



J49 LTD

RECRUITMENT POLICY

Prepared by:

ADMIN

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Department:

ADMIN



Introduction

J49 looks to employ only the best candidates for appointments approved by our Senior Management. We conduct business following the spirit and the intent of Equal Opportunities legislation and strive to maintain a diverse staff. We encourage excellence at all levels in our organisation and are not influenced by age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race (including colour, nationality ethnic or national origins and citizenship), religion/belief, sex and sexual orientation or any other factor irrelevant to successfully performing our jobs.

Purpose

This statement is J49 policy for recruitment and selection, to encourage good practice and equal opportunities to which all staff are required to adhere. In the recruitment process the aims of J49 are to:

Attract comprehensive applications from a sufficient number of candidates with appropriate skills, qualifications and experience for consideration for employment with J49.

Use fair and effective methods for the appointment of candidates consistent with J49's policy on Equal Opportunities.

Ensure that recruitment procedures are clear and adhered to by all staff and committee members involved in any recruitment and selection processes.

Develop an excellent workforce committed to the aims, values and service delivery requirements of J49.

General

In recruiting for newly created or vacant posts J49 will ensure that it complies with legislative requirements and demonstrates best practice as an employer in relation to employment rights and equal opportunities.

Equality and diversity

- Equal Opportunities aim to remove barriers to access and opportunity, for individuals and J49. Equal Opportunities refer to equality in recruitment, promotion, training or transfer and terms and conditions of employment. In seeking suitable candidates for new or vacant posts, we will not discriminate on any factor irrelevant to the ability to do the job.
- It is J49's goal that all recruitment decisions will be based completely on the merits and abilities of candidates alone and no other criteria will be used. In order to achieve this, equality and diversity practices will be integrated into every stage of the recruitment and selection process.
- A fair recruitment process will remove barriers where possible to the employment of people from different backgrounds. This will enable us to recruit from the widest pool of talent, potentially raising the standard of our intake and increasing the opportunity of a more diverse workforce which reflects the community we serve. A more diverse workforce should improve the organisation's service delivery, as it will include staff with more knowledge and experience about meeting the needs and aspirations of service users and potential service users.
- To highlight our commitment to promoting equality and diversity from the beginning of the employment relationship, all vacancies will be aimed at as wide a group as possible and advertisements will refer to this commitment. Also, the advert will display logos of equality bodies that J49's is affiliated with. The information in the advert and all vacancy literature will be clear and accurate to attract the most appropriate candidates from all groups across society, to allow them to decide their own suitability for the vacancy and whether they wish to proceed with applying. We will ensure that all application forms have clear instructions for completion and are free from personal questions that are not relevant to the vacancy and that may lead to discrimination.

- J49 will ensure that all those involved at any stage in the recruitment and selection process have received equality and diversity awareness training. This will help ensure that those involved in the recruitment process will not discriminate either knowingly or unknowingly.
- J49 is committed to promoting equality and diversity in all aspects of recruitment. We monitor the diversity of our applicant pool to ensure that our recruitment processes are fair and inclusive. This data is used to identify any potential areas for improvement and to inform our efforts to attract a diverse range of candidates.

Exit Interviews

A senior manager will conduct an exit interview personally with any permanent member of staff who has tendered his/her/their resignation. This is to identify why an individual wishes to leave, to receive insight into the role that has been performed, take account of this in the job analysis and to thank the individual for his/her contribution to the organisation

Job Analysis and Advertising

- When considering recruiting for any vacant post in the approved staff structure, the Association will conduct a job analysis, to be carried out by Senior Management. This will assess whether or not the post should be filled and how, what the adverse effects would be of not filling it and if the work could be distributed to existing staff. Any proposal not to fill the post or change the remit should be agreed by the Staffing Committee and any proposed changes to the staff structure must be referred to the Management Committee for consideration and approval.
- If decided that the post should be filled, a suitable new or updated job description, person specification and application form will be compiled by the appropriate senior manager and an advertisement will be composed and placed in appropriate advertising media. For the most senior post in the organisation; the analysis, job description and person specification will be undertaken by the Management Committee.
- A recruitment specialist such as EVH may be engaged to provide assistance, with parts or all of the recruitment process, particularly for the most senior posts or if a number of vacancies are being filled at the same time

Permanent Recruitment

- If it is deemed necessary to recruit another staff member or fill a vacant post permanently, the position will be advertised simultaneously; internally, externally in advertising media with a reach beyond west central Scotland, on our website and in the EVH Bulletin/website, to reach the widest range of applicants.
- An exception to this will be in cases of restructuring or redundancy where it may be necessary to appoint candidates into posts without advertising the vacancy.

