

VSGWL Policy

Recruitment & Selection

Introduction

VSGWL seeks to hire only the best candidates for appointments following the spirit and the intent of Equal Opportunities legislation.

To encourage good practice and equal opportunities to which all staff are required to adhere.

In the recruitment process the aims of VSGWL are:

- To attract comprehensive applications from a sufficient number of candidates with appropriate skills, qualifications and experience for consideration for employment with VSGWL;
- To use fair and effective methods for the appointment of candidates consistent with VSGWL policy on equal opportunities;
- To ensure that recruitment procedures are clear and adhered to by all staff and board members involved in any recruitment and selection processes;
- To develop an excellent workforce committed to the aims, values and service delivery requirements of VSGWL; and
- To ensure that VSGWL complies with legislative requirements and demonstrates best practice as an employer in relation to employment rights and equal opportunities.

Equal Opportunities

Equal opportunities are aimed at removing barriers to access and opportunity, with positive results for individuals and VSGWL. Equal opportunities refer to equality in recruitment, promotion, training or transfer and terms and conditions of employment. In seeking suitable candidates for new or vacant posts, VSGWL will not discriminate on the grounds of age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race (including colour, nationality ethnic or national origins and citizenship), religion/belief, sex and sexual orientation nor any factor irrelevant to the ability to do the job.

It is VSGWL goal that all recruitment decisions will be based completely on the merits and abilities of candidates alone and no other criteria will be used. In order to achieve this, equality and diversity practices will be integrated into every stage of the recruitment and selection process.

VSGWL will ensure that all staff involved at any stage in the recruitment and selection process will receive equality and diversity awareness training. This will ensure that those involved in the recruitment process will not discriminate either knowingly or unknowingly by asking any questions which may lead to discrimination.

Job analysis and advertising

When recruiting for new or vacant posts VSGWL will conduct a job analysis. This involves assessing whether or not the post has to be filled and how it could be filled, what would be the adverse effects of not filling it or if work could be discontinued or distributed amongst existing staff.

If it is decided that the post should be filled, a recruitment specialist may be engaged to provide assistance, or, a suitable job description, person specification and application form will be compiled and an advertisement will be composed and placed into appropriate advertising media.

Internal recruitment

All existing staff will be notified of permanent and long-term temporary vacancies, especially if on sick leave, maternity leave or holiday and will be eligible to apply for any post.

Temporary recruitment

Short-term appointments of less than a year e.g. maternity leave cover, may be advertised internally and filled by internal transfers, where appropriate to do so, or by candidates engaged from suitable employment agencies. Temporary posts in excess of a year should be advertised internally and externally simultaneously.

For very short-term posts of a few weeks internal advertising will not normally take place but rather suitable employment agencies will be approached to provide a candidate.

Permanent recruitment

If it is deemed necessary to recruit another staff member or fill a vacant post permanently, a new or updated job description and person specification will be compiled; the position will be advertised simultaneously; internally and externally where appropriate.

An exception to this will be in cases of restructuring or redundancy where it may be necessary to match and/or appoint candidates into posts without advertising the vacancy.

Recruitment information to candidates

All candidates will receive an information pack that will include a job description and person specification, an application form and equal opportunities monitoring form, including other information as appropriate e.g., accounts, annual work plan.

Shortlisting

Successful candidates to new and vacant posts will be selected on merit through shortlist, testing and interview in accordance with the person specification and shortlisting and interview assessment forms.

A panel of three individuals will carry out the recruitment processes for each senior vacant or new post. At least one panel member must possess skills or experience most closely related to the post for which candidates are to be shortlisted and interviewed. Panel members who shortlist will also participate as interviewers to ensure consistency in recruitment.

Essential criteria will be applied in the first instance to shortlist candidates. Candidates who do not match all the essential criteria will not be called to interview. Candidates who do not possess all the desirable criteria may still be called to interview. However, desirable criteria will be applied, secondly, in a large response, to reduce fairly the number of candidates called for interview.

Each panel member must complete a shortlisting assessment form appropriately for each applicant. If a panel member recognises a candidate's details, who is known to the panel member, they should declare this interest and exclude themselves potentially from the panel if the person is to be shortlisted.

