

**RECRUITMENT POLICY**

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#### Introduction

We conduct business following the spirit and the intent of Equal Opportunities legislation and strive to maintain a diverse staff. We encourage excellence at all levels in our organisation and are not influenced by age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race (including colour, nationality ethnic or national origins and citizenship), religion/belief, sex and sexual orientation or any other factor irrelevant to successfully performing our jobs.

#### Purpose

This statement is Ruchazie Housing Association’s policy for recruitment and selection, to encourage good practice and equal opportunities to which all staff are required to adhere. In the recruitment process the aims of Ruchazie Housing Association are to:

* Attract comprehensive applications from a sufficient number of candidates with appropriate skills, qualifications and experience for consideration for employment with Ruchazie Housing Association.
* Use fair and effective methods for the appointment of candidates consistent with Ruchazie Housing Association’s policy on Equal Opportunities.
* Ensure that recruitment procedures are clear and adhered to by all staff and committee members involved in any recruitment and selection processes.
* Develop an excellent workforce committed to the aims, values and service delivery requirements of Ruchazie Housing Association.

1. **General**
   1. In recruiting for newly created or vacant posts Ruchazie Housing Association will ensure that it complies with legislative requirements and demonstrates best practice as an employer in relation to employment rights and equal opportunities

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* 1. Relevant legislation to consider particularly when recruiting includes:

The Equality Act 2010

Agency Workers Regulations 2011

Immigration, Asylum & Nationality Act 2006

The Employment Act 2002 Part–time Workers Regulations 2000

Rehabilitation of Offenders Act 1974

* 1. The Ruchazie application form, and guidance and model forms and letters provided by EVH normally on the website, will be used while implementing this policy.

1. **Equal Opportunities**
   1. Equal Opportunities aim to remove barriers to access and opportunity, for individuals and Ruchazie Housing Association. Equal Opportunities refer to equality in recruitment, promotion, training or transfer and terms and conditions of employment. In seeking suitable candidates for new or vacant posts, we will not discriminate on any factor irrelevant to the ability to do the job.
   2. It is Ruchazie Housing Association’s goal that all recruitment decisions will be based completely on the merits and abilities of candidates alone and no other criteria will be used. In order to achieve this, equality and diversity practices will be integrated into every stage of the recruitment and selection process.
   3. A fair recruitment process will remove barriers where possible to the employment of people from different backgrounds. This will enable us to recruit from the widest pool of talent, potentially raising the standard of our intake and increasing the opportunity of a more diverse workforce which reflects the community we serve. A more diverse workforce should improve the organisation’s service delivery, as it will include staff with more knowledge and experience about meeting the needs and aspirations of service users and potential service users.
   4. To highlight our commitment to promoting equality and diversity from the beginning of the employment relationship, all vacancies will be aimed at as wide a group as possible and advertisements will refer to this commitment. Also, the advert will display logos of equality bodies that Ruchazie Housing Association is affiliated with. The information in the advert and all vacancy literature will be clear and accurate to attract the most appropriate candidates from all groups across society, to allow them to decide their own suitability for the vacancy and whether they wish to proceed with applying. We will ensure that all application forms have clear instructions for completion and are free from personal questions that are not relevant to the vacancy and that may lead to discrimination.
   5. Ruchazie Housing Association will ensure that all those involved at any stage in the recruitment and selection process have received equality and diversity awareness training. This will help ensure that those involved in the recruitment process will not discriminate either knowingly or unknowingly.

When a Vacancy arises:

1. **Exit Interviews**

A senior manager will conduct an exit interview personally with any permanent member of staff who has tendered his/her resignation. This is to identify why an individual wishes to leave, to receive insight into the role that has been performed, take account of this in the job analysis and to thank the individual for his/her contribution to the organisation.

1. **Job Analysis and Advertising**

6.1 When considering recruiting for any vacant post in the approved staff structure, the Association will conduct a job analysis, carried out by appointed committee members and senior officer. This will assess whether or not the post should be filled and how, what the adverse effects would be of not filling it and if the work could be distributed to existing staff. Any proposal not to fill the post or change the remit should be agreed by the Mannagement Committee and any changes to the staff structure must be referred to the Management Committee for consideration and approval.