Internal Recruitment

All existing staff will be notified of permanent and long term temporary vacancies, including if on sick leave, maternity leave or holidays and will be eligible to apply.

Temporary Recruitment

- Short-term appointments of less than a year e.g. during maternity leave, may be advertised internally and filled by internal transfers, where appropriate to do so, or by candidates engaged from suitable employment agencies. Temporary posts in excess of a year should be advertised internally and externally simultaneously.
- For very short term posts of a few weeks, internal advertising will not normally happen and suitable employment agencies will be used to provide a candidate.
- Recruitment Information to Candidates
- All candidates will receive a pack containing a job description, person specification, summary statement of conditions, appropriate information about the Association, an application form and equal opportunities monitoring form.
- Successful candidates to new and vacant posts will be selected on merit through shortlisting, testing and interview in accordance with the person specification and our standard shortlisting and interview assessment forms.

The Recruitment Panel & Shortlisting

- A recruitment panel, preferably of three individuals, will be established for each recruitment exercise according to the vacancy to be filled:
- The panel will agree the job description, person specification, application form and advertising approach. The same people will shortlist and interview. The panel must include one member with skills or experience closely related to the vacant post. If this is not possible, the panel should appoint an independent advisor to assist them.
- Sections of the application forms which identify the applicants and their personal details, including equal opportunities monitoring forms, will be removed from the forms prior to circulation to the panel for shortlisting.
- Essential criteria will be applied in the first instance to shortlist candidates. Candidates who are outstanding in many criteria but do not fully match all the essential criteria may be called to interview in order to explore their potential to do so. Candidates who do not possess all the desirable criteria may still be called to interview. In a large response, desirable criteria will be applied in the second instance to reduce fairly the number of candidates called for interview.
- Each panel member must complete a shortlisting assessment for each applicant. If a member recognises a candidate who is known to them sufficiently for this to be a conflict of interest, they should declare this interest and exclude themselves from the decision to shortlist and from the panel if the person is to be interviewed.
- Candidates invited to interview and unsuccessful candidates will be informed simultaneously of the result of their applications. Unsuccessful candidates may be offered the opportunity for feedback on their applications.

Modern Apprenticeships

Candidates for modern apprenticeships will be required to submit application documents, which will be fairly shortlisted. Successful shortlisted individuals will be invited to attend an interview and the most suitable individual/s will be selected.

References

References will normally be sought after an offer of employment has been accepted. These may be sought after final interview and before an offer with the candidates' agreement. Reference requests will be made to the most current/recent employer/academic/voluntary/good character referee contact, which must not be related to the candidate. If a referee happens to be a panel member, e.g. a former employer, not a personal contact, the candidate may be asked to provide an alternative referee.

Background Checks

Background checks are an essential part of our recruitment process to ensure the safety and suitability of candidates for roles within J49. Depending on the nature of the role, candidates may be subject to basic, standard, or enhanced Disclosure and Barring Service (DBS) checks. The level of disclosure required will be determined based on the responsibilities of the role and the potential risk to vulnerable individuals.

CVs Assessment

CVs are obtained from all applicants and are carefully assessed to ensure they meet the criteria outlined in the job description and person specification. This ensures that candidates have the necessary qualifications, skills, and experience to perform the duties of the role effectively.

DBS Risk Assessments

In cases where DBS checks are required, risk assessments will be completed to determine the level of disclosure necessary. This assessment takes into account factors such as the nature of the role, the level of contact with vulnerable individuals, and any legal or regulatory requirements.

