



RECRUITMENT & SELECTION POLICY

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1. Purpose

The purpose of this procedure is to set out the Hilton Village Hall approach to ensuring it is effectively resourced to meet service delivery needs.

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2. Scope

This procedure covers resourcing in its broadest sense, including not only recruitment from external and internal sources but all other means of identifying the best people to enable us to meet our service needs. It applies to the resourcing of all employees of Hilton Village Hall.

3. Key Principles

Our aim is to ensure that Hilton Village Hall has a skilled and confident workforce which can deliver excellent services to improve life for local people. We provide a range of employment opportunities and recruitment initiatives to encourage people from all communities and backgrounds to work for Hilton Village Hall so that we can become more reflective of the population we serve. Our commitment to providing the best service possible means that we recruit on merit, i.e., we choose the best person for the job from the available field in all circumstances.

All jobs are advertised openly so that we reach the widest field of applicants and promote equality of opportunity. This does not mean that every job is advertised externally, as there are sometimes circumstances where it is in our and our employees' best interests to recruit internally. It does mean that all roles are offered to as wide an audience as possible to recruit and retain the most effective workforce possible.

We aim to be an employer of choice with a diverse workforce which reflects the community we serve.

4. Roles and responsibilities

Managers must ensure that they find the most effective way of resourcing the roles in their team and that they fully embrace the principles of supporting equality and diversity throughout their recruitment and selection activities.

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Hilton Village Hall Management and Trustees handle the adverts and administrative processes for appointments to all posts.

Equal Opportunities are appropriately represented and observed, as during shortlisting and interview/selection process to ensure a fair process.

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5. Resourcing Solutions

There are several options to consider when a resourcing opportunity occurs.

5.1 Reviewing the situation.

When a vacancy arises, managers should take the opportunity to reappraise how services are delivered. Sometimes a resignation will provide an opportunity to explore whether the role can be delivered in a different way. Managers should ensure that departmental vacancy control procedures are followed before making any arrangements to fill vacancies whether internally or externally.

5.2 Redeploying existing employees.

Existing employees covered under Hilton Village Hall Redundancy, and Redeployment, must be considered for suitable vacancies. Employees with 'priority status' should be considered before other candidates if they meet the essential criteria for the post or could do so with reasonable training and support. Retaining such employees captures their existing knowledge and experience and avoids the expense, delay and potential risk of taking on a new employee. Whenever authority is given to recruit to a position, the first option should be to consider whether it can be filled from within our existing workforce.

5.3 Growing our own.

Effective workforce and succession planning can enable us to develop employees to fill the gaps which will arise as their colleagues move on and/or resourcing needs change. There are benefits to both the organisation and to employees when individuals work together with their

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managers to progress their development which encourages their retention within Hilton Village Hall, along with their increasing skills and experience.

5.4 Agency workers.

Agency workers should only be used as a last resort and if there are no alternatives. Senior manager approval must be sought in advance and usage of agency service will be monitored and could be challenged.

For certain levels of knowledge and experience should be scrutinised carefully to ensure that all requests for temporary business services resources are approved.

5.5 Recruiting Externally.

It is anticipated that that all vacancies should normally be advertised internally initially, ensuring adequate access for all employees. A job should only be advertised externally if it cannot be filled as a redeployment or career development opportunity for an existing employee from within our existing workforce or if it has been demonstrably difficult to recruit into the post. If advertising externally consideration should be given as to what type of appointment would be most suitable - permanent, fixed term and for how long, etc. and the most appropriate methods of reaching potential candidates.

6. Reaching the whole talent pool

Jobs advertised externally should always be placed with the Job Centre or advertised on local social media websites recruitment page. In addition, other ways of publicising vacancies should be explored which might appeal to potential candidates, particularly in circumstances where attracting candidates with relevant skills from diverse backgrounds is not easy. As well as ensuring adverts are clear about the job and in the right place to reach potential applicants, other methods should be considered, taking into account the target market and budgetary constraints. Local marketing knowledge is valuable and targeting of potential sources of applicants for

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local jobs should be used as appropriate. This is particularly important for jobs which are traditionally hard to fill or which have a high turnover.

7. Attracting and engaging the best people

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The use of job families, to group similar jobs together, and the associated role, job and person profiles enable applicants to have a clear picture of where the job they are applying for sits in the organisation, and their potential career paths.

It is vital that managers think carefully about the values, skills, and behaviours they are looking for in potential applicants so that they can identify these in the candidates who apply. It is important that an individual's values and attitudes, are aligned to organisational values, and it is more difficult to change or develop these than skills, experience and knowledge which can be more easily acquired in the role. Statutory requirements of professional bodies will of course always need to be considered.

8. Selecting the most appropriate candidate

Hilton Village Hall's relevant job application form should normally be used for all posts. The form captures information about the applicant in a clear and structured way. This helps applicants to demonstrate their suitability for the job and enables the recruiting manager to make effective selection decisions.

There may occasionally be some senior or technical posts for which Curriculum Vitae (CVs) may be an acceptable alternative or addition.

Recruitment panels should consist of a minimum of two people, normally at least one grade senior to the vacant post, who should be involved at all stages of the recruitment and selection process.

All applicants who declare that they have a disability and who meet the minimum essential criteria of the job should be invited to interview in accordance with the Disability Confident Guaranteed Interview Scheme.

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Candidates who are employees with priority status must be seen before other candidates.

Candidates who have applied electronically should be asked to sign a hard copy of their application at interview. Identity, Asylum and Immigration and qualification verification checks should be carried out as part of the interview process.

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9. References

A reference must be sought for all appointees from the candidate's current or most recent employer. If the candidate is internal, the recruiting manager may have a conversation with the internal referee (the most recent line manager) and make a file note as a record instead of receiving a formal reference.

Sickness absence data will be sought for and discussed with the successful candidate only, in line with the Equality Act 2010. This does not prevent candidates from providing monitoring data or letting us know if they need a reasonable adjustment during the recruitment process.

If none of the candidates are suitable an appointment should not be made.

10. Unsuccessful Candidates

If the first candidate does not take up the appointment, the panel can offer the job to the second (or even further) choice applicant provided they are appointable, and this is within 6 months and there are no employees at risk of redundancy for whom this would be a suitable redeployment opportunity.

If you have appointable candidates who are unsuccessful on this occasion, you can offer them the next job which becomes available if the details are the same and it is within 6 months of the original appointment.

Candidates who are unsuccessful may request written reasons for their nonelection. If they are not satisfied that the recruiting panel have followed Hilton Village Hall's recruitment and selection policy, they should write to

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the Chair of Hilton Village Hall (Mrs Jenny Hickling) setting out the grounds of their complaint and detailing where the policy has not been followed. The Chair of Hilton Village Hall will carry out an independent review and report the findings to the candidate. Candidates may be able to bring a complaint under the Equality Act 2010 for discrimination. Every effort should be made to ensure that fair recruitment takes place, and that feedback is accurate and genuine.

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12. Retention of Records

All application forms and interview notes should be kept for each candidate for 12 months to support the recruitment decision. Those for unsuccessful candidates should then be destroyed securely, with all documentation for the successful candidate forming part of the personnel file.

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