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RECRUITMENT AND SELECTION POLICY AND PROCEDURE

1. Purpose

This document sets out VAMT's policy on recruitment and selection. VAMT is committed to a policy of treating all its employees and job applicants equally with an aim to recruit the best person for each available vacancy.

This policy adheres to the Equality Act 2010 and beyond, including not only those 'protected characteristics' as outlined by the Act, but also characteristics such as reduced hours working not covered by current legislation.

No employee or potential employee shall receive less favourable treatment or consideration during recruitment and selection on the grounds of age, sex, race (including colour, ethnic and national origin), sexual orientation, religion or belief, disability, marriage or civil partnership, pregnancy and maternity, gender reassignment, part-time/reduced hours status or will be disadvantaged by any conditions of employment that cannot be justified as necessary on operational grounds.

2. Related Policies and Procedures

This policy is to be read in conjunction with VAMT's Equality and Diversity and Data Protection policies. No decisions regarding recruitment or selection should be made by a person who has not read and understood this policy and the related policies nor should decisions be made without the involvement of at least one member of the Board.

3. Scope

This policy is applicable to the recruitment and selection of all employees engaged to provide services for VAMT, irrespective of whether such a contract is for a temporary or fixed term or is of a permanent duration. The policy will be made available to all employees and applies to both internal and external recruitment.

VAMT will apply a policy whereby posts are all advertised internally first (subject to the terms and conditions of funding for the post) and then advertised externally should the post not be filled appropriately internally.

The principles related to internal recruitment stage are:

- “Internal” means current staff and volunteers.
- Tight timescales will be applied so that the process is not unnecessarily lengthened if there is then a need to advertise externally.
- If there are no suitable internal candidates the post is then advertised externally.
- There must be a clear understanding by staff and those appointing that standards are not lowered for internal recruitment purposes and that staff may not meet the requirements of the person specification and may therefore not be short listed for interview.
- There may also be occasions when VAMT does not feel confident about appointing the internal candidate and advertises externally but may invite the internal candidate to re apply as part of the broader process.

4. Policy Statement

This policy seeks to ensure that the best candidate is chosen for each job vacancy regardless of sex, race, disability or any other personal characteristic as outlined in point 1.

5. Principles

The following principles will apply whenever recruitment or selection for positions takes place.

- Individuals will be screened against the job requirements as laid out in the job descriptions and person specifications.
- Any qualifications or requirements applied to a job that have or may have the effect of inhibiting applications from certain groups of the population should only be retained if they can be justified in terms of the job to be done and deemed a ‘Genuine Occupational Requirement’.
- Information on ethnic origin, age, sex, disability and nationality will be collected in order to monitor the numbers of applications from different groups. This information will be processed separately from

the application form and will NOT be available to the interviewers and NOT used in the shortlisting process.

- Selection tests must be specifically related to job requirements and must measure the person's actual or inherent ability to do or train for work.
- Selection tests will be reviewed regularly to ensure they remain relevant and free from bias, either in content or in scoring mechanism.
- All Managers and Board members taking part in recruitment and selection will have been trained in VAMT's Recruitment and Selection Policy and procedures, including equality and diversity issues.
- Written records of interviews, reasons for decisions made at each stage of the process and reasons for appointment or non-appointment must be kept by recruiting managers for six months. Records will be kept and disposed of confidentially. All records for recruitment relating to ESF/ERDF funded projects will be maintained until notified by WEFO, and will be available for financial control, audit or inspection and verification visits.
- Interviews will assess candidates against job-related criteria only, i.e. those which relate to the requirements of the job. For example, it is not necessary to ask for a car driver/owner if the job entails little or no travel which could be done by public transport.
- All information held about a candidate must be used only for the purpose for which the information has been collected.
- All candidates will be asked at the first interview stage to provide documentary evidence of their right to live and work in the EU, to ensure compliance with the Asylum and Immigration Act 1996. A photocopy of the accepted documentation will be taken. Managers are provided with a full listing of what documentation is acceptable.
- Included in the invitation for an interview letter, candidates must be asked if they have any adjustments/additional requirements they wish to be set in place for the interview. For example. Hearing loop, braille, wheel chair access, large font size, etc.
- Reasonable adjustments should be made when requested by the interviewee to reduce any disadvantage faced due to additional needs in making an application in response to an advertisement, for example, large font size, braille application form, etc.
- Where candidates with additional needs enter a recruitment and selection process, the process should take into account reasonable

adjustments to working arrangements or physical features of the work place/station/premises in order to accommodate these needs and be such that they are not placed at a disadvantage compared with other candidates.

- Decisions to interview, shortlist or offer employment will take no account of any personal characteristic as outlined by the Equality Act 2010 and no account of an applicant's trade union membership or non-membership or political beliefs/membership.
- On request VAMT will provide written feedback to unsuccessful applicants.

