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RECRUITMENT POLICY

This policy is intended to provide assistance to those members of staff involved in the recruitment process within the organisation and specifies the procedures through from advertising to offer of employment. It is also intended to provide advice on best practice to ensure that the company's recruitment process is consistent and effective.

Recruitment Aims

Through its recruitment procedures the organisation aims to:

- Attract good candidates
- Ensure equal treatment of all applicants
- Identify and appoint the best applicants
- Maintain an effective and streamlined recruiting process which makes the best use of time and money

Equal Opportunities

The company's Equal Opportunities Policy applies equally to the recruitment process and must be complied with at every stage of the recruitment process.

This means that prospective applicants should not be discriminated against either directly or indirectly on the grounds of race, nationality, ethnic origin, gender, marital status, sexual orientation, cultural or religious beliefs, disability and age. In addition candidates should not be discriminated against based on pregnancy.

Preparation of job descriptions, person specifications, advertisements, short-listing, interviewing and selection of applicants should reflect a commitment to achieving and maintaining equal opportunities within the workplace.

Interviewers should only ask job-related questions.

Obtaining Authority to Recruit

Before any post/vacancy can be advertised, it is necessary to obtain formal authorisation in writing from (insert details). Such authorisation

shall include the number and description of posts to be advertised and details of where the post is to be advertised.

When deciding whether to grant authorisation (insert same name as above) shall consider the rationale for the vacancy e.g. replacement, restructure or expansion, to ensure that recruitment is justified.

Recruitment Pack

Before a vacancy is advertised the following information should be prepared:

- An updated job description
- A person specification
- Draft advertisement

Job Description

The job description should define the nature of the tasks, duties and responsibilities that the post will require and where the post fits into the organisational structure.

The Manager/Director shall be responsible for the preparation of the job description.

The job description should be written in clear and simple language.

Where a job description already exists for the vacancy then it should be reviewed to ensure that it still accurately describes the role and should be updated where necessary.

The grade/salary for the post should be determined and included in the job description.

A copy of the job description should be sent out to all persons applying for the post to enable them to prepare adequately for the interview process

The job description will eventually form part of the applicant's contract of employment.

Person Specification

It is the role of the Manager/Director to prepare the person specification.

This differs from the job description as it provides a summary of the qualifications, skills, experience, knowledge and personal characteristics required to undertake the role. Any criteria set should be related to the post and ability required for the post. There should be no unnecessary

conditions attached, or the use of words, which would imply unjustifiable bias.

A copy of the person specification should be sent out to all persons applying for the post.

Advertisement

All vacancies must also be advertised internally within the company to all members of staff.

The job advertisement should be prepared by the same author of the job description and person specification to ensure consistency.

The advertisement should be kept short and simple and provide all the relevant information to enable individuals to determine whether they have the relevant skills, experience and qualifications for the post.

Vacancies should also be advertised externally in as wide a range of publications as possible. For example, national and local newspapers, free newspapers and the Internet. Also consider employment agencies, jobcentres and community & business networks. Avoid using publications or employment agencies that focus on a niche market as this may limit the diversity of applicants and so constitute indirect discrimination.

The advertisement should also specify the closing date for the return of the application forms.

Any advertisement should be carefully worded so as to be free of any discriminatory words, phrases or intention. For example, it should avoid giving age limits or age ranges, also avoid the use of words such as, "young graduates", "mature person" or "selection will be based upon age and experience". Where possible relevant skills, rather than qualifications should be highlighted.

Sample document – the remaining are clause headings only
Full document contains all clauses

Application Forms

Short Listing

Interview Panel

Interviews

References

Appointments

Qualification Certificates

Work Permits And Illegal Working

Complaints Procedure

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