



RETAS LEEDS

Recruitment and Selection Policy – September 2018

POLICY

The recruitment and selection decision is of prime importance as the vehicle for obtaining the best possible person-to-job fit which will, when aggregated, contribute significantly towards RETAS's effectiveness. It is also becoming increasingly important, as the Company evolves and changes, that new recruits show a willingness to learn, adaptability and ability to work as part of a team. The Recruitment & Selection procedure should help to ensure that these criteria are addressed.

This policy ensures our Recruitment and Selection Policy will:

- be fair and consistent;
- be non-discriminatory, in line with RETAS Equality & Diversity Policy
- conform to all statutory regulations and agreed best practice.

PROCEDURE

The Recruitment Process

The following procedure will be used when a post is to be filled:

Define the job. If it is an existing post - is an exact replacement required or is this an opportunity to revise the requirements. If it is a newly established post be clear on the exact requirements, draw up a job description.

Complete a Job Vacancy Advert which confirms:

- details of the post
- final approval from the CEO

Ensure the **Job Description and Person Specification** are up-to-date and offer a true representation of the vacant post, and the person you are looking for to fill this post

Collate an information package appropriate for the post. This package should include:

- job description and person specification
- information on RETAS
- terms and conditions of employment including salary

In order to obtain suitable candidates for the vacancy, the following options should be explored

- Internal advert within the Company
- Examination of previous applications, or those held on file.
- Notify relevant Partners of the vacancy

Design the advertisement. All advertisements must contain as much information as possible to ensure the correct recruitment group is targeted and reduce unsuitable applications, while remaining as cost-effective as possible.

The Selection Process

Appropriate selection procedures must be used for each post. Procedures may vary, at its simplest this may involve a straight forward interview and presentations to the interview panel on a chosen topic, relevant to the role.

The CEO will approach relevant people to assist with **shortlisting and interviewing**. At least two people should be involved in shortlisting and sit on the Interview Panel.

The application forms received by the closing date will be forwarded to the CEO for shortlisting. Applicants **must** be chosen against the Person Specification. It is the responsibility of the CEO at this stage to record (in writing) the reasons why an applicant is not shortlisted. All papers must be returned to the CEO/ Administrator, who will invite the candidates for interview, obtain references and make the necessary housekeeping arrangements for the interview. This will include timetabling the interviews and arranging any pre-employment checks if appropriate. Candidates who have not been shortlisted will also be informed.

At least one week prior to the interview, each panellist will receive an interview pack containing:

- copies of application forms / cv's
- blank interview report forms;
- a copy of the job advertisement;
- a copy of the job description;
- a copy of the person specification

The CEO will:

- decide on the interview format and determine which areas to concentrate on with the questioning;
- chair the Interview Panel;

At the interview

When interviewing, the CEO will ensure that Equal Opportunities legislation, as per the RETAS Equality & Diversity Policy is strictly adhered to, with no discrimination shown on any grounds.

When all candidates have been interviewed, the panel will score them appropriately, complete the Interview Record form, and based on this decide on the most suitable person for the post. The CEO will arrange to inform the successful candidate as soon as possible, agreeing a commencement date and starting salary.

When the successful applicant has been offered and accepted the job the CEO will:

- telephone all unsuccessful candidates with outcome of interview within one working day, this will be confirmed in writing;
- write to the appointee, offering the post providing satisfactory references and pre-employment checks have been received
- initiate a personnel file and computer entry for the new member of staff;



REVIEW

The effectiveness of this policy and associated arrangements will be reviewed annually by the Board of Trustees under the direct supervision of the RETAS Chief of Executive.

Review Date: September 2019



Interview Record

POST TITLE:

DATE OF INTERVIEW:

PANEL MEMBERS:

Summary of Panel's comments on interviewees (including recommendation to appoint).

NAME	COMMENTS

Signed Interviewing Officer/Panel Chairperson