RECRUITMENT AND SELECTION POLICY

Policy Title	**Recruitment and Selection Policy**
Policy Review Date	
Policy Reviewed by	

Phoenix Rising are committed to equal and fair recruitment and selection of staff across all areas of its work. We are committed to being good employers and to have a staff that reflects the diverse nature of our local community.

When recruiting staff, the following procedures are guidelines so that the same processes are followed throughout Phoenix Rising. They are to ensure equal opportunities for all candidates.

These procedures relate to paid staff only – *the recruitment of volunteers is laid out in the Volunteer policy.*

Volunteers, members of the congregation and current staff will be encouraged to apply for any job vacancies within Phoenix Rising but will follow the same processes.

Boards should approve any new post and its salary.

At least one board member should be part of the recruitment process and interviewing panel. All results of recruitment should be reported to Board as soon as possible.

All processes, including interview, short listing dates and membership of the panel should be decided prior to the being job being advertised.

When recruiting staff all planning and dates for the process should be done in advance This process follows 'Safe recruitment' given by the London Borough of Brent.

A. JOB DESCRIPTIONS AND PERSON SPECIFICATIONS

All posts will have a job description and person specification that is written before the recruitment period starts

If the post is a replacement, then the jd and ps should be reviewed

B. ADVERTISING

In general it is good practice to advertise posts

The nature of any advertising should be relevant to the post

All posts should be advertised either internally and/or externally

Local advertising should be used as much as possible

Job centres and other relevant on line websites should be used as appropriate Posts should be advertised on our web site(s) with an on-line application form

All costs for advertising should be evidenced in budgets and built into funding applications All spending should be agreed through relevant Boards

Adverts should state enhanced DBS checks are needed, if applicable Appropriate logos should be used, including funders when appropriate An equal opportunity statement should be on every advert

Adverts should be jargon free A closing date should be given

C. APPLICATION PROCESS

Every job must use the standard application form (appendix 1) Application requests should be dealt with in 3 – 5 days

Enquires/questions should be responded to within 48 hours working hours (bearing in mind the closing date)

All applicants should receive the same information Applicants should be offered the opportunity to visit. Applicants can apply on-line, by post or by hand

All applications must be on the application form (cv and or letter alone is not acceptable) Applicants should also receive information about the organisation, the area of work and our values

If the applicant has access to internet, then they can be referred to the appropriate web site All applications are confidential and should be stored together securely

All enquiries and applications should be listed

No applications should be accepted after the closing date

Applicants should be asked to bring proof of ID and documentation about their right to work to the interview

If candidates choose to visit the site before the interviews then anything that happens during that visit should not be considered as part of the selection unless it is illegal, violent or discriminatory

D. SHORT LISTING

At a minimum the short listing should be done by the interviewing panel Other people can be involved if helpful to the process

The panel should elect a chair Short listing results are confidential

All candidates should receive results of the short listing

Short listing should be against the jd and ps, on the ps all essential criteria should be met. In the event of a disagreement the chair of the panel shall decide

Incomplete, unsigned or illegible forms should not get through the short-listing process All candidates who get through the short listing should be interviewed

E. SELECTION PROCESS

The selection process should be decided in advance and applicants informed The process may include a presentation, tests or meeting other relevant people.

If the job is with children and young people, then they should be involved in some way with the selection.

If the job is with service users, then they could be involved in the selection processes. All selection processes selected should have clear guidelines

If a candidate has asked for anything to support them due to a disability this should be organised

E1. INTERVIEWS

The panel should make sure they respond to any expressed support needs of the candidate The interview panel should be made up of a diverse group – 3 or 4 should generally be sufficient

Interview should be timetabled for each candidate.

Questions should be prepared in advance by the interview panel and should relate to the job description and person specification

No questions should be asked of a personal nature e.g. how will you look after your children? All candidates should be asked the same questions

Supplementary questions should only be asked to encourage a more complete answer or develop any ideas raised by the candidate.

Questions may be asked around explore aspects of the CV/application form Panel members should make notes of answers.

A scoring system should be agreed before the interview Scores should be set for each question

Candidates can be scored on other attributes around the ps but not best judged through questions e.g. communication skills, body language, confidence level.

An overall score for appointment should be set. It shouldn't just be the highest scorer as they might not score enough to convince you they can do the job.

If needed panel members can discuss what they expect to get from an answer before the interviews.

Panel members should be allocated the questions they will ask. These should be the same for each candidate

The chair should introduce the panel members, explain the process and put the candidate at ease

Panel members should interview in a way that gets the best out of the candidate and not be frightening and intimidating.

Panel members should have empathy with the candidate's nervousness

At the end of the interview candidates should be told the interview is over and should be asked:

Do they have any questions for the panel?

Can they confirm they have the right to work in this country?

