

# RECRUITMENT POLICY

## INTRODUCTION

In order to recruit the best people into the organisation it is essential that we have a consistent recruitment policy and process which can be applied to all recruitment with the Scottish Volleyball Association (SVA). The recruitment process is not just about employers identifying suitable employees for the future, it's also about the candidates finding out more about Scottish Volleyball and considering whether the organisation is one where they would like to work. The experience of candidates (both successful and unsuccessful) at each stage of the recruitment process will impact their view of the organisation. This could be both from the perspective of a potential employee and, depending on the nature of the organisation, as a customer.

The SVA will nearly always benefit from being able to appoint new employees from a wide pool of well qualified and highly experienced candidates. The best way to obtain access to that pool is by:

- Working out what skills and qualities is required in a new employee.
- Ensuring that any advertising carried out is designed to attract candidates with those skills and qualities.
- Preparing a shortlist and interviewing process that will enable an objective assessment to be made of the candidates.

Therefore, the recruitment and selection policy will:

- Be fair and consistent
- Conform to the provisions of the Equality Act 2010 and ensure candidate selection is not discriminatory
- Conform to statutory regulations and agreed best practice

This document identifies the key stages in the recruitment process at the SVA.

## Steps in the Recruitment Process.

### **Define the Role**

Before recruiting for a new or existing position it is important to invest time in gathering information about the nature of the role.

We will consider:

- Type of position being recruited
- The position within the organisation and team
- The location of the post
- Details of duties to be undertaken by the post-holder
- Whether the position is fixed period or is a permanent post
- Whether the vacancy can be filled internally by an employee currently at the end of their fixed term contract or under notice of redundancy

This analysis can form the basis of a role profile and person specification.

## **Job Description**

Carrying out a job analysis will form the basis of a written job description. This benefits the recruitment process by:

- providing information to potential applicants and any third party working on our behalf
- acting as an aid in selection; for example, when designing assessment activities and making decisions between candidates

The analysis can also be used to communicate expectations about standards to employees and managers to help ensure effective performance in the job.

## **Candidate Specification**

A candidate specification or job description states the necessary and desirable criteria for selection. Increasingly such specifications are based on a set of competencies identified as necessary for the performance of the job.

In general, specifications may include details of:

- skills, aptitude, knowledge and experience
- qualifications (which should be only those necessary to do the job)
- Personal qualities required for the job, such as ability to work as part of a team.

The Job Description and the candidate specification will be written in line with the Equality Act 2010 to avoid any discrimination.

## **Sources of recruitment**

Once the new placement has been authorised, a job description and person specification created, the vacancy can be advertised. Usually a closing date will be added to any advert. The advert will comply with Equality Act 2010 to prevent a preference for any group of applicants.

The first stage is to generate interest from candidates and there is a range of ways for doing this:

### **a) Internal Methods**

In certain situations, it may be appropriate for a vacancy to be advertised internally only, or at least initially. Such situations may include a possible redundancy situation, a restructuring exercise, or where an employee is being redeployed under capability procedures.

Internal applicants must make their manager aware of their intention to apply for an internally advertised position and should discuss their suitability for the role.

Internal applicants should not expect to be automatically interviewed as a result of having made an application.

Applicants will be kept informed throughout the recruitment process and receive individual feedback.

### **b) External Methods**

Where no suitable internal applicant is identified, and/or in addition to the internal vacancy process, the SVA will source external means of recruitment.

Advertising mediums may include job boards, online recruitment advertisements, newspapers, websites, social media, partners and or recruitment agencies.

It is important to liaise closely with the recruitment agency or third party to build up a good relationship and negotiate on any fees.

Suitable applicants will be forwarded to the relevant person in order that they can consider the application. A log of all applicants should be kept, and all actions monitored.

### **Applications and CV Submissions**

Candidates wishing to apply for a role in the SVA must complete an Application Form. This is to ensure all the required information is available to enable shortlisting.

