



IPSWICH AND DISS AREA QUAKER MEETING

RECRUITMENT AND SELECTION POLICY AND PROCEDURES

Purpose

The aim of this policy is to ensure that the Ipswich and Diss Area Quaker Meeting (I&DAQM) operates procedures in the recruitment of its employees, which result in the most suitable person being appointed to any vacant post within the organisation in a fair and consistent manner free from discrimination and in line with relevant legislation.

The Policy

I&DAQM recognises that in recruiting and selecting employees, it is important that objective criteria are defined and that those involved in this have either appropriate training for the task or seek guidance from our external HR services provider or Quaker Life.

In particular I&DAQM is committed to ensuring that:

- All posts are advertised, either internally and/or externally. External advertisements are also circulated to all staff via the e-mail and or on internal noticeboards.
- Objective criteria, in the form of job descriptions and person specifications are developed for all posts
- [At least one member of the appointment panel has received appropriate training and that if possible the members of the panel are of mixed gender.](#)
- All advertisements carry the statement "IPQAM is an equal opportunity employer and values diversity".
- [Equal Opportunities monitoring of recruitment is carried out.](#)
- Reasons for not shortlisting or appointing a particular candidate are recorded using a shortlisting form or interview score sheet.
- Unsuccessful applicants are welcome to feedback upon request.

- Relevant employment legislation and codes of practice are adhered to at all times.

The Recruitment and Selection Procedure

For each vacancy to be filled the following procedures are mandatory in order to ensure that is compliant with employment legislation and statutory requirements. Responsibility for ensuring that the procedure is followed will rest with [the Trustee with responsibility for HR \(or other Friend\)](#) but the filling of a vacancy may be delegated to a Local Meeting (usually the convenor of the Premises Committee). Further information on each stage is detailed in the paragraphs below.

Establish a vacancy needs filling

Whenever a post falls vacant it should be examined critically, in consultation with the the Company management team in order to ascertain whether the vacancy needs filling. The following questions will be considered:

- Does the work undertaken by the previous post holder need to continue to be carried out?
- Does the role need to be carried out in the same way or would an alteration be beneficial to the organisation?
- Could the work be reorganised so that some or all of it could be covered by other members of staff?
- Are there any opportunities for redeployment or promotion that should be considered within the existing staff?

Establish that an advertisement is required

It may not be appropriate to advertise a vacancy where:

- There is a need to consider the vacancy as suitable alternative employment. This can be instances of redeployment due to a looming redundancy situation and situations of capability (including ill health). Where more than one employee is seeking suitable alternative employment then the vacancy will be brought to the attention of those individuals only and a competitive process will be implemented should more than one employee of that group express an interest in the vacancy.
- The project/service is very short term.

Once the above has been considered a vacant post should lead to the role being advertised internally in the first instance followed by an external advertisement being placed in the appropriate medium.

Prepare, review or amend the Job Description if necessary

It is essential that the job description is reviewed to ensure that it reflects the current demands of the post. If this is a new post and no job description exists one should be drafted. An accurate job description is vital to allow an objective person specification and appropriate advertisement to be drawn up.

Prepare, review or amend the Person Specification if necessary

It is important to define clear criteria as to what “essential” and “desirable” skills and aptitudes a candidate should possess in order to be successfully appointed, so that the recruiting panel can make an objective appointment decision. Once drawn up this should be passed to the the Trustee with responsibility for HR (or other Friend) with the job description, who will then (in consultation) carry out the remaining steps of the process.

Establish Grade/Level for the Post

If this is a new post, or if the job description has substantially changed, the correct grade/level for the role will need to be established. [This will be undertaken by following the job evaluation procedure and will be co-ordinated by the HR Manager.](#)
[Reference to Pay Statement?](#)

Placing the advertisement

The Trustee with responsibility for HR (or other Friend) and, where appropriate the convenor of the Local Meeting Premises Committee will need to prepare and place the advertisement so information should be sent well in advance prior to the week in which the advert is to go in the media.

All advertisements must carry the the Quaker logo, charity number and equal opportunities statement.

Preparation of Application Packs

A job application pack will be prepared and will contain:

- The job description
- The person specification
- The application form with notes for guidance on completion. For some roles a CV and covering letter may be requested
- [Equal opportunities monitoring form](#)
- Contact name and address to return the application form
- Any supplementary information about the organisation/post

Establish composition of interview panel and interview dates

The composition of the interview panel should be established at an early stage where possible, to allow sufficient time for them to fully understand the requirements of the person specification and the role prior to short-listing and interviewing for the post. [The panel should ideally consist of the HR Manager ???and the line manager.](#)

A suitable date should be set aside for the interviews with a suitable venue arranged for the interviews.

