

Action for Health, Education and Development (AHEAD)

RECRUITMENT & INTERVIEWING POLICY

Aims of the Policy

The aims of the recruitment and interviewing policy are:

- to ensure that (AHEAD) meets legal requirements;
- to ensure appropriate involvement of elected representatives in the recruitment process;
- to ensure that jobs are given to applicants on the basis of ability to do the job, and on no other basis;
- to clarify the roles of managers and management committee members;
- to ensure that the recruitment and interviewing process is consistent with other policies, e.g. equal opportunities;
- to ensure that principles of confidentiality are respected.

General Principles

Recruitment to posts should be on the basis only of the information and responses contained in the application form and the interview and on references. In a relatively small organisation, interviewees will often be personally known to managers and committee members. As far as possible, the person with whom enquirers are invited to hold informal discussions is not to be an interview panel member. Personal knowledge and informal contacts between applicants and interview panellists should be disregarded in making a choice of candidates. The reason for these principles is that we wish to avoid irrelevant factors coming into the recruitment process.

The management committee may delegate the role of interviewing and recruitment to the personnel sub-committee.

1. Creation of Posts

- 1.1 Job descriptions and person specifications for new posts, or posts falling vacant, are to be reviewed by the management committee before issuing.

- 1.2 A note to the trustees is to be made regarding any post which is considered to be exempt from relevant provisions of the Sex Discrimination Act 1975 or the Race Relations Act 1976.
- 1.3 All job descriptions will have attached person specifications, i.e. a list of skills and experience necessary to do the job, which will be reviewed by the personnel sub-committee.

2. Advertising of Posts

- 2.1 All vacant permanent posts are to be advertised both internally and externally.
- 2.2 Adverts are not to make reference to skills or experience which are not mentioned in the person specification.
- 2.3 The personnel sub-committee is to review regularly publications used for advertising, and to agree these, particularly bearing in mind under-represented groups on the staff.
- 2.4 It is acceptable for managers and committee members to encourage others to apply, to draw attention to vacancies etc.; provided they do not give any information which is not available to other applicants.

3. Administration and Enquiries

- 3.1 Enquirers are to be sent a job description, person specification, application form, equal opportunities monitoring form and any relevant information about the organisation.
- 3.2 Where the standard application form is considered irrelevant to the particular job, an alternative may be agreed by the chair of the personnel sub-committee.
- 3.3 Completed application forms are to be kept for six months and then destroyed.
- 3.4 Applicants who are not short-listed may or may not be individually contacted, depending on the decision of the short-listing panel.

4. Short Listing

- 4.1 Short listing and interviewing shall be done by a panel of not less than three people.

- 4.2 Short listing shall be done on the basis of selection criteria chosen from the person specification. Selection criteria will be drawn up by the short-listing panel.
- 4.3 The short listing panel will be agreed by the personnel sub-committee in advance. The Chair may agree the panel, subject to consultation with other members of the sub-committee.
- 4.4 As far as possible, the people who short-list will be the same as those on the interview panel.
- 4.5 Where references for those short-listed are taken up in advance, these should only be circulated amongst the interview panel at the end of the interview process, following a decision to offer the post.

5. Interviewing

- 5.1 The interview panel shall be chosen as described above (short-listing panel). If the interview panel needs to be changed, e.g. due to illness, then candidates shall all be interviewed by the same people.
- 5.2 Interview questions will be agreed by the interview panel.
- 5.3 Questions should cover the main aspects of the job description.
- 5.4 Questions should not be asked about skills or experiences which are not mentioned in the person specification.
- 5.5 The main questions should be put exactly as written to each interviewee.
- 5.6 Interviewers should ask follow-up questions in the relevant areas, always bearing in mind the person specification: for example, if there is nothing in the person specification about driving, we should not ask about ability to drive. The Chair of the interview panel will have discretion about whether follow up questions are appropriate.
- 5.7 Interviewers are encouraged to make notes of interviewees answers to questions.
- 5.8 Standard forms for recording comments and marks will be available for interview panel members.
- 5.9 Interview notes are to be kept for a minimum of one year, and destroyed when no longer required.

6. Training for Managers and Committee Members

6.1 Managers and committee members shall be encouraged to take up opportunities for training in the interview and recruitment process.

7. Confidentiality

7.1 Job applications are confidential to the short-listing/interviewing panel.

7.2 Applicants or others may be told how many people applied all together, and how many were short-listed, if they ask.

7.3 Applicants may be told the names of the people who are to interview them and their roles or job titles, in advance, if they ask.

7.4 Ordinary members, management committee members or service users who wish to raise a query about any part of the recruitment process should direct their query to the chair of the personnel sub-committee, and, if still not satisfied, the chair of the management committee.