

The Bamford Community Society

Recruitment and Appraisal Policy

First produced on	Sept 2013
Approved on	4th June 2014
Approved by	Board of Directors – see minutes
To be reviewed no later than	March 2015

1. Policy statement

The Bamford Community Society Ltd (BCS) is an industrial and provident society registered in the UK and owned by its members, the majority of whom are residents of the village of Bamford. The Society operates from the Anglers Rest site within Bamford village, in the Derbyshire Peak District and delivers various services for the benefit of residents of Bamford, the wider Hope Valley and visitors to the area. The BCS is a socially responsible business committed to commercial success whilst upholding the highest standards with regards to business operations. This policy forms part of those standards of good practice.

The BCS is committed to providing high quality programs and services to our community. To support the achievement of this objective we recognise the importance of employing the most suitable applicant for all vacant positions.

The BCS will ensure it has the best opportunity to attract the best available staff by broadly advertising all vacant remunerated positions and volunteer vacancies.

The BCS will take all appropriate precautions to ensure that applicants may be safely entrusted with the duties of their position.

The BCS will internally advertise all vacant positions to current staff and volunteers to encourage career advancement and increase participation.

The BCS is an equal opportunity employer, and is committed to providing a work environment that is free from harassment and discrimination.

All recruitment and selection procedures and decisions will reflect our commitment to providing equal opportunity by assessing all potential candidates according to their skills, knowledge, qualifications and capabilities. No regard will be given to factors such as age, gender, marital status, race, religion, physical impairment or political opinions.

2. RECRUITMENT POLICY

2.1. Responsibilities

The Board Lead for Staffing is responsible for ensuring the implementation and monitoring of this policy.

It is the responsibility of all **Line Managers** to ensure that:

- They are familiar with the recruitment policies and procedures, and that they follow them accordingly;
- All roles have current position descriptions that specify role requirements and selection criteria;
- All recruitment is authorized at Board Level prior to advertisement.

It is the responsibility of the **Board Lead for Staffing** to ensure that:

- All Managers are aware of their responsibilities in the recruitment and selection process;
- Managers are given continuous support and guidance in regards to recruitment and selection issues.

2.2. Procedures

Pre-Recruitment Activities

When it becomes necessary to recruit for a position, the Line Manager for the position should inform the BCS Board; ensure an up to date job description and person specification exists for the role, and agree this with the Board Lead for Staffing.

Internal Advertising

Where appropriate, the BCS will advertise all vacancies internally.

Exceptions to this rule may occur when the position is of such a specialised nature, and appropriate skills are known to be unavailable within the organisation.

Internal advertisements should include the following:

- Position title;
- Outline of the position;
- Skills required for the role;
- Closing date for applications.

All internal applicants should forward a current copy of their CV, together with covering letter, to the applicable manager for acknowledgement, consideration and processing.

Internal applicants who possess the required skills, qualifications and work-related experience, as specified in the internal advertisement, should be interviewed for the position by the relevant Manager.

External Advertising

Where a position cannot be filled internally or where it is appropriate to conduct concurrent internal and external recruitment campaigns, the available position should be advertised externally.

All advertisements must be approved by the Manager and, if the cost exceeds the allocated budget, by the Board.

Screening Applicants

Applications will be screened against the job description and person specification so that assessments can be made of a candidate's suitability for the role. Applicants who are assessed as suitable will then be selected for interview.

Applicants who do not meet the key selection criteria and are not suitable to be short-listed for an interview should be contacted to advise them that their application has been unsuccessful.

Where appropriate, but particularly in positions of financial responsibility including serving within the Post Office, police checks will be arranged. References shall also be sought. Previous employers and referees shall be contacted, and transcripts, qualifications, publications and other certification or documentation shall be validated.

Any checks which may form part of the selection process should be conducted prior to issuing an offer of employment.

Conducting Interviews

The short-listing and interview process will be conducted by a selection panel which will be appointed by and will include the Transition Manager or their nominee and the relevant line for the position. Where possible, a member of the BCS will be invited to participate in the interview process.

