



Recruitment & Selection Policy

(Approved by Shadow Board – 25 September 2007)



Southway Housing Trust

Recruitment and Selection Policy

I Introduction

1.1 Southway Housing Trust recognises that its success depends upon having a highly skilled, flexible and motivated workforce.

1.2 When a post becomes vacant

Before a post is to be replaced an investigation should be undertaken to consider whether the post needs to be replaced or whether any changes to the role should be made. This will include a review by the recruiting manager (or nominee) of the job description and person specification, and whether the job is suitable for job share or more flexible working, and agreed with the Human Resources section. Where significant changes to the job description have been made, a job evaluation exercise will be carried out prior to submission.

1.3 The Creation of a new post

Following the creation of a new post, a job evaluation exercise will be carried out by the Human Resources section. The results of the job evaluation will be communicated to the recruiting manager within ten working days of receipt of the job description and person specification.

Any additional or new posts must be authorised by the Directorate.

1.4 If the manager wishes to upgrade a post, justification for this must be presented to their Director.

Links to Housing Corporation Registration Criteria (2004) and Regulatory Code:

Properly Governed: 2.1, 2.3.1

Properly Managed: 3.2.1, 3.2.2, 3.2.3

2 Job Description and Person Specification

2.1 Before embarking on the process of recruitment, the line manager must ensure that there is an up-to-date job description for the post and a clearly drafted person specification. The job description will describe the duties, responsibilities and level of seniority associated with the post.

- 2.2 The manager should also describe in the person specification, the type of qualification(s), training, knowledge, experience, skills, aptitudes and competencies required for effective performance of the job.

3 Advertisement of a Vacancy

- 3.1 Where the job is to be advertised, the proposed advertisement must be submitted to the HR Manager for approval. Line managers should also consider and discuss with the HR section whether it is appropriate to post the vacancy in a jobcentre or place it with an approved employment agency.
- 3.2 Southway Housing Trust's policy is that all vacancies will be posted on notice boards throughout the Company and placed on the Company's intranet. Existing employees are to be encouraged to apply for vacant posts if they have the appropriate qualifications, experience and skills.

4 Equal Opportunities

- 4.1 Southway Housing Trust aims at all times to recruit the person who is most suited to the particular job. A regular review of where posts are advertised will be conducted to seek to attract a range of applicants that will reflect the diverse community that the Trust serves.
- 4.2 Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, experience and skills will be assessed at the level that is relevant to the job.
- 4.3 The Company is committed to applying its equal opportunities policy at all stages of recruitment and selection. Shortlisting, interviewing and selection will always be carried out without regard to gender, sexual orientation, marital status, colour, race, nationality, ethnic or national origins, religion or belief, age (with the exception contained in paragraph 4.4) or trade union membership.
- 4.4 The Employment Equality (Age) Regulations 2006 allow Southway Housing Trust to decline to recruit applicants who are over the age of 65. Employers can also decline to recruit applicants who are within six months of this age on the date of their application. The Company therefore reserves the right to reject applicants who are aged 64½ or over.
- 4.4 Any candidate with a disability who meets the minimum requirements of the job as set out in the job description and person specification will be guaranteed an



interview. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of his or her disability.

5 The Selection Process

- 5.1 A structured interview will form a core part of every recruitment and selection process. Interview panel members should ensure that the questions they ask job applicants are not in any way discriminatory or unnecessarily intrusive. The interview will focus on the needs of the job and skills needed to perform it effectively. A record of every recruitment interview must be made and passed to the HR section where it will be retained for a suitable period of time. A job offer should not be made during or at the end of an interview.
- 5.2 All Director posts will be made by a panel comprising of members of the Board of Directors and will be subject to the procedures outlined within the Recruitment and Selection policy.
- 5.3 The selection process may be supplemented by other forms of assessment depending upon the nature of the post. These may include a written exercise, arithmetical test, and/or presentation.
- 5.4 Psychometric testing will be used as part of the recruitment process only with the prior approval of the HR Manager. Any test used must have been validated in relation to the job, be free of bias, and be administered and validated by a suitably trained person.

5.5 Appointment Panel Composition

All panel members have an equal part in the process. The composition of selection panels is set out below and must be followed by the Chair of the Panel. The Chair is responsible for checking that all panel members are competent in undertaking recruitment and selection of staff.

Note: For all posts, a minimum of two panel members is required.

If a panel member is ill or unavailable for other good reason at the interview stage, a replacement must be sought to ensure there are a minimum of two panel members. Where a replacement cannot be sourced from within the recruiting area, the Chair must contact the Human Resources Manager for further advice.

6 Pre-employment Checks



- 6.1 It is the Company's policy that the successful applicant will be asked to complete a medical clearance questionnaire. The Company's occupational health adviser will consider the questionnaire in relation to the requirements of the job description. Any offer of employment will be conditional on the result of this medical examination being satisfactory to the Company.
- 6.2 It is the Company's practice to seek the successful candidate's consent for it to seek two written references and to ask for documentary proof of qualifications. Any offer of employment will be conditional on both of these being satisfactory to the Company.
- 6.3 Certain posts will require staff to undertake a criminal records check (CRB check) as a condition of them being offered employment. Where this is required information will be given in the job description

7 Confidentiality

- 7.1 All members of staff involved in the recruitment process must maintain confidentiality at all times during and after the process. Where a member of staff is considering applying, or has applied, for a post he/she should not be involved in either the administrative or subsequent selection process.

8 Training

- 8.1 Southway Housing Trust will ensure that all employees who are required to participate in the recruitment and selection of staff will receive appropriate training. Further guidance is also available in the Southway Housing Trust's Recruitment and Selection Handbook.



<u>POLICY IMPLEMENTATION AND REVIEW HISTORY</u>	
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