Agree on interview questions

The the Trustee with responsibility for HR (or other Friend) in conjunction with the line manager should agree and prepare relevant interview questions that will allow candidates to demonstrate certain competences required in the role in relation to the person specification.

Receiving completed applications and shortlisting

The Trustee with responsibility for HR (or other Friend) will receive all completed application forms and record them. Any Equal Opportunities Monitoring information will be removed from the application and held separately. The completed applications will then be forwarded to the line manager and any other person interviewing together with a shortlisting form.

Shortlisting

This should be undertaken as objectively as possible referring to the person specification. In particular there should be no discrimination against any candidates which contravenes employment legislation, or on any grounds relevant to the post.

All applications should be returned to the Trustee with responsibility for HR (or other Friend) together with the shortlist of candidates selected for interview.

Invite candidates for interview

Once short-listing has been completed, a timetable for the invited candidates will be set. Letters will go out inviting candidates to interview detailing any special requirements for the interview such as the need to undertake a presentation or notification about assessment tests etc.

Candidates will be asked to confirm their attendance and will be asked if any special requirements are needed in order for them to attend the interview.

Interview details sent to interview panel

Send out interview packs to all panel members prior to interviews. This will comprise of:

- Schedule of interview times
- Applicants details
- Interview questions and scoring sheet
- Copy of person specification
- Copy of job description

Conduct interviews and any other tests

The interview panel members should meet prior to commencement of interviews to decide who will be asking what questions and their role in the proceedings.

Interviews

The interviews should have a clear structure and be designed to explore the characteristics defined in the person specification.

Any additional tests

These should be relevant to the post, and the candidates should have been made aware of these in advance in order to facilitate any preparation required.

Recording of interview responses

Notes should be made by all members of the interview panel and scores assigned against specific questions for all candidates interviewed.

Candidate Interview notes

All interview paperwork should be returned to the Trustee with responsibility for HR (or other Friend) indicating who is appointable and what order of preference. This paperwork will be kept on file for a period of 12 months after the interviews have taken place.

Contact successful and unsuccessful candidates

The Line Manager will telephone the successful applicant and establish a start date and where appropriate hours of work. The Trustee with responsibility for HR (or other Friend) will then prepare an offer letter and contract for the candidate. References for successful candidates will be taken up at this stage. If the role requires a DBS check the paperwork will be sent out at this stage for completion.

Letters/emails will be sent out to unsuccessful candidates.

Provide Feedback to unsuccessful candidates

This will not be done as a matter of course but if candidates ask for feedback, it should be given. This will be done by them Trustee with responsibility for HR (or other Friend). Care must be taken when giving feedback that the reasons given for the candidate's failure to obtain the post are related to the Person Specification and do not imply unfair discrimination.

References

All external candidates will be required to provide two satisfactory references prior to appointment. References will be checked in accordance with a standard reference checking form. Referees must not be contacted without the permission of the candidate to whom they relate. Should a candidate not be in a position to provide two references, the issue will be dealt with by I&DAQM on a case-by-case basis.

Disclosure and Barring Checks (DBS)

Applicants will be made aware of any positions where a DBS check is required. A statement that a DBS check is required if the applicant is offered the position will be included in any application forms, job advertisements and recruitment documents. Offers of employment will be conditional subject to receipt of a DBS check satisfactory to I&DAQM.

Employment of foreign nationals

I&DAQM will employ workers who are legally entitled to work in the UK. All employees will be required to undertake an appropriate right to work check, regardless of their nationality, by reviewing appropriate immigration documents or by accessing an online right to work check.

Data Protection

In the implementation of this policy and procedures, I&DAQM may process personal data and/or special category personal data collected in accordance with its GDPR and data protection policy. Data collected from the point at which this policy is invoked will only inform the I&DAQM for the benefit of implementing this policy and procedures. All data is held securely and accessed by, and disclosed to, individuals only for the purposes of this policy and procedures. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the Company's GDPR and data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under I&DAQM disciplinary procedure.

Training

All relevant staff, including those on fixed-term or part-time contracts, will have equal access to training opportunities, whether training is relevant to their current job, or to enhance promotional opportunities.

Signed.....

Clerk to Trustees

Date:

Review Date: