



maytree

We're open to suicidal feelings

RECRUITMENT POLICY AND PROCEDURE

This policy applies to all paid employment job in Maytree, and to all employees and volunteers.

Related policies and procedures:

**Equal Opportunities Policy
Induction Policy**

This policy is non-contractual and maybe subject to change from time to time.

Date agreed	
Date due for review	

RECRUITMENT POLICY AND PROCEDURE

1. PURPOSE AND SCOPE

This policy and procedure sets out Maytree's minimum standards in relation to the recruitment and selection of its employees. It aims to ensure that Maytree attracts and appoints people with the right skills, knowledge, behaviours and experience to meet its needs. It should be read in conjunction with Maytree's Equal Opportunities Policy.

Line managers are reminded that the recruitment process is an important way that Maytree interacts with the public, and how recruitment is conducted will affect how Maytree is perceived. It is important therefore that all recruitment is undertaken with professionalism, courtesy, and respect.

This policy applies to all paid employment jobs within Maytree, and to all employees and volunteers within Maytree.

2. RESPONSIBILITIES

- 2.1 The Finance and Resources Manager is responsible for ensuring that all managers and employees involved in the recruitment and selection process are aware of and understand this policy and procedure, and are competent to apply it.
- 2.2 Line managers are responsible for ensuring that:
 - the job description and person specification are reviewed and updated as necessary prior to any recruitment
 - all recruitment and selection activities that they are responsible for, or involved in, are undertaken in accordance with the principles and practices set out in this document.

3. PRINCIPLES

- 3.1 All employees will be appointed on the basis of merit and without unfair discrimination (as set out in the Equal Opportunities Policy).
- 3.2 All jobs will have a job description, which sets out the key tasks, responsibilities, and expectations of the job, and a person specification, which sets out the essential and desirable criteria for appointment in terms of skills, experience, and attributes.
- 3.3 All vacancies will be advertised externally, except for redeployments (whether by reason of redundancy or ill health) and specific posts identified

and approved as development posts by the Director or his/her designated deputy.

- 3.4 All adverts must adhere to the principles set out in the Equal Opportunities Policy and must be approved by the Director or the Finance and Resources Manager.
- 3.5 The pay for all posts will be in accordance with Maytree's pay structure.
- 3.6 All applications will be made by submitting a CV and covering letter which outlines why the applicant wants the job and why they believe that they are suitable for it. Applicants will also be asked to complete and return the Equal Opportunities Monitoring Form at Appendix 1.
- 3.7 All shortlisting will be undertaken objectively by a minimum of two people, using the person specification for the role.
- 3.8 All interviews will be conducted by a minimum of two people, one of whom must be the Director or the Finance and Resources Manager (or their nominated deputy).
- 3.9 Any other selection techniques used, such as assessments, activities, or presentations, must be approved by the Director or the Finance and Resources Manager.
- 3.10 Records of all selection processes, including interviews, should be kept for a minimum of one year.
- 3.11 All information collected on applicants and candidates will be held in accordance with the General Data Protection Regulation (GDPR).
- 3.12 All new employees will be subject to a range of pre-employment checks, including identity and right to work checks, references, and DBS (Disclosure and Barring Service) clearance.

4. PROCEDURE

- 4.1 When a post becomes vacant, the line manager should review, and revise as necessary, the job description and person specification to ensure it is up to date, and should agree the appropriate rate of pay in accordance with Maytree's pay structure. Any amendments to the job description, person specification, or rate of pay must be agreed with the Director or the Finance and Resources Manager.
- 4.2 The line manager should develop a process for the recruitment, which will involve drafting an advertisement for the job (being careful to ensure the

wording is not unlawfully discriminatory), deciding where the post will be advertised, and determining what the selection process should be (i.e. whether there will be any additional selection assessments over and above the interview). Line managers are encouraged to undertake additional selection assessments over and above the interview wherever possible. The recruitment process and each of its elements must be approved by the Director or the Finance and Resources Manager.

