



# **New Mills & District Volunteer Centre**

## **Recruitment and Selection Policy**

NMVC seeks to recruit the best person for each vacancy, regardless of sex, race, creed, disability or age. All vacancies will be open to internal candidates. However, save in special circumstances (e.g. redundancy) existing staff have no prior claim to any vacant position. All such appointments require the approval of the Board of Trustees and must not breach the Centre's Equal Opportunities Policy. All appointments require the approval of the subsequent Board of Trustees.

The following are the essential parts of the recruitment process:

### **1. Job Description/person specification**

When a vacancy occurs, the existing job description and person specification should be reviewed. The review will normally be carried out by the Centre Manager in consultation with the Finance and Strategy Sub-Committee. The review should pay particular attention to the conditions of service and to the qualifications and experience essential to fulfilling the role. Job descriptions, person specification and salaries must be confirmed by the Board of Trustees.

### **2. Advertising**

The Centre Manager should produce an advertisement for the vacancy. There should be a standard list of things that appear in each advert:

- a) Job Title
- b) Salary
- c) Hours
- d) Closing Date
- e) CVs are not accepted

The appropriate advertising medium (i.e. local Job Centre, local newspaper, or specialist press) should be determined as and when each vacancy arises. However, consideration should also be given to advertising in places which will positively encourage a wider cross-section of applicants. Inquiries about the post (except for requests for an application pack) should not be dealt with any member of the appointment panel.

### **3. Information to Job Applicants**

Information to applicants should include the following items for all posts:

- a) Covering letter with closing, short-listing and interview dates and a note to the effect that if the candidate has not been contacted within two weeks after the closing date they should assume that they have not been short-listed
- b) Application Form including Recruitment Monitoring Form
- c) Job Description
- d) Person Specification
- e) Information Sheet on NMVC's activities
- f) Salary

Applicants must be informed that, if appointed, they will be subjected to a Criminal Records Bureau (CRB) check.

#### 4. **Short-listing Procedures**

The Board of Trustees (or if delegated to do so, the Finance and Strategy Sub-Committee) should set up an Appointments Panel with a minimum of three members. Other than for the post itself, the Centre Manager should sit on all Panels. Every Panel must have at least one person who has successfully completed a recruitment and selection training course.

Each member of the Panel should have a short-listing record form based on the values regarded as essential in the Person Specification for the post. The Panel should agree on a scoring system (e.g. 0 – 5 for each value). In the short-listing process, candidates are then rated according to these values. The highest scoring candidates should then be invited to an interview.

The Panel should also agree the format of the interview and decide on the questions to be asked at interview. It is suggested that six (with a maximum of eight) questions should be adequate to cover all relevant issues. Questions about equal opportunities issues should form part of every interview and the opportunity to express NMVC's commitment to the policy should be taken.

Short-listed candidates will receive a letter containing the following information:

- a) Date, time and place of interview
- b) Interview Panel membership
- c) Map
- d) A request to confirm attendance

#### 5. **Interviews**

- a) All candidates should be asked the same initial questions; supplementary questions will differ according to each candidates' response.
- b) All questions should be job related. Where questions about a candidate's domestic or personal commitments have some direct bearing on the post, they must be asked of **all** candidates. Enough information should be given to allow candidates to raise any concerns without feeling that this would prejudice their chances of getting the job.
- c) Candidate assessment sheets based on the questions should be completed by each Panel member for each candidate. Panel members may, and should, takes notes during the interviews, though Panel members should endeavour to maintain positive eye-contact with candidates throughout the interview. All notes must be retained for record-keeping. The assessment sheets should be used to inform the discussions at the end of the interviews.
- d) Panel members should make and record their personal assessment after each interview. Discussion between Panel members should not take place after each interview but should be kept until the conclusion of the interviews when the Panel decide which candidate is to be offered the post.

- e) Any proposed or requested change to the starting salary should be referred to the Finance and Strategy Sub-Committee for approval (or otherwise) prior to a decision being made about the appointment.

## **6. Appointment**

The successful candidate should be made a conditional offer (confirmed in writing) subject to the receipt of satisfactory references, evidence of entitlement to work in the UK (a legal requirement) and clearance through the Disclosure Procedure .

## **7. Monitoring**

Each candidate will be asked to complete a Recruitment Monitoring Form which accompanies the Application Form. On receipt of the applications, the Equal Opportunities Monitoring forms should be removed and kept separately until the recruitment exercise has been completed. The Chair of the Panel should report the results of the monitoring forms to the Board who should review the Recruitment and Selection Procedure either annually or prior to vacancies being advertised.

## **8. Records**

The paperwork relating to each recruitment will be stored confidentially for six months in NMVC's offices. All paperwork relating to the unsuccessful candidates will be destroyed after six months.

Date April 2003  
Amended August 2008  
N H Heald  
Company Secretary.