Interviews & Testing

- The interviewing panel, preferably three individuals, will whenever possible have the same membership as the shortlisting panel and only individuals who have received interviewing skills training will be able to participate.
- All shortlisted candidates should be offered an interview, at which the same questions, based on the job description and person specification, will be asked in the same order to all candidates.
- The process may also include suitable tests and presentations. Interviews will be typically of 30-60 minutes' duration depending on the nature of the post.
- Any requested, appropriate, information which has been provided by J49 to an interviewee will be made available to all other candidates invited to interview.

Unconscious Bias Awareness and Training

J49 is committed to minimising unconscious bias in our recruitment processes. All staff involved in recruitment undergo training to raise awareness of unconscious bias and its potential impact on decision-making. This ensures that our recruitment decisions are fair, objective, and based solely on merit.

Assessment

- Panel members must complete interview assessment documentation, based on evidence for each candidate. J49's policy on Equal Opportunities will apply to all matters of assessment in recruitment and selection.
- Where candidates are judged to be equal, or if the panel wishes to explore some criteria in more depth, they may be called back for a second interview. Panel members must state and document justifiable reasons for the rejection of each unsuccessful interviewee.

Job Offer

- Once the panel has made a decision, a conditional offer will be issued to the successful interviewee subject to the receipt of; satisfactory references, original qualification certificates, proof of eligibility to work in the EU and a satisfactory PVG membership/Disclosure Scotland check where appropriate. The initial offer can be verbal and followed up in writing.
- Appointment will normally be made at the beginning of the relevant salary scale; otherwise, an appointment will be made on a suitable salary position paying due consideration to a candidate's skills, experience and present and future circumstances.
- The terms of a written contract of employment will be confirmed and issued once the aforementioned conditions have been satisfied. A probationary period of 6 months will apply to all permanent posts.
- If the job offer is declined, and if agreed by the interview panel, the second highest scoring suitable candidate may be offered the post.
- Once the job offer has been accepted interview outcome notification should be issued to unsuccessful interviewees. It is the intention of J49 where possible, to inform candidates of the outcome of the interview as quickly as possible and within a few days of the interview having taken place.

Right to Work Checks

All candidates offered employment with J49 are required to undergo right to work checks to verify their eligibility to work in the UK. This is done in accordance with immigration laws and regulations to ensure compliance and prevent illegal working.

Feedback to Interviewees

All interviewees will be advised of the outcome of their interviews typically by telephone/email or letter and constructive feedback on their performance can also be made available to them, if they desire, by telephone.

Interview Expenses

Reasonable travel expenses will be reimbursed to candidates for non local journeys. Any reasonable interview travel expenses paid to candidates for new or vacant posts will be in accordance with J49's expenses and finance policies and procedures.

Equal Opportunities Monitoring

As part of J49's recruitment process, equal opportunities monitoring will be undertaken and reported to the Staffing Committee.

Records

Application forms and recruitment documentation for unsuccessful candidates must be stored confidentially for a minimum of 4 months and up to a maximum of 1 year. PVG membership records/ Disclosure Scotland checks must be stored according to the Storage and Safe Handling of Disclosure Checks Retention Policy.

The successful candidate's recruitment documentation should be made into a personnel file and retained.

Induction

We will welcome a new post holder by providing induction training in line with our Induction procedure. This will be organised before the start date of the new post holder by their line manager. This will help to convey our aims, objectives, policies and procedures thereby encouraging the individual to settle, stay and make a valuable contribution to our work.

Failure to Recruit

Should the recruitment and selection approach fail to recruit a suitable candidate, reasons for this should be identified and considered, appropriate alterations made and recruitment should be rerun where appropriate to do so

Complaints

If a complaint is received about any stage of the recruitment and selection process it should be resolved promptly in the first instance and verbally where appropriate to do so. If the complainant wishes to further pursue the matter they should be advised to put the complaint into writing and address it to the Director or Chairperson who will investigate the matter and further liaise with the complainant.

Data Protection

The organisation will treat your personal data in line with our obligations under the current data protection regulations and our own GDPR Policy. Information regarding how your data will be used and the basis for processing your data is provided in J49's employee privacy notice.

Conclusion

By adhering to this recruitment policy, J49 aims to attract and select the best candidates for our organisation while ensuring fairness, transparency, and compliance with legal and regulatory requirements. Continuous review and improvement of our recruitment processes are integral to achieving our goal of building a diverse and inclusive workforce.



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