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**TCF Recruitment Policy and Procedure**

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| **Review Date & Version #** |  |
| **Owner** |  |
| **Reviewed by** |  |
| **Support/Co-review** | Sue Clements |
| **Date due for review** |  |

**Policy Statement**

The Foundation recognises that the success of the organisation depends on the quality of its staff. We therefore aim to recruit employees of the highest calibre using recruitment practices that are fair, transparent and are compliant with current legislation.

This policy outlines the practices that the organisation will follow in respect of

* Filling vacancies
* Advertising vacancies
* Interviewing prospective candidates
* Selection of successful candidates
* Offers of employment
* Medical examinations
* Proof of identity
* Reference checking

# Filling vacancies

## When a vacancy arises in the organisation, agreement must first be given by the executive team to recruit or restructure as required. A job description and person specification document must first be prepared. This is normally undertaken by the line manager in conjunction with the Executive and with advice from Human Resources.

## The job description outlines the specific tasks that the employee is expected to undertake in the role. The person specification outlines the qualifications, experience, skills, knowledge and aptitude that the successful candidate should possess. These are listed as either essential or desirable for the role. The person specification forms the basis for shortlisting and selection of the successful candidate and is also used to measure performance of an employee once appointed.

## The applications of all candidates will be shortlisted in line with the criteria set out in the person specification.

# Advertising vacancies

## All vacancies will be advertised internally as well as externally and employees are encouraged to apply for any roles in which they may be interested in and are suitably qualified for. The Foundation encourages progression and personal development.

## All vacancies are advertised on the organisation’s own website.

## External advertising will also usually be conducted with the aim of encouraging a wide range of candidates from diverse backgrounds to apply. Advertising may include the use of:

# Local and/or national press

## Jobcentre Plus

## Online job boards

## Recruitment agencies

## If recruitment agencies are used, care will be taken to ensure they operate to the same standards as The Foundation, in particular with regard to equal opportunities.

## Criminal offences are not a reason in themselves for denying an applicant from equal treatment in the recruitment and selection process where the offence is irrelevant to the duties of the post.

# Interviewing prospective candidates

## Candidates will be shortlisted for interview based upon the information provided in their application form only which will be looked at against the job description and person specification criteria for the role.

## Candidates will be usually interviewed by a minimum of 2 people. Interviews for clinical roles will have at least one clinical person on the panel. The interviewers will be appropriately trained in the best practices for conducting interviews, and one must have a thorough understanding of the role offered.

## Interviews will be structured and only questions relevant to the role will be asked.

## If a test is used as part of the interview process, all candidates will be notified of this in advance. Tests will be non-discriminatory and relevant to the role.

## All candidates will be asked if they have any special needs in respect of attending the interview or taking a test. Reasonable adjustments will be considered and where possible they will be put in place in advance to accommodate these needs.

## Records and notes related to the reasons for the decisions taken by the interviewers will be kept. Confidential feedback will be made available to all candidates following the interviews.

# Selection of successful candidates

## The successful candidate(s) will be the one(s) who are considered most suitable and who most closely matched the requirements of the person specification and job description. The successful candidate(s) will be offered the position subject to:

## 2 satisfactory references

## Validation of specified qualifications

## Proof of identity and eligibility to work in the UK

## Satisfactory DBS clearance, where required for the post.

# Offers of employment

## The successful candidate(s) will initially be given a verbal job offer, usually by telephone. The verbal offer will be followed up by a written job offer. This offer letter will include all the specifics of the relevant terms and conditions related to the post, as well as information such as provisional start date and any conditions attached to the offer.

## On acceptance by the candidate(s) of the stated terms, an employment contract will be provided to the successful candidate(s).

# Medical checks

## Successful candidates may sometimes be required to complete a medical questionnaire once they have been made a written offer of employment.

## The questionnaire is sent in a sealed envelope directly to The Foundation occupational health advisers who will assess whether the candidate is fit to carry out the tasks involved in the particular role, or whether any adjustments may be required. The screening concentrates only on health factors relevant to the tasks outlined in the job description for the role. It is important that staff disclose any health condition that The Foundation should be aware of in order to protect your health and safety whilst at work.

## Once received, the occupational health advisers will inform The Foundation of the outcome of the medical assessment. This may be ‘fit for work’ or the advisers may recommend requesting further information or asking the candidate to undergo a medical examination.

## Proof of identity

## External candidates must supply proof of identity and the right to work in the UK at the time of interview or at point of job offer. A variety of documents are suitable for this purpose including current passport; medical card; or birth certificate. The specific documents required may differ according to individual circumstances and will be confirmed once an offer of employment is made.

## A valid current National Insurance number must be held by all successful candidates.

# Reference checking

## All successful candidates must supply two satisfactory referees in order for the Foundation to be able to verify their capability and suitability for employment.

# Recruitment using temporary members of staff from agencies

## Since October 2011, agency temps recruited via an approved agency have certain rights.

From day one of an assignment access to facilities available to other staff include:

* All toilet facilities in the relevant area of work;
* The staff room;
* Kitchen

The agency worker must also be provided with information about any relevant job vacancies via the intranet.

The above “first day” rights must be explained to agency workers on their first day of an assignment.

Once an agency worker has completed 12 weeks in the same role, he/she will be entitled to the same basic working and employment conditions that would apply to employees or workers who have been directly recruited to the same job. This includes pay, duration of working time, rest periods and breaks, and annual leave. The Foundation will liaise with the agency to ensure that the agency worker receives equal treatment.

# Responsibility

## It is the responsibility of Executive to ensure that recruitment practices remain in line with the latest employment legislation and are put into practice appropriately. This includes ensuring that line managers are given reminders and relevant training to ensure they are capable of delivering effective recruitment and selection practices.