Candidates invited to interview and unsuccessful candidates will be informed simultaneously of the result of their applications.

Modern apprenticeships/other placements

Candidates for modern apprenticeships will also be required to submit application documents, which will be subjected to fair shortlisting procedures. Successful shortlisted individuals will be invited to attend an interview and the most suitable individual/s will be selected.

Interview

The interviewing panel, recommended to be three individuals, should reflect the same membership as the shortlisting panel and only individuals who have received interviewing skills training should be able to participate.

All shortlisted candidates should be offered an interview, at which the same questions, based on the job description and person specification, will be asked in the same order to all candidates. This may also include a suitable test and presentation topic where appropriate interviews will be typically of 30-60 minutes' duration depending on the nature of the post.

Any requested, appropriate, information which has been provided by VSGWL to an interviewee will be made available to all other candidates invited to interview.

Assessment

Panel members must complete interview assessment documentation, appropriately, based on evidence for each candidate. VSGWL policy on Equal Opportunities will apply to all matters of recruitment and selection.

Where candidates are judged to be equal, they may be called back for a second interview. Panel members must state and document justifiable reasons for the rejection of each unsuccessful interviewee.

Job offer

Once the appointment panel has made a decision, a conditional offer will be issued to the successful interviewee subject to; the receipt of satisfactory references, original qualification certificates, and proof of eligibility to work in the EU and a satisfactory PVG membership/Disclosure Scotland check where appropriate. Appointment will be made on a suitable salary paying due to consideration to a candidate's skills, experience and present and future circumstances. The initial offer can be verbal and followed up in writing. A probationary period will be included. The terms of a written contract of employment will be confirmed and issued subsequently once the aforementioned conditions have been satisfied.

If the job offer is declined, if agreed by the interview panel, the second highest scoring suitable candidate may be offered the post subsequently. If there is not a suitable reserve candidate the recruitment process should be revised and a rerun of the whole recruitment process should be considered.

Once the job offer has been accepted then interview outcome notification should be issued to unsuccessful interviewees. It is the intention of VSGWL where possible, to inform candidates of the outcome of the interview as quickly as possible and within a few days of the interview having taken place.

References

References will be sought after an offer of employment has been accepted. Reference requests will be made to the most current employer/academic/voluntary or good character referee contact, which must not be related to the candidate. If a referee happens to be a panel member then the candidate may be asked to provide an alternative referee.

Feedback

All interviewees will be advised typically of the outcome of their interviews by telephone/email or letter and constructive feedback on their performance can also be made available to them, if they desire via the telephone.

Interview expenses

Reasonable travel expenses will be reimbursed to candidates for non-local journeys. Any reasonable interview travel expenses paid to candidates for new or vacant posts will be in accordance with VSGWL expenses and finance policies and procedures.

Equal opportunities monitoring

As part of VSGWL recruitment process, equal opportunities monitoring will be undertaken and reported.

Records

Application forms and recruitment documentation must be stored confidentially for a minimum of four months and up to a maximum of 1 year's duration.

Any undertaken PVG membership records/Disclosure Scotland checks must be stored in accordance with the Storage and Safe Handling of Disclosure Checks Retention Policy.

Personnel file

The successful candidate's recruitment documentation should be made into a personnel file and retained.

Induction

VSGWL staff will welcome a new post holder by providing initial induction training in the organisation, which will be organised in advance of occupancy of the new post holder by the manager. This will help to settle the new staff member, convey our aims, objectives, policies and procedures thereby encouraging the individual to settle, stay and make a valuable contribution to our work.

Failure to recruit

Should the full recruitment and selection procedure fail to recruit a suitable candidate, reasons for this should be identified and considered, appropriate alterations made and recruitment should be rerun where appropriate to do so.

Complaints

If a complaint is received about any stage of the recruitment and selection process it should be resolved promptly in the first instance and verbally where appropriate to do so. If the complainant wishes to further pursue the matter, they should be advised to put the complaint into writing and address it to the Chief Executive who will investigate the matter and further liaise with the complainant.

Exit interviews

The line manager will conduct exit interviews personally with any permanent member of staff who has tendered his/her resignation. This is to identify why an individual wishes to leave, to receive insight into the role that has been performed and to thank the individual for his/her contribution to the organisation.

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