

RECRUITMENT & SELECTION POLICY & PROCEDURE (v5.1223)

Introduction

We are an equal opportunity, disability confident committed, and living wage employer. In 2023 we achieved the Thrive at Work - Workplace Wellbeing Foundation Award. We aim to create an inclusive workplace where individuals can be authentic and exceed their personal goals. The success of our specialised business is based on the skills and knowledge of our team so we aim to recruit people who will bring diversity to our knowledge base. To help us achieve these aims we have set up this Recruitment & Selection Policy & Procedure.

All associated documents referred to in this Policy & Procedure are highlighted in bold, italic and underlined.

Purpose & Scope

This policy and procedure provides the framework for an effective, fair and equal approach to recruitment and selection. This policy and procedure applies to all appointments and must be applied consistently to all job applicants. It does not cover contractors as they are dealt with via the approved suppliers procedure.

Responsibility/Accountability

The Managing Director is accountable for monitoring the implementation and impact of this policy and procedure. Business Unit Managers and the HR Officer are responsible for following this procedure when recruiting.

Principles

1. Job opportunities will be publicised internally and externally, as appropriate.
2. All applicants must supply a CV.
3. All applicants must then be assessed against relevant selection criteria to determine who the best person for the job is.
4. No position at RTITB may be filled unless this procedure has been followed.

5. All disabled applicants who request it will receive a guaranteed interview if they meet the minimum criteria for an advertised post.
6. All candidates will undergo integrity checks prior to employment, and all offers of employment will be conditional on a satisfactory result being obtained.
7. Temporary staff may be recruited direct from recruitment agencies where business need dictates.
8. Job Descriptions used in recruitment campaigns must include the following information as a minimum; attributes of a top performer, essential skills and experience, desirable skills and experience, remuneration and benefits, role outline, and be populated on the ***job description template***.
9. All recruitment data will be stored in line with the ***Job Applicant Privacy Notice*** and in compliance with relevant legislation.

The Procedure

1. **Identify a vacancy** and confirm able to recruit with the Managing Director.
2. The Business Unit Manager who is recruiting will review and update the current job description (where one exists) or **populate the job description**. The Business Unit Manager will agree the recruitment process (for example, interview-only is likely to be used for administrative roles but for technical roles assessment of knowledge, skills and behaviours will be used alongside or prior to interview) and job description with the Managing Director. The HR Officer will review and approve (to ensure appropriate terminology is used and that the description does not directly/indirectly discriminate against any application) or amend the job description and recruitment process.
3. The HR Officer will **advertise the vacancy** on the internal HR platform, plus on a selection of the following appropriate to the job role; with recruitment agencies on the ***approved supplier list***, on authorised social media channels, LinkedIn, Facebook, Twitter and Indeed.com. This is to welcome applications from as many eligible candidates as possible.

4. **Selecting candidates for the next step of the recruitment process** (which is dictated by the job role but may include testing as a method of assessing candidates prior to interview) will be conducted by the HR Officer and the Business Unit Manager who is recruiting. The shortlist will be decided by comparing candidates' CV to the job description and selecting the candidates who have demonstrated in their CV that they meet the most criteria from: top attributes, essentials skills and experience, desirable skills and experience. Other suitably qualified managers (for example the Senior Technical Manager for technical roles) may also take part in this process where appropriate.
5. The HR Officer will **invite the candidates to interview**. Appropriate reasonable adjustments will be made for disabled applicants who may require and request them. The selection panel (the Business Unit Manager recruiting and HR Officer or another manager) will work together to prepare the questions and **interview scorecard**. The questions will not seek to obtain the following kinds of personal information about the applicants:
 - a. religious or similar philosophical belief or political opinion
 - b. ethnicity, nationality or national origins
 - c. age or date-of-birth
 - d. sexual orientation/gender identity
 - e. health or disability
 - f. marital status or family status or whether the applicant has children or plans to have children
6. **Interview the candidates** using the **interview scorecard**, which includes the interview questions and interview agenda. All applicants will be asked the same set of questions. Marks will be awarded fairly and consistently. Each member of the selection panel will complete a separate **interview scorecard**. The HR Officer will ensure all **interview scorecards** are saved securely on the RTITB server.
7. **Select the best candidate** based on total score, in merit order. The HR Officer will make a verbal offer to the successful candidate. If the candidate accepts the verbal offer the HR Officer will send the **offer letter, staff handbook, employee**

declaration, job description, and staff payroll form. The offer letter will be sent within 2 working days of acceptance of the verbal offer. Unsuccessful candidates will be informed in writing by the HR Officer and will be offered the opportunity to ask for feedback.

8. The HR Officer will **conduct pre-employment checks:** right to work in the UK, references, integrity checks (shown in the table 1), DBS, mandatory qualifications, and licences (where applicable).
9. If the candidate accepts and passes pre-employment checks, refer to the **Joiners, Movers and Leavers policy and procedure** for the next steps.

Table 1

	Integrity checks
All Staff	<ul style="list-style-type: none"> • Proof of qualifications/licences • Proof of ID – passport or driving licence • 2 References • Conflict of interest declaration • Confidentiality agreement
Senior Management Team	In addition to the checks conducted on all staff we will conduct: <ul style="list-style-type: none"> • Declaration of Compliance • Bankruptcy and disqualification checks via Creditsafe
Assessors/Instructors/Examiners/Auditors	In addition to the checks conducted on all staff we will conduct: <ul style="list-style-type: none"> • DBS check • BPSS check (where applicable to role)

Signed



Date: 11/09/2023

This policy must be reviewed by the HR Officer no later than end of September 2024.