



RECRUITMENT AND SELECTION POLICY

Policy Ref:	S021P
Owner:	Abbeyfield Oxford Society

Effective date:	May 2016
Next review date:	May 2019

Reviewed by Abbeyfield Oxford Board, May 2016

TITLE	RECRUITMENT AND SELECTION POLICY
1 Background	We recognise that Abbeyfield Oxford’s success depends upon the calibre of its people. The quality of the people employed within the organisation is fundamental to our ability to deliver quality services and the process which is used to attract, select and employ these individuals is the first step towards this.
2 Objectives	The main aim of this policy is to provide information, resources and tools to ensure that Abbeyfield Oxford recruits the best possible calibre of staff for every job role within the organisation. The policy will also ensure a fair and consistent approach to the way we recruit candidates. This policy is supported by a recruitment procedure.
3 Scope	This policy and supporting procedures covers recruitment to all posts within Abbeyfield Oxford.
4 Policy 4.1	Equality of Opportunity It is essential to ensure that all recruitment activity is underpinned by our commitment not to discriminate as outlined by the Equality Act 2010 and our recruitment procedures should be carried out in such a way as to ensure that neither direct nor indirect discrimination takes place.
4.2	Genuine Occupational Qualifications There are some jobs which may be eligible for exemption under race and sex discrimination legislation where, for example, it is necessary for a service to be provided by members of one gender. In order for such exemption to be agreed, the post must meet certain strict criteria and the advertisement for the post must specify that the post has been given the exemption. In all cases, advice from the trustee responsible for HR should be sought prior to advertising.
4.3	General principles



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<p>4.4.2</p>	<p>Abbeyfield Society Human Resources Human Resources (HR) at Abbeyfield St Albans office can provide member societies with advice and guidance on all areas of recruitment and selection, particularly:</p> <ul style="list-style-type: none"> • Clear, practical advice to managers about how best to manage individual recruitment and selection situations. • Creative ideas and solutions to address particular recruitment issues. • Guidance on legal aspects of recruitment and selection.
<p>4.5</p>	<p>Planning the Process Planning the recruitment process properly in advance makes a big difference to the speed and efficiency with which the process can be carried out. Not only does an efficient process ensure that the length of time during which a post remains vacant or has to be covered by a temporary member of staff is as short as possible, it enhances Abbeyfield Oxford's reputation amongst the applicants who show an interest in the job.</p>
<p>4.6</p>	<p>Job Descriptions & Person Specifications Every position within the organisation should have an up to date and accurate Job Description (JD) and Person Specification (PS) and these are essential documents upon which the recruitment and selection process should be based. No position should be recruited to, or any process started, which doesn't have a JD and PS in place.</p> <p>The job description should focus on the key accountabilities and responsibilities of the post holder and will provide the manager with a clear framework to assess and manage an individual's performance once in post.</p> <p>It will also give the applicant a good idea of what is involved in the role and what is expected should they be employed.</p> <p>The person specification will initially provide a means of assessing whether an applicant is suitable for the position as it provides the key criteria which an individual must show they can meet in order to carry out the job. It provides a basis for establishing interview questions and tasks which are designed to draw out 'evidence' from applicants to show how they meet the essential criteria of the role.</p>
<p>4.7</p>	<p>Internal Advertising All vacancies will be advertised internally, to promote equality of opportunity, internal promotion and succession planning.</p> <p>Internal adverts should be posted, on staff notice boards and circulated by email.</p> <p>For some roles, it may be necessary to advertise externally (at the same</p>



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	time as advertising internally) to ensure the most appropriate person is selected for the role.
4.8	<p>External Advertising</p> <p>In such a competitive labour market, it is very important for the Society to do everything possible to attract good applicants to their job vacancy. This means thinking about how best to attract potential candidates, which will usually mean using a number of different methods of advertising opportunities. Further information and ideas can be found in the Procedure documents</p> <p>It is also important to ensure all information provided is clear, professional and gives all the information needed including the benefits of working at Abbeyfield Oxford.</p>
4.9	<p>Methods of Selection</p> <p>There are a number of methods of determining which of the shortlisted candidate's best meets the person specification, but the interview will always form the central part of the selection process. If other selection methods are to be used, the Selection Panel should determine at the outset which items of the person specification the method is designed to assess, so that the information gathered in this way can be used systematically and fairly.</p>
4.10	<p>Short listing & Interviewing Panel</p> <p>Wherever possible, there should be a minimum of two people responsible for the selection process, who will both shortlist and go on to carry out all interviews in order to maintain consistency and fairness. Even where it is not possible for two people to shortlist, there must always be a minimum of two people carrying out the interviews.</p> <p>Where appropriate, residents can be involved in the selection process, including sitting on the interview panel.</p> <p>The Recruiting Officer (i.e. the manager or volunteer who is responsible for the role which is being recruited to) will take the lead responsibility. The second (and other) panel members can be other employees, residents or volunteers.</p>
5 Review	<p>Last reviewed: May 2016</p> <p>Review date: May 2019, subject to any regulatory or legislative updates.</p>
6 Procedure/ Guidance	
6.1	See separate procedure documents