# Recruitment Policy

## Introduction

This policy sets out the process to be followed in the recruitment of all staff.

## Applicability

The policy applies to all employees involved in recruitment, and applies to recruitment for new posts and replacement staff, applies for permanent, fixed term or temporary contracts, and applies to both full-time and part-time posts.

## The Policy

* The practice will select the successful candidate on the basis of the best person for the job.
* The practice will invest time and care in the selection process to give all candidates the initial opportunity to progress equally through the recruitment process.
* The practice will ensure that its recruitment process is free from discrimination and follow the principles and ethos of the Equality Act 2010.

## The Procedure

The following procedure will be adopted for all recruitment campaigns:

* Preparation of a job description for the vacancy.
* Discussion of the job description with the outgoing job holder. See also: ‘Job descriptions’ based upon job description agreed at their last appraisal.
* Agreement of the job description by all of the partners and the immediate supervisor.
* Preparation of a person specification. See also: ‘Person specifications’
* Preparation of an information pack for issue to candidates.
* Briefing for staff on the handling of enquiries, with basic background and procedural information.
* Preparation of an initial candidate scoring document.
* Agreement of an advertisement with manager / lead partner.
* Advertising for 2 weeks
* Handling of enquiries (reception or a central contact person).
* Issue of information packs and job application forms.
* Receipt of applications. All to be acknowledged within 2 working days of receipt.
* Scoring of candidates and selection of the first tranche for interview / Stage 2.
* Issue of written interview invitations.
* Interviewing by selected panel
* Consideration of the need for second interviews.
* Selecting for re-interviews.
* Verbally offer the job subject to the receipt of satisfactory references. Ask for authority to approach referees. Confirm immediately in writing with sample contract with outline details of terms and conditions. Include target start date.
* Take references/medicals.
* When satisfactory references have been received, confirm to candidate that the job offer is firm subject to a successful DBS check. Agree start date.
* Advise unsuccessful interviewees with individual letter within indicated timescales. See also: ‘Rejection letter for unsuccessful job applicants’
* Advise non-interviewed candidates with a general letter/email.

## Right to work in the UK

As an employer, we have a responsibility to prevent illegal working in the UK by ensuring that our employees have the right to work here. The illegal working provisions of the Immigration, Asylum and Nationality Act 2006 came into force on 29 February 2008.

The Home Office “Code of Practice on preventing illegal working” details what evidence qualifies as correctly checking a person’s right to work in the UK and how often that evidence needs to be checked.

Full guidelines on evidence checking can be found here: <Code_of_practice_on_preventing_illegal_working.pdf>

All copies of documents taken should be kept securely for the duration of the worker’s employment and for two years afterwards.

Dated Photocopies of the provided evidence will be stored in the employee’s staff folder. Also stored here will be a copy of the employee’s C.V. and received references.