- 4.3 The line manager should set a deadline for applications, which should be no less than 10 working days from the date of the advert, and should arrange for the post to be advertised.
- 4.4 The line manager should arrange for shortlisting, by a minimum of two people, of all the applications on the basis of the person specification. If it is considered necessary due to the volume of applications or the seniority of the post, a sifting process may be agreed with and delegated to an external agency, subject to the agreement of the Director or the Finance and Resources Manager. Line managers should normally aim to shortlist no more than six candidates.
- 4.5 All shortlisted candidates should be invited for interview and for any other selection assessments that have been agreed. They should be asked to notify the line manager if they require any reasonable adjustments or access requirements for any part of the recruitment process. All other applicants should receive a notification that they have been unsuccessful.
- 4.6 The line manager and the person with whom they are undertaking the interview should plan core questions to probe the skills, qualities and values essential for the job, using the job description and person specification. They should familiarise themselves with each application and they should ask candidates to explore or expand on their applications where appropriate.
- 4.7 All candidates should be treated fairly and consistently, and should be given the same opportunity to demonstrate they are the best person for the role, and to ask questions of the interviewers. Candidates should not be asked for personal information or personal views irrelevant to the job.
- 4.8 Notes on the interviews and selection assessments, and reasons for rejection, should be made and kept for a minimum of one year.
- 4.9 All unsuccessful candidates should receive a notification that they have been unsuccessful, and should be offered feedback.
- 4.10 The successful candidate should be offered the job in writing conditional on satisfactory pre-employment checks.

4.11 The line manager should arrange for the following pre-employment checks to be carried out:

- (i) an identity check to confirm that the candidate is who they claim to be;
- (ii) a right to work check, to confirm that the candidate is legally entitled to work in the United Kingdom;
- (iii) references from two people, one of whom should be a previous employer, using the form in Appendix 2 (in exceptional circumstances, only one reference may be required, subject to the agreement of the Director or Finance and Resources Manager);
- (iv) DBS clearance at the appropriate level for the job.

Where appropriate, a check on the candidate's professional qualification may also be necessary.

4.12 The line manager should agree a start date with the successful candidate, should initiate the creation of a formal contract of employment, and should create an induction process for them.



EQUAL OPPORTUNITIES MONITORING FORM

Maytree wants to meet the aims and commitments set out in its Equal Opportunities Policy, which includes not discriminating under the Equality Act 2010. We need your help and co-operation to enable it to do this, but filling in this form is voluntary.

All the information provided in this form will be treated as strictly confidential and will be kept in a locked cabinet separate from the recruitment record.

Please mark an 'X' in each relevant box, and return the completed form in the envelope marked 'Strictly confidential'.

Post applied for:	
Date:	

WHAT IS YOUR GENDER?

Male		Female	
Transgender		Prefer not to say	

ARE YOU MARRIED OR IN A CIVIL PARTNERSHIP?

Yes		No			Prefer not to say	
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WHAT IS YOUR AGE?

16-24		25-34		35-44		45-54	
45-54		55-64		65+		Prefer not to say	

WHAT IS YOUR ETHNICITY?

White British	
Asian	

White Other	
Other	

Black/African/Caribbean	
Prefer not to say	

DISABILITY

The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment which has a substantial and long-term adverse affect on their ability to carry out normal day-to-day activities.

DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY?

Yes	
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No	
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Prefer not to say	
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The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with the manager running the recruitment process.

WHAT IS YOUR SEXUAL ORIENTATION?

Heterosexual	
Bisexual	

Gay	
Prefer not to say	

Lesbian	
Other (please state)	

WHAT IS YOUR RELIGION OR BELIEF?

No religion or belief	
Hindu	
Sikh	

Buddhist	
Jewish	
Prefer not to say	

Christian	
Muslim	
Other (please state)	

