

## **Recruitment Policy & Procedure**

### **Policy**

*It is Community First's policy to recruit the best person for each vacancy, regardless of sex, race, religion or belief, age sexual orientation or disability. Wherever possible, existing employees will be invited to apply for promotion opportunities.*

### **Procedure**

1. Vacancies may only be filled after a job specification and note detailing the reason for the vacancy have been notified to the Line Manager and approval has been received.
2. Copies of all advertisements (where appropriate) will be placed on internal notice boards (this includes the intranet) together with a note informing existing staff that they are welcome to apply.
3. Staff concerned with recruitment must ensure that they fully comply with Community First's equal opportunities policy.
4. A decision to interview, short-list or offer employment will take no account of an applicant's trade union membership or non-membership.
5. All job applications will be acknowledged.
6. External applicants who are invited to interview will be sent a map showing the location of the interview and an outline of the form of the interview. Appropriate personnel (receptionist and all those who will be attending the interview) must be informed they are expected.
7. In accordance with Community First's equal opportunities policy, attempts will be made to accommodate the particular needs of any person suffering from a disability within the meaning of the Disability Discrimination Act 1995 at all stages of the recruitment process.
8. Those applicants who are not short-listed must be informed of this fact as soon as possible. This will be done by the Executive Assistant.
9. When a suitable candidate has been identified, a job offer will be made subject to references. Each offer letter must also be accompanied by a statement of the terms and conditions of employment relating to that position and a form for the applicant to sign denoting acceptance of the jobs on those conditions.
10. In the case of internal promotions or transfers, the employee must be sent a letter confirming the variation to his or her terms and conditions e.g. Salary, benefits. Details of their induction should also be sent with this letter, e.g. outlining any training and development required, coaching or work shadowing.

11. Appointments will not be confirmed, nor starting dates set, until satisfactory replies have been received from referees. When the starting date has been arranged, the Executive Assistant must be informed in order that the induction programme can be arranged and appropriate departments notified.
  
12. All appointments will be made subject to a satisfactory probationary period. New employee's progress will be monitored closely by their supervisor during this period and then have a probation interview after three months employment. A recommendation as to whether the employment should be:
  - Confirmed
  - Extended, or
  - Terminatedshould be discussed at the probation interview.