### **Shortlisting**

If required, there will be a structured shortlisting process. Appropriate objective criteria will be identified, and applicants assessed against the criteria to arrive at an interview list.

### **Interview / Selecting Candidate**

All interviews for the same post will be interviewed by the same size of panel and be subject to the same interview format and criteria.

Selection decisions will be made after using a range of tools appropriate to the time and resources available. Care will be taken to use techniques which are relevant to the job and the business objectives of the organisation.

The selection methods to be used will be decided by the panel which may include one or more of the following:

- Panel Interview
- Presentation
- Selection tests
- Work samples or portfolios

Records of interviews will be kept along with data protection guidelines.

### **Making the Appointment/ Offers**

Offers of employment will always be made in writing.

The offer letter will set out the main terms and conditions on which he or she will be employed. Full details of the terms and conditions of employment will be set out in the Statement of Particulars and therefore need not be included in the offer letter.

The main points which will be covered in the offer letter are:

- job title
- proposed start date
- comprehensive details of the employee's remuneration
- normal hours of work
- holidays and restrictions around show time
- any other special terms and conditions
- a statement that employment is conditional upon receipt of satisfactory references and confirmation of the employee's right to work in the U.K. (if these have not already been received)

Two copies of the written offer of employment will be provided for signing, one to retain in a personal file and one for the successful candidate to keep, should the role be accepted.

Applicants who are unsuccessful will be sent a rejection by email/letter thanking them for their application. For those that attended an interview and have been unsuccessful will either be contacted by phone, letter or email. Feedback may be provided if requested.

Managers are required to retain all applications and interview notes on file for at least 6 months in case a selection decision is questioned.

#### **Protection of Vulnerable Groups**

Where the role requires, offers made will be subject to a suitable PVG disclosure appropriate to the needs of the role and the organisational requirements.

When a PVG check details vetting information about a prospective volunteer/employee the CEO, Board member responsible for Safeguarding or child protection and the SVA Lead Child Protection Officer makes the decision about their suitability.

If an individual self discloses criminal conviction information the CEO, Board member responsible for Safeguarding and child protection and the SVA Lead Child Protection Officer will be involved in the interviewing process and decide about their suitability.

#### **Right to Work in the UK**

Under U.K. immigration rules, it is a criminal offence to employ a person who is not entitled to work in the United Kingdom. Hence, before employing any candidate, the SVA will ensure the chosen candidate has the right to work in the UK.

The following documents are acceptable on their own to verify an Employee's right to work in the UK:

- a passport confirming that the candidate is a British citizen; or
- a passport or identity card of a European Economic Area (EEA) or Swiss national

Alternatively, candidates will be requested to produce certain combinations of two documents, for example:

- a document giving the candidate's permanent National Insurance Number and
- a full U.K. birth certificate

or

- a recognised and valid work permit and

- a passport confirming the candidate has the right to stay in the U.K. and work.

Only original copies should be provided to verify. Copies of the documents should be verified and signed by the Manager and will be kept in employee files.

### **Induction and Probation**

All new employees will follow a structured induction process during which objectives will be set and reviewed as part of the probation review process. The probation review process will allow the organisation to effectively assess the suitability of an employee to the role and organisation. It also allows the employee to assess whether he or she wishes to remain in the role and organisation.

Continuation of appointment is subject to satisfactory completion of a probationary period. Probationary periods are usually between three and six months long. This will enable the SVA to assess the effectiveness and reliability of the new employee.

The statement of terms and conditions will outline the probationary period. During this period and at the end of this probationary period, the line Manager will arrange to hold a Review Meeting to discuss progress and assess performance. This review discussion provides an opportunity to obtain direct feedback on performance and to discuss any problems.

At any time during or at the end of the probationary period both the employee and the SVA have the right to terminate employment for any reason giving the notice set out in the contract of employment or pay in lieu of notice. Further guidance on the probationary period and induction is provided in the employee handbook and induction pack.

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