If an applicant is a family member or friend of any member of staff, then the panel will be selected accordingly to protect the integrity of the process. If any member of staff finds that they are assessing any applicant who is a family member or friend, they shall declare this to the panel as an interest.

Reference Checking

Managers are to ensure that, where possible, a minimum of two reference checks are conducted prior to an offer of employment being extended to a candidate.

Details of the reference checks should be attached to the candidate's application for future reference paying due care and attention to data protection.

New Starter Paperwork

If an internal candidate is selected, the Line Manager is required to notify the successful candidate.

If an external candidate has been selected, the Line Manager is to make a verbal offer to the candidate.

The Line Manager should ensure that all recruiting documents are completed and returned to the BCS Board Lead for Staffing for filing.

The Line Manager will prepare a written letter of offer for the successful candidate. A standard letter of offer will be used for all offers of employment, and will confirm the start date, salary (if any), position and the terms and conditions of employment.

Once the Line Manager has received the candidate's signed letter of offer, the Line Manager will notify all unsuccessful candidates.

The Line Manager is responsible for ensuring that the necessary documentation, equipment access, needs and induction materials are prepared for the new employee.

Records and Correspondence

Basic records of the recruitment process are to be maintained. Records should include information about job descriptions sent, applications received (including applicants' names, addresses and contact numbers), a list of applicants short-listed and interviewed, and a record that applicants have been notified of outcomes.

At the conclusion of the recruitment process, all applications will be filed for five years.

3. Induction

The Line Manager ensure an appropriate induction for all new employees on their first day of employment, nominating the area where the induction will be conducted and ensuring all necessary resources are available.

The induction should include Health & Safety requirements, duties to be undertaken, dealing with clients/customers, physical layout of the site, etc. This will ensure that employees can work safely and represent the BCS effectively.

The Line Manager is responsible for following up the employee's induction after the first month.

The Line Manager should work through the Induction Checklist at Appendix A for each new employee, ticking each item as it is addressed and crossing out those items not applicable. They should ensure that the new employee countersign the Induction Checklist on completion.

4. Supervision, Appraisals and Performance Management

Line Managers should maintain regular supervision of staff to ensure adequate performance of duties.

As a minimum, Line Managers should complete a six monthly Performance Review interview with each of their staff, during which the Line Manager should review the employee's performance against their job description.

The appraisal process can be linked to the salary review process on the basis of staff performance.

The appraisal process also provides an opportunity to identify areas of underperformance, however, these should be tackled as soon as they are identified, in line with the separate Disciplinary Procedure rather than waiting for a six month review interview.

APPENDIX A - RECRUITMENT INDUCTION CHECKLIST

Employee Name: _____

Date of Commencement: _____

Position: _____

Employment Type: Full-Time Part-Time Volunteer Contractor

(tick appropriate box)

WELCOME

Welcome new starter to the organisation.

Provide copies of:

- All Occupational Health and Safety Policies and processes, including (but not limited to) fire safety, incident reporting, and sexual harassment policies and procedures

INTRODUCTION

Provide an overview of the organisation, including:

- Mission
- Size
- Organisational structure
- Services provided
- Introduce employee

CONDITIONS OF EMPLOYMENT

Provide:

- Job description
- Leave entitlements
- Remuneration and superannuation
- Professional image
- Training and development

WORKPLACE ENVIRONMENT

Conduct office tour, including:

- Toilets
- First aid facilities
- Car Parking / public transport
- Noticeboards

Provide overview of local area:

- Local shops/facilities
- Public transport

Introduce new employee to:

- Other employees
- Occupational health and safety representatives
- First aiders
- Fire wardens

CONFIRMATION OF COMPLETED INDUCTION

Employee Name: _____

Employee Signature: _____

Date: _____

Manager/Supervisor Name _____

Manager/Supervisor Signature: _____

Date: _____

CONFIRMATION OF FOLLOW UP AT ONE MONTH

Any issues noted: _____

Employee Name: _____

Employee Signature: _____

Date: _____

Manager/Supervisor Name _____

Manager/Supervisor Signature: _____

Date: _____