

## **RECRUITMENT AND SELECTION POLICY AND PROCEDURE**

### **1. Purpose**

This document sets out the Transport focus's policy on recruitment and selection. The organisation is committed to a policy of treating all its employees and job applicants equally and to recruit the best person for each vacancy. This will be done through fair and open competition and all appointments will be based on merit.

No employee or potential employee shall receive less favourable treatment or consideration during recruitment and selection on the ground of race, colour, religion or belief, nationality, ethnic origin, sexual orientation, gender, age, disability, marital status or part-time status or will be disadvantaged by any conditions of employment that cannot be justified as necessary on operational grounds.

### **2. Related policies and procedures**

This policy is to be read in conjunction with the organisation's Equality and Diversity policy. No decisions regarding recruitment or selection should be made by a person who has not read and understood this policy or without the involvement of the Resources team.

### **3. Scope**

This policy is applicable to the recruitment and selection of all employees engaged to provide services for the organisation, irrespective of whether such a contract is for a temporary or fixed term or is of a permanent duration. The policy will be made available to all employees and applies to both internal and external recruitment.

### **4. Policy Statement**

This policy seeks to ensure that the best candidate is chosen for each job vacancy regardless of sex, race, disability or other personal characteristics. Existing employees will be invited to apply for transfer and promotion opportunities wherever possible.

### **5. Principles**

The following principles will apply whenever recruitment or selection for positions takes place:

- 5.1 Individuals will be screened against the job requirements as laid out in the job descriptions and person specifications.
- 5.2 Any qualifications or requirements applied to a job that have or may have the effect of inhibiting applications from certain groups of the population should only be retained if they can be justified in terms of the job to be done.
- 5.3 Information on ethnic origin, sex, disability and nationality will be collected in order to monitor the numbers of applications from different groups. This information will not be used in the selection process or for any other use other than this purpose.
- 5.4 Selection tests will be specifically related to job requirements and measure the person's actual or inherent ability to do or train for work.

- 5.5 Selection tests will be reviewed regularly to ensure they remain relevant and free from bias, either in content or in scoring mechanism.
- 5.6 All recruiting managers and Resources team members taking part in recruitment and selection will have been trained in interviewing skills and equality and diversity.
- 5.7 Written records of interviews, reasons for decisions made at each stage of the process and reasons for appointment or non-appointment will be kept by the Resources Team for six months, unless a longer period can be justified and is in compliance with the Data Protection Act 1998. Records will then be disposed of confidentially.
- 5.8 Interviews will assess candidates against job-related criteria only.
- 5.9 All information held about a candidate must be used only for the purpose for which the information has been collected.
- 5.10 All candidates will be asked at the first interview stage to provide documentary evidence of their right to live and work in the UK, to ensure compliance with the Immigration, Asylum and Nationality Act 2006. A photocopy of the accepted documentation will be taken. The Resources team can provide a full listing of what documentation is acceptable.
- 5.11 Reasonable adjustments should be made to reduce any disadvantage faced by disabled people in making an application in response to an advertisement.
- 5.12 The recruitment and selection process for disabled candidates should take into account such adjustments to working arrangements or physical features of the workplace/station/ premises as are reasonable to accommodate their needs and be such that they are not placed at a substantial disadvantage compared with non-disabled candidates.
- 5.13 Decisions to interview, shortlist or offer employment will take no account of an applicant's trade union membership or non-membership.
- 5.14 Candidates will be listed in order of merit based on their relevant skills and experience for the post.

## **6. Process**

The recruitment process will be followed in accordance with the following steps:

- 6.1 Authority to recruit must be granted by the appropriate Director before advertising a vacancy.
- 6.2 A job description should be produced with full details of the position, tasks, reporting line, responsibilities of the jobholder and number of subordinates, if applicable. The skills, experiences, qualifications and competencies of the jobholder should be laid out in the person specification.
- 6.3 Job advertisements will be based on the job and person specifications and/or competency profile. Internal vacancies eg secondments, will be posted on the Intranet. For all other positions a variety of advertising mediums will be used. Positions may be simultaneously advertised internally and externally.

- 6.4 Prior to the interview, candidates will be provided with information about the organisation, role and responsibilities.
- 6.5 All interviews should consist of two or three interviewers, including the recruiting manager and ideally a member of the Resources team.
- 6.6 A question sheet will be designed by the recruiting manager and the Resources team based on the job description and person specification/competency profile, and the outcome recorded on a grid.
- 6.7 All interview documentation must be returned to the Resources team for secure storage. Only those that require access for specific and authorised purposes will be able to access this information.
- 6.8 Upon selection of a suitable candidate the recruiting manager will liaise with the Resources Director to identify the appropriate starting salary. This decision will be made on the basis of the successful applicant's skills and experience. The Resources team will handle all offers to successful candidates. Under no circumstances should recruiting managers offer or infer to a candidate the outcome of the selection process.
- 6.9 The Resources Director must approve all offers made to successful candidates.
- 6.10 All offers are subject to two satisfactory references, a check on relevant qualifications and eligibility to work in the UK where applicable. The Resources team will apply for and verify all references, which will be requested once applicants have indicated acceptance (subject to the conditions highlighted above). References will ideally come from current and/or previous employers, if applicable. If the references are not satisfactory, the offer may be revoked.
- 6.11 Induction of new employees will start as soon as a candidate accepts a position. Resources will send out a copy of the written statement of terms and conditions of employment and all related new starter forms that need to be completed. Line managers will ensure that all new starters will receive a timetable for their successful induction into the organisation. A full day induction course will take place within 13 weeks of the commencement of employment.