

## Purpose of Policy

The objective of the recruitment process is to appoint the most suitable candidate to the post, at minimal recruitment costs. "Suitable" will take into account the demands of the post and translate these into competencies required of the candidate.

## Procedure

The flow chart for the recruitment procedure is shown at the bottom of this policy. The recruitment procedure will be led by the following guiding principles:-

## Guiding Principles

Specifications will refer to competencies, qualifications and personal qualities:

- competencies may relate to skills, aptitude, knowledge and experience
- qualifications will only be those necessary to do the job
- personal qualities relevant to the job such as ability to work as part of a team

Equality of opportunity is an integral part of the recruitment and selection process of FACT (Foundation for Art and Creative Technology). Information collected for equal opportunity monitoring is used only for this purpose and kept separate from information on which selection decisions will be based. Monitoring is to ensure all groups have an equal chance at all stages of the recruitment process.

Managing diversity involves valuing people as individuals - factors such as sex, sexual orientation, age, race, religion, disability and background (including ex-offenders) need to be harnessed to create a productive environment which uses everyone's talents fully and one in which organisational goals are met.

Diversity issues have important implications for FACT in seeking to access the widest pool of skills, talent and potential. Recruitment and selection is designed to take into account the needs of the individual as well as the organisation. It is the policy of FACT to ensure that all decisions about the employment and training of people are objective, based on merit, relate to individual personal development criteria and support business goals. The management of diversity combats prejudice, stereotyping, harassment and undignified behaviour.

Advertisements will endeavour to appeal to all sections of the community using positive and visual images and wording (*"FACT is an equal opportunities employer"*). Recruitment advertisements will not contain age barriers or age-related criteria (unless required for insurance purposes) of any description, and will be free of bias towards race, age, gender or people with disabilities.

Each vacancy will be assessed and a decision will be made on how to advertise. This may be internally, externally or both. Internal advertising will be through intranet, email and via the notice board. External advertising will be via a range of media (newspapers, specialist journals, Employment Services, Company Website).

The Company will provide honest feedback to all candidates on either their application packs or his or her interview. FACT will outline the reasons why any individual was not chosen for post. Any employees that apply for internal positions and are not successful will also have the right to this feedback. If an employee continues to feel unhappy with the Company's decision he or she is encouraged to speak to his/her line manager or alternatively they may wish to raise a complaint through the Company's Grievance procedure.

## **Recruitment and Selection Process**

All recruitment and selection systems and tools are fair, consistent, and valid:

- all personnel involved in the selection process are competent in using the tools involved in recruitment and selection
- Application packs will be available both electronically or paper based from FACT Human Resources Department (for environmental purposes we will encourage electronic communication where possible)
- all applications are acknowledged and treated confidentially
- recruitment documentation is systematic, logical and objective
- pre-selection screening is done against essential and job related criteria; "desirable" requirements are only used to differentiate between candidates of the same calibre
- selection techniques are relevant to the job and the business objectives of the organisation
- all tools used are validated and constantly reviewed to ensure their fairness and reliability

- selection decisions are based on a range of tools, such as CV's, application forms, interviews, assessment testing, presentations and work sampling exercises
- interviews will always be conducted by competent individuals and be structured to follow a previously agreed set of questions mirroring the job profile;
- it is recognised that the interview is a two-way process and there will always be an opportunity for the candidates to ask questions
- references will be regarded as a secondary tool to inform the selection decision and will only be sought with the applicant's consent, either prior to or following interview; for further details please see FACT Reference Policy.
- all successful applicants will be required if appropriate to agree to a Criminal Record Bureau (CRB) Enhanced Disclosure. This is supported by FACT Policy Statement on the Recruitment of Ex-Offenders
- all applicants must be able to prove their entitlement to work in the UK prior to receiving a job offer inline with the Prevention of Illegal Workers policy
- all application forms will be kept on file for a minimum of six months

### **Communication of the policy**

FACT Recruitment and Selection policy will be issued with Application Packs to all applicants, and will also be included in the employee manual. This policy will be available on the company intranet and may be given to third party sources when requested.

### **Relevant Legislation**

Rehabilitation of Offenders Act 1974

Sex Discrimination Act 1975

Race Relations Act 1976

Access to Medical Reports Act 1988

The Trade Union and Labour Relations (Consolidation) Act 1992

Disability Discrimination Act 1995

Age Discrimination Act 2006

## Recruitment and Selection process flow chart

