



STAFF RECRUITMENT AND SELECTION POLICY

Age Concern Petersfield & District believes in maintaining high standards of procedures and practices in its recruitment of staff for the services that it provides. It is important to the organisation that employees are always valued, and that careful attention is paid to recruitment, selection, training and support of staff to ensure that we provide and sustain high quality levels of service to everyone accessing our services.

Introduction

Age Concern Petersfield & District recognises that the community we work within are mainly involved with older and vulnerable adults with varying needs. Many of our engagements need to be dealt with in a sensitive, caring and highly confidential manner which is vital to the meet the ethos of our organisation

Age Concern Petersfield & District will ensure that recruitment practices and policies fulfil the legal framework and the requirements of its Equality, Diversity and Inclusion Policy. We also operate a full and open commitment for all applicants to apply.

All vacancies should be handled in the same way, using the process outlined in this policy. All applicants for posts will be treated strictly on merit, with the exception of posts targeted at specific groups of people, which will be exempted as allowed by legislation. Age Concern Petersfield & District will make every effort to make provision for staff and volunteers with a disability to work or volunteer through reasonable adaptations.

Posts that are deemed suitable will be advertised as available for job share. Job shares may also be available to staff in suitable posts on request, providing that a suitable sharer can be recruited.

The Chair of Trustees / and / or another Trustee together with the Office Manager will be involved in the recruitment and selection process and would be briefed on the requirements of an equal opportunities interview. Members of this team will be responsible for vetting, in confidence, applicants for sensitive posts; this may include Disclosure and Barring Service checks.

This policy covers the following areas:

1. Identifying and planning the vacancy

- 2. Advertising the post**
- 3. Information for applicants**
- 4. Shortlisting Procedure**
- 5. Interview Panel**
- 6. Decision, records and induction process**
- 7. Equal opportunities monitoring and reports**

1. Identifying and planning the vacancy

Before appointing a new person to an existing post, it is important to review all aspects of that post, including the person specification, job description, number of hours worked, where the post is located, staff already in post and their requirements, staff development, change in roles, pay scales etc. and any other requirements of Age Concern Petersfield & District as the business may require.

2. Advertising the post

All vacancies will be advertised internally with Age Concern Petersfield & District to provide the opportunity for current staff and volunteers to apply and placed on the Age Concern Petersfield & District website. Social media options may also be utilised.

3. Information for applicants

Applicants are able to access application packs by telephone, email, post or collection from Age Concern Petersfield & District Office at Winton House, 18 High Street, Petersfield, Hants GU32 3JL. Each application pack will include:

- An agreed equality opportunities statement, along with our mission statement and a brief resume of our services together with an Age Concern Petersfield & District Application Form but CV's are acceptable to be submitted.
- A separate form relating to equality and diversity monitoring, (the individual has the right not to complete this form) will accompany all application packs. This information will be kept and accessed for monitoring purposes only.
- All posts will have a job description and person specification, which will contain essential skill, qualifications and experience. These criteria should be set and relate only to the genuine needs of the job. If the specification contains desirable skills, qualifications and experience, they will only be used if we have too many applicants with essential skills to shortlist. Depending on the position advertised where possible Age Concern Petersfield & District will provide further details of the progression that the role could provide.
- An Organisation Chart to enable applicants to see how the advertised post fits into the overall structure of the organisation.

4. Shortlisting Procedure

The shortlisting process is the first stage in the assessment of applicants; this should

take place as soon as possible after the closing date. Our purpose is to shortlist in a fair and structured way.

5. Interview Panel

Shortlisting will be performed by two people of the appropriate seniority given the vacancy.

Every member of the interview panel will receive:

1. A copy of all the completed application forms
2. A shortlisting form relating to the essential criteria on the person specification
3. A copy of the job description and person specification

Panel members will complete the selection process individually, assessing each application form to ascertain whether the applicant meets each of the person specification criteria.

Only the information on the application forms is to be used in the assessment. If a member of the interview panel personally knows an applicant, they should declare an interest and be replaced by another member.

The assessment is made against the **essential** requirements. **Desirable** requirements (if included on person specification) are also used in decision making if there are a large number of applicants meeting **all** the essential requirements.

Once individual panel members have made their own assessment, the panel members will discuss.

Interviews should only be offered to applicants who meet all the essential requirements. If there are not enough applicants who do, the panel must either consider interviewing candidates who do not meet all essential requirements, or re advertise.

If, after the assessment, there are too many candidates who meet all the essential requirements and it is not possible to separate them using desirable criteria, the panel must consider holding short preliminary interviews to reduce the number before the main interviews.

Applicants will be advised if the position requires a DBS Certificate (Data Barring Security Certificate). In the event of this requirement the DBS Process will be followed at the cost of Age Concern Petersfield & District.

If a conviction has been declared, the interview panel, after deciding to shortlist the applicant, must decide whether the conviction(s) will debar the applicant from the post. The interview panel must be aware of the nature of the post, the nature of the

conviction, the frequency of the convictions if more than one, the age when the offence was committed and any other relevant circumstances relating to the applicant.

The Office Manager will invite shortlisted candidates for interview and where appropriate, start the reference process. Shortlisted applicants will be informed of the place, date and time of their interview, and who the interview panel will be and their role in the organisation.

- Age Concern Petersfield & District will treat positively any request for specific facilities for interview made by applicants within the disability section of the application.
- Age Concern Petersfield & District will keep all applications and related correspondence, including interview decisions, for a period of twelve months when the data will then be destroyed.

5. Interview Panel

The interview panel will usually consist of 2-3 people. The format for interview will be the same for all posts as outlined in this Recruitment Policy. Interview questions will be based on the person specification for the post and will be compiled by the panel members in advance of the interviews.

All interviewers should use and complete the agreed interview form for consistency and fairness.

Before the interviews start, the panel will agree on who will greet and introduce the candidates to the panel and outline the interview procedure. Panel members will all use the standard Age Concern Petersfield & District Interview Form (as attached).

Before the interview, the panel members will agree who will ask each question, and the same format will be followed for all interviews.

Panel members are encouraged to write up the candidate's interview notes in between interviews. Panel members will then discuss and agree the successful candidate. If it is not possible to agree, the Chair of Trustees will make the overall decision which may result in re-advertising – re-interviewing.

All applicants are required to give two references, at least one of which must be a recent ex-employer where available. Where applicants are still in employment, another referee can be given, with the permission of the applicant for Age Concern Petersfield & District to take up the reference from their previous employer before the post is offered. With students, a school, college or university can be given.

Employment, where applicable, may also be subject to a satisfactory Disclosure and Barring Service check.

6. Decision, records and induction process

Candidates who have not been shortlisted will be sent standard regret letters, as soon as the shortlisting process is completed. An appropriate letter will inform unsuccessful interviewees after the successful candidate has accepted the post, this letter will give unsuccessful interviewees the opportunity to receive feedback from the interview.

The successful applicant will be informed of our decision being subject to two satisfactory references being obtained. The Chair of Trustees or the Officer Manager will inform the successful applicant, and confirm starting arrangements. A letter will be drafted confirming the appointment and enclosing the appropriate Contract of Employment and other relevant documents depending on the post. The successful applicant will be introduced to other staff and then follow the Induction Process and relevant Training where applicable

POLICY STATEMENT

All Policies and Procedures held by Age Concern Petersfield & District are regularly reviewed and may be amended from time to time to reflect any changes in Legislation, regulatory guidance or internal policy decisions, as well as for any other reasons determined by the Board of Trustees. The latest versions will always be reflected on our website.



AGE CONCERN PETERSFIELD & DISTRICT – INTERVIEW FORM

Name of interviewee					
Position applied for					
Interview	Date		Time		
Panel Members present		Name			
		Position			
		Name			
		Position			
		Name			
		Position			

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