6.2 If decided that the post should be filled, a suitable new or updated job description, person specification and application form will be compiled by the appropriate senior manager and an advertisement will be composed and placed in appropriate advertising media. For the most senior post in the organisation; the analysis, job description and person specification will be undertaken by the Management Committee.

6.3 A recruitment specialist such as EVH may be engaged to provide assistance, with parts or all of the recruitment process, particularly for the most senior posts or if a number of vacancies are being filled at the same time.

1. **Permanent Recruitment**

7.1 If it is deemed necessary to recruit another staff member or fill a vacant post permanently, the position will be advertised simultaneously; internally, externally in advertising media with a reach beyond west central Scotland, on our website and in the EVH Bulletin/website, to reach the widest range of applicants.

7.2 An exception to this will be in cases of restructuring or redundancy where it may be necessary to appoint candidates into posts without advertising the vacancy.

1. **Internal Recruitment**

8.1 All existing staff will be notified of permanent and long term temporary vacancies, including if on sick leave, maternity leave or holidays and will be eligible to apply.

1. **Temporary Recruitment**
   1. Short-term appointments of less than a year e.g. during maternity leave, may be advertised internally and filled by internal transfers, where appropriate to do so, or by candidates engaged from suitable employment agencies. Temporary posts in excess of a year should be advertised internally and externally simultaneously.
   2. For very short term posts of a few weeks, internal advertising will not normally happen and suitable employment agencies will be used to provide a candidate.
2. **Recruitment Information to Candidates**
   1. All candidates will receive a pack containing a job description, person specification, summary statement of conditions, appropriate information about the Association, an application form and equal opportunities monitoring form.
   2. Successful candidates to new and vacant posts will be selected on merit through shortlisting, testing and interview in accordance with the person specification and our standard shortlisting and interview assessment forms.

##### The Recruitment Panel & Shortlisting

##### 11.1 A recruitment panel, preferably of three individuals, will be established for each recruitment exercise according to the vacancy to be filled:

##### Director Management Committee and advisor/s

##### Officers/Senior Manager Management Committee and Director

##### All other posts Senior Manager and other staff

##### 11.2 Only individuals who have received recruitment and selection training will be able to participate in a recruitment panel.

11.3 The panel will agree the job description, person specification, application form and advertising approach. The same people will shortlist and interview. The panel must include one member with skills or experience closely related to the vacant post. If this is not possible, the panel should appoint an independent advisor to assist them.

11.4 Sections of the application forms which identify the applicants and their personal details, including equal opportunities monitoring forms, will be removed from the forms prior to circulation to the panel for shortlisting.

11.5 Essential criteria will be applied in the first instance to shortlist candidates. Candidates who are outstanding in many criteria but do not fully match all the essential criteria may be called to interview in order to explore their potential to do so. Candidates who do not possess all the desirable criteria may still be called to interview. In a large response, desirable criteria will be applied in the second instance to reduce fairly the number of candidates called for interview.

11.6 Each panel member must complete a shortlisting assessment for each applicant. If a member recognises a candidate who is known to them sufficiently for this to be a conflict of interest, they should declare this interest and exclude themselves from the decision to shortlist and from the panel if the person is to be interviewed.

11.7 Candidates invited to interview and unsuccessful candidates will be informed simultaneously of the result of their applications. Unsuccessful candidates may be offered the opportunity for feedback on their applications.

1. **Modern Apprenticeships**

12.1 Candidates for modern apprenticeships will be required to submit application documents, which will be fairly shortlisted. Successful shortlisted individuals will be invited to attend an interview and the most suitable individual/s will be selected.

1. **References**

13.1 References will normally be sought after an offer of employment has been accepted. These may be sought after final interview and before an offer with the candidates' agreement. Reference requests will be made to the most current/recent employer/academic/voluntary/good character referee contact, which must not be related to the candidate. If a referee happens to be a panel member, e.g. a former employer, not a personal contact, the candidate may be asked to provide an alternative referee.