Have they disclosed everything on the self-disclosure/DBS section of the application form? If they disclose more information this should be recorded on the application form (this can be done in private with the chair, if this is appropriate). It is important to emphasis to the candidate that non-disclosure of anything that may appear on their DBS check could result in a job offer being withdrawn.

Possible start date.

None of the above should affect the results of the interview at this point.

When the candidate leaves then each panel member should fill in their scores. They should not discuss the candidate at this point.

When all candidates have left then the scores should be totalled and shared. If there are major differences between scores of individual panel members these should be discussed and altered if appropriate. Any alteration should be initialled.

If there are candidates with equal scores then answers to individual questions should be looked at, particularly questions that are considered more important for the job.

In the event of a non-resolvable tie then candidates should be re interviewed. Candidates should be offered feedback on their interview

Candidates should be informed of the results as soon as possible. For those who didn't get the job this can be a phone call or a letter. For those who did get the job this can be a phone call followed by an offer letter.

All paperwork should be kept on file for 12 months then shredded. The successful candidate's paperwork should be kept in their employee's file.

E2. PRESENTATIONS AND TESTS

If setting presentations and tests these should be planned in advance and candidates should receive clear information about them.

They should be consistent for each candidate and include details of how they will be scored. The results of the tests and presentation should be available at the end of the interviews

E3. MEETING RELEVANT PEOPLE

If candidates are going to meet people as part of the selection process you should be clear about what these people will be looking for and how feedback will be given. If this happens at a separate time to the interviews a decision should not be made until this feedback is received.

F. REFERENCES AND CHECKS

F.1. REFERENCES

All application forms include details of 3 referees. If these are not filled in in full then the candidate should not be interviewed. One of the references should be the candidate's last employer. If it is not, then candidate

should be asked why they didn't put the last employer and the reason noted on the application form. There will need to be a judgement made about whether this reason is valid or not.

All referees should be contacted and references received in writing. If the job involves working with children or vulnerable adults the referee should be informed of this and asked to comment specifically on this aspect of the job on a safeguarding reference form. A job description should be sent with the reference request. Candidates are entitled to see their references if they wish and referees should be informed of this. References should be put in the employee's file. The candidate should not start work until the references are returned.

It is possible to ring the referees and get an initial reference, notes should be made of their answer, but written references should always be sought. The safeguarding reference form can be received by e-mail if scanned into the computer and attached. E-mail job references are only acceptable if the referee lives outside of the UK.

F.2. DBS

If the job requires a DBS, then this should be sought through the DBS coordinator/ID verifyer. The candidate can start work before the DBS arrives but must not work unsupervised. The DBS requirement should appear on the job advert and application form. DBS s are paid for by the organisation.

F.3. ENTITLEMENT TO WORK AND CONFIRMATION OF ID

Candidates should be asked to bring confirmation of id to the interview and this should be marked on the application form.

If the candidate is not a UK citizen (or a citizen of another European Union country) then they will need to show proof of right to work, this should be noted on the application form.

Note ; this may change at the end of 2020

G. OFFER LETTER

An offer letter should be sent to candidates within a week of the interviews. This should include a prospective start day pending references, the agreed salary, the probationary period, the name of their line manager and information about the DBS process.

H. POST OFFER

H.1. PROBATIONARY PERIODS

Employees should have a minimum of 3 months probationary period. During this time if there are any issues, they should be stated on the supervision notes. If the staff member seems likely to fail their probationary period, they should be informed of this during supervision.

If the employee doesn't pass their probationary period then they should be informed of this, with reasons, verbally and in writing.

If the person has a disability then any reasonable changes to support them should be discussed and agreed

The point of the probationary period is to ensure that the appointment is the correct person for the job. It is important to use it properly.

H.2. INDUCTION

(see Supervision and support policy)

STAFF EMPLOYMENT PRINCIPLES

Phoenix Rising aims to be a good employer and to treat its employees with respect, fairness, understanding and care.

It is important to consult the policies and employee's handbook to ensure that you are following good practice.

It is the commitment of Phoenix Rising not to pay any employee below Living Wage Foundation living wage.

Cost of living rises, and incremental rises should be considered in any funding application.

Not withstanding the aim to give Living wage no rises should be given if there are budgetary problems either current or in the future cash flow- this could potentially be seen as reckless.

Although we wish to be open and transparent all board members should be aware that some issues around employees are of a confidential nature

FREELANCE OR SELF EMPLOYED

When contracting free-lance or self-employed workers they can only be paid in response to an invoice. Invoices should clearly state that they are responsible for declaring and paying their own tax.

No one should be paid cash in hand.

See also:

- *Dignity at Work Policy*
- *Providing References Policy*

IN OUR POLICIES:

'Board' refers to the Boards, committees or legal entities that govern the Phoenix Rising organisation.

'Manager/leader' refers to people who are in charge of various activities across the Phoenix Rising organisations. They may be paid staