



# Recruitment & Selection policy

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1.0	04/02/2019	01/07/2020
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## **1. Introduction**

- 1.1. The Recruitment and Selection policy describes the framework within which the decisions of all recruitment will be made. This framework has been developed with due regard to relevant legislation.
- 1.2. Pembury Parish Council is committed to equal opportunities for all and will ensure that no job applicant receives less favourable treatment than another on the grounds of disability, gender, gender reassignment, race, religion or belief, age, sexual orientation, marital status or ethnic origin.
- 1.3. The Council aims to ensure a consistent and fair approach is adopted across the Council in the recruitment and selection of staff.

## **2. Job Description**

- 2.1. The Job Description and Person Specification (see section 3) form the basis for the selection process. Before deciding whether or how to fill a post, the description of duties associated with it will be reviewed by the Finance and HR Committee.

## **3. Person Specification**

- 3.1. The Person Specification constitutes essential and desirable abilities, experience and qualifications for the role. Candidates will be assessed against this. It will be reviewed by the Finance and HR Committee prior to recruitment of any post.

## **4. Advertisements**

- 4.1. Vacancies will generally be advertised in the most appropriate manner for the role. It could include on-line direct recruitment, newspapers, or journals.
- 4.2. Advertisements will also be notified to the local job centre where this is appropriate.
- 4.3. All vacancies will be posted on the Council's website and notice boards.

## **5. Applications**

- 5.1. Candidates for all posts will be asked to complete a standard application form in order that they can be judged on the basis of comparable information.
- 5.2. All Candidates will be provided with a job description, person specification and details about the Council. A brief statement about the recruitment and selection procedure will also be provided and, if possible, an indication of the date (or week) when interviews will be held.
- 5.3. Applicants will be asked if they wish to make the Council aware of any disabilities, as defined in the Disability Discrimination Act 1995, and whether there are any

reasonable adjustments needed for them to attend an interview. All Applicants with a disability who meet the essential criteria for a job will be interviewed and considered on their merits, with no regard taken of their disability.

- 5.4. All Applicants will be asked to declare on the application form whether they have ever been convicted of any criminal offence which cannot be regarded as "spent" in terms of the Rehabilitation of Offenders Act 1974.
- 5.5. Applicants will also be asked to declare if they are related to any Councillor or member of staff within the Council. No Councillor or staff member will be asked to interview a person to whom they are related.
- 5.6. All completed application forms are private and confidential and should only be made available to those directly involved in the recruitment and selection process.
- 5.7. All unsuccessful Applicants' details will be stored for three months. After this date they will be destroyed.

## **6. Short-listing**

- 6.1. A Panel, of up to three people, will be appointed to undertake short-listing for each post. Members of the Panel will also be part of the Interview Panel.
- 6.2. The Panel will meet as soon as possible after the closing date for applications.
- 6.3. The Person Specification should be used as the basis for short-listing against the factual elements and criteria specified.
- 6.4. Ideally no more than six Candidates should be short-listed for interview.

## **7. Interviews**

- 7.1. Interviews of short-listed Candidates will be held by the Interview Panel.
- 7.2. A set of questions will be agreed by the Interview Panel in advance and will be developed from the current Job Description and Person Specification for the post. The Panel will seek to develop questions which ask the Candidates to give examples of their previous relevant experience.
- 7.3. All Candidates will be asked the same questions in the same order and their responses rated between 1 and 5. The panel will each have a copy of the questions and will score independently of each other during the interview. Time is allocated between interviews for the panel to discuss each Candidate and to award a total score. Additional notes may be made by the Panel during the interview, however it should be noted that Candidates will have access to all information should they request it.
- 7.4. In addition to interviews, a range of other selection techniques may be used. In such circumstances reasonable notice and relevant information will be given to ensure that Candidates have sufficient time and information to prepare.

## **8. Appointment**

- 8.1. Assessment criteria are based exclusively on the Person Specification for the job. The criteria are ranked in order of priority and weighted. Individuals are then given a score against each of these criteria. The Candidate with the highest score is the most successful.
- 8.2. All appointments will be made strictly on merit and related to the requirements of the job.
- 8.3. All interviewed Candidates will be notified of the outcome of the selection process as soon as possible either by telephone or letter.
- 8.4. All unsuccessful Interviewee's application forms and interview notes will be retained for six months from the date of the interview. After this date they will be destroyed.

## **9. Relevant Checks**

- 9.1. All offers of employment will be made conditional upon satisfactory results from the following:
  - 9.1.1. Two satisfactory references
  - 9.1.2. Confirmation of the right to work in this country
  - 9.1.3. Criminal Records Disclosure if appropriate.

## **10. Probationary period**

- 10.1. All permanent appointments will be made subject to a probationary period of six calendar months. Informal review meetings will take place fortnightly during the first three months. After three months, a formal review meeting will take place between the post holder and their line manager to discuss progress. At the end of the probationary period and subject to satisfactory report by the appropriate line manager, employees will be notified in writing that they have successfully completed their probationary period.
- 10.2. All temporary or fixed term appointments will be made subject to a probationary period of three calendar months. Informal review meetings will take place fortnightly during the first three months. At the end of the probationary period and subject to satisfactory report by the appropriate line manager, employees will be notified in writing that they have successfully completed their probationary period.
- 10.3. The probationary period can be extended by a further three months should the individual's line manager consider this appropriate.