##### Interviews & Testing

14.1 The interviewing panel, preferably three individuals, will whenever possible have the same membership as the shortlisting panel and only individuals who have received interviewing skills training will be able to participate.

14.2 All shortlisted candidates should be offered an interview, at which the same questions, based on the job description and person specification, will be asked in the same order to all candidates.

14.3 The process may also include suitable tests and presentations. Interviews will be typically of 30-60 minutes’ duration depending on the nature of the post.

14.4 Any requested, appropriate, information which has been provided by Ruchazie Housing Association to an interviewee will be made available to all other candidates invited to interview.

##### Assessment

15.1 Panel members must complete interview assessment documentation, based on evidence for each candidate. Ruchazie Housing Association’s policy on Equal Opportunities will apply to all matters of assessment in recruitment and selection.

15.2 Where candidates are judged to be equal, or if the panel wishes to explore some criteria in more depth, they may be called back for a second interview. Panel members must state and document justifiable reasons for the rejection of each unsuccessful interviewee.

##### Job Offer

16.1 Once the panel has made a decision, a conditional offer will be issued to the successful interviewee subject to the receipt of; satisfactory references, original qualification certificates, proof of eligibility to work in the EU and a satisfactory PVG membership/Disclosure Scotland check where appropriate. The initial offer can be verbal and followed up in writing.

16.2 Appointment will normally be made at the beginning of the relevant salary scale; otherwise, an appointment will be made on a suitable salary position paying due consideration to a candidate’s skills, experience and present and future circumstances.

16.3 The terms of a written contract of employment will be confirmed and issued once the aforementioned conditions have been satisfied. A probationary period of up to 6 months may apply to all permanent posts.

16.4 If the job offer is declined, and if agreed by the interview panel, the second highest scoring suitable candidate may be offered the post.

16.5 Once the job offer has been accepted interview outcome notification should be issued to unsuccessful interviewees. It is the intention of Ruchazie Housing Association where possible, to inform candidates of the outcome of the interview as quickly as possible and within a few days of the interview having taken place.

1. **Feedback to Interviewees**

17.1 All interviewees will be advised of the outcome of their interviews typically by telephone/email or letter and constructive feedback on their performance can also be made available to them, if they desire, by telephone.

##### Interview Expenses

18.1 Reasonable travel expenses will be reimbursed to candidates for non local journeys. Any reasonable interview travel expenses paid to candidates for new or vacant posts will be in accordance with Ruchazie Housing Association’s expenses and finance policies and procedures.

##### Equal Opportunities Monitoring

19.1 As part of Ruchazie Housing Association’s recruitment process, equal opportunities monitoring will be undertaken and reported to the Management Committee

##### Records

20.1 Application forms and recruitment documentation for unsuccessful candidates must be stored confidentially for a minimum of 4 months and up to a maximum of 1 year. PVG membership records/Disclosure Scotland checks must be stored according to the Storage and Safe Handling of Disclosure Checks Retention Policy.

20.2 The successful candidate’s recruitment documentation should be made into a personnel file and retained.

##### Induction

21.1 We will welcome a new post holder by providing induction training in line with our Induction procedure. This will be organised before the start date of the new post holder by their line manager. This will help to convey our aims, objectives, policies and procedures thereby encouraging the individual to settle, stay and make a valuable contribution to our work.

1. **Failure to Recruit**

22.1 Should the recruitment and selection approach fail to recruit a suitable candidate, reasons for this should be identified and considered, appropriate alterations made and recruitment should be rerun where appropriate to do so.

1. **Complaints**

23.1 If a complaint is received about any stage of the recruitment and selection process it should be resolved promptly in the first instance and verbally where appropriate to do so. If the complainant wishes to further pursue the matter they should be advised to put the complaint into writing and address it to the Director or Chairperson who will investigate the matter and further liaise with the complainant.

1. **Data Protection**

24.1 The organisation will treat your personal data in line with our obligations under the current data protection regulations and our own GDPR Policy. Information regarding how your data will be used and the basis for processing your data is provided in Ruchazie HA’s employee privacy notice.