6. Process

The recruitment process should be followed in accordance with the following steps and the principles detailed above.

- Authority to recruit must be granted by the Chief Officer prior to advertising a vacancy.
- A job description should be produced with full details of the position, tasks, reporting line, responsibilities of the jobholder and number of subordinates, if applicable. This must be approved by the organisation funding the post. The skills, experiences and qualifications of the jobholder should be laid out in the person specification.
- An information pack for the post will be prepared prior to advertising. This pack will include job description, person specification, background information on the organisation, an equal opportunities monitoring form and any other information specific to the post being advertised, together with a standard application form which will state that CVs will be disregarded.
- Job advertisements will be based on the job and person specifications. The advertisement will encourage applications from all sections of the community.
- Internal vacancies will be circulated via e-mail.
- For advertising positions externally Recruit 3 will be utilised for hard copy and internet advertising as applicable, and other media will be utilised as appropriate.
- Applicants may submit electronic applications which will be signed during the interview; hard copies are also acceptable.
- On receipt of completed applications, a designated member of staff (who will not be part of the interview and selection panel) will

separate the front sheet of the application form which contains personal information and referee details, the equal opportunities monitoring form and the main application form which are kept separately.

- Shortlisting and interviewing will be undertaken by a selection panel. This panel will always include at least one member of VAMT's Board and the line manager of the post; if the post is of a specialised or technical nature it may include an external specialist. It may also include a representative of the post's funders, or a service user. The people present to shortlist should always be the same people who then interview candidates.
- The selection panel will receive copies of application forms only, prior to shortlisting together with a copy of the person specification. The selection panel will individually consider each application against the person specification, and decide whether each applicant meets each criterion, fully, wholly or partly from the evidence given on the application form.

Discussion then takes place on each candidate and whether or not they meet the agreed criteria. From this process a shortlist of candidates is drawn up.

At the shortlisting meeting, discussion will also take place about questions to be asked at interview.

If, at any time during this process, any member of the panel responsible for shortlisting or appointing is or becomes aware that they are connected in any way to an applicant they will declare an interest and will withdraw from the process, to be replaced by an unconnected person. (For the purposes of this policy a "connected person" is classed as a parent, spouse, partner or sibling).

- To ensure the questions posed are assessing only relevant criteria, a question sheet will be drafted by the Line Manager based on the job description and person specification, and the outcome recorded on a grid.
- Shortlisted candidates are then invited to attend interview. At interview, no questions will be asked or assumptions made in respect of a candidate's personal circumstances. Where the requirements of a job involve aspects such as unsocial hours or travel, the situation will be discussed objectively.

- Any requirements in relation to age, ability, experience, qualifications etc, will only be applied if necessary for the particular post
- All applicants will be shortlisted against the person specification. The Line Manager responsible may pre-screen applications and will ensure that the recruitment and selection and equality and diversity policies are fully adhered to. All applicants that meet the specified criteria will be forwarded to the Selection Panel. All applications will be made available on request to the Selection Panel. Internal applicants' details will automatically be sent on to the Selection Panel.
- VAMT will pay reasonable travel expenses for candidates travelling to interview.
- Interviews will at all times be conducted in a professional manner. Each candidate will be asked the same series of questions by the selection panel which will be scored on the answers they give in line with VAMT's interviewing processes. No discussion will take place on individual candidates until all have been interviewed. The selection panel will then discuss the score achieved by each candidate on each question until a consensus of opinion is reached.
- Upon selection of a suitable candidate the Line Manager will determine a suitable salary in line with the funding approval; usually this will be the bottom of the salary scale or the nearest point on VAMT's salary scale above the candidate's current salary. The Line Manager will handle the offer of appointment.
- All offers are subject to two satisfactory references, CRB Disclosure where appropriate, a check on relevant qualifications, driving requirements **only where relevant**, approval of a work permit, if applicable. The Line Manager will apply for references, which will be requested once applicants have indicated acceptance (subject to the conditions highlighted above). References will ideally come from current and/or previous employers, where applicable. If the references are not satisfactory, the offer may be revoked.
- All appointments are subject to a satisfactory probationary period of three months (for short term posts)/six months (for long term posts).
- Induction of new employees starts as soon as an applicant accepts a position. The Line Manager will send out a letter of offer together with two copies of the Contract of Employment and a Staff Handbook. A letter of acceptance must be signed by the candidate accepting the job on those terms and conditions.

- In the case of internal promotion or secondments, the employee must be made aware of the conditions attached to the promotion or secondment, e.g. salary, probationary period and what will happen should they be unsuccessful in their new role.
- All new starters will receive a timetable for their successful induction into VAMT. New starter forms will be completed within the first week of employment.

7. Appeals Procedure

Employees who have concerns about any aspect of this policy or its operation should use VAMT's Grievance Procedure or Complaints Procedure (Harassment & Bullying). External applicants should use the VAMT Comments and Complaints Policy.