this policy;
- Records will be kept of documents and evidence provided to confirm the appointment, together with records of the recruitment process.

Recruitment and selection process

Job description and person specification

The job description will be reviewed prior to a post being advertised to ensure that it reflects the role accurately and the needs of the organisation. The related person specification will detail what is needed to undertake the role and will specify essential and desirable criteria such as qualifications, experience and knowledge, and key competencies. Every item in a person specification must be relevant for the effective performance of the job; and assessable by interview, application form, tests or another objective means. Care will be taken to avoid any discriminatory requirements such as: age limits, unnecessary qualifications, length of experience needed (unless it is possible to justify why that amount is required), physical requirements, (apart from the necessity of the person being fit for the post applied for) etc.

Advertising

The manager will select the external media based on market knowledge, experience, equality and cost. He/she will be responsible for the drafting of adverts to ensure that:

- The content is consistent with the job description and person specification;
- The advert concentrates on objective features and criteria – a brief description of the nature of the work, the experience and knowledge required;
- The content and detail within the advert is attractive and correct.

Applications

As part of the application process, all applicants will be required to detail their full employment history, together with a satisfactory explanation of any gaps in employment.

Short-listing applications

The shortlisting panel will have been agreed prior to the advertising of the post, and all applicants who apply by the closing date will be short-listed from criteria which have been established using the job description and person specification.

All applications will be kept on file for at least six months, clearly noting any reasons for rejection at any stage.

The selection and interview

The interview panel will consist of a minimum of two members. Any panel member who has a conflict of interest, (e.g. who knows or is related to the candidate), will declare this to the chair of the panel, who will make a decision as to whether it is appropriate for that person to remain on the panel.

The panel will develop interview questions against the job description and person specification to ensure the questions are consistent for all candidates. Supplementary questions may be asked to gain clarification on any points from the initial questions.

The full employment history will be reviewed and where there is any gap in employment history, an explanation will be sought from the applicant and further checks will be made.

Records will be kept of all interviews for successful and unsuccessful candidates.

Selection tests

Selection tests or exercises will be used if it is felt necessary to test areas of skill, knowledge or aptitude that cannot be easily assessed by information given on the application form or through interview. Any testing used must be relevant and appropriate to the particular role.

Informing candidates of the outcome

Successful candidates will be informed verbally as soon as possible after the completion of the selection process and then this will be confirmed in writing. Unsuccessful candidates will be informed in writing at the earliest opportunity.

All offers (verbal and in writing) will be conditional upon the relevant employment checks and referencing. If the information received in checks is unsatisfactory the manager will attempt to gain further information to ascertain whether it is appropriate to continue with the offer.

All appointments will be also conditional upon successfully completing a probationary period.

Reimbursing candidates expenses

HfL will reimburse candidates who are unsuccessful in their application and who have attended for an interview or selection assessment reasonable expenses for their interview. Candidates are expected to seek the most cost-effective mode of transport. Where a candidate travels from overseas, their expenses will only be met from the entry point in the UK.

Pre-employment checks

HFL requires a number of checks to be undertaken before the successful candidate can be confirmed in post. If it is discovered at a later stage that any information provided is false on any documents including the application form, this will usually lead to dismissal. The required checks are:

- Proof of identity;
- Proof of eligibility to work in UK: this will include seeing the candidate's original documents, checking that they are valid with the candidate present, and making and keeping copies including the date that the check was made;
- A satisfactory DBS check if required;
- Documentary evidence of any relevant, required qualifications;
- Documentary evidence of registration with a relevant professional body if required;

- Satisfactory references including one from the current or most recent employer.

Further information on the exact requirements will be found at www.gov.uk/browse/employing-people/recruiting-hiring. Copies of all the above will be retained on the individual's personal file.

Pre-employment medical checks

Once the job offer has been made, the successful candidate will be required to complete a questionnaire to confirm their fitness for work - the questions will be relevant to the requirement of the post they have been offered. If a medical assessment is required, the manager will advise and arrange.

Retention of information

Records relating to the recruitment and selection process will be retained by HFL for at least six months, and in accordance with General Data Protection Regulation 2018 and the Data Protection Act 2018.

HFL Policy Name:	HFL Recruitment Policy
HFL Policy Owner:	HFL Chief Executive Officer
Applies to:	All HFL Group Ltd
Policy Compliance:	Annual Review
Policy Review Cycle:	Every two years (min or as per legal/regulatory requirements). Next review April 2021
Version Control/Audit Trail:	
	DRAFT 1.0 Prepared for HFL Group approval via circulation
Version 1.0	Comments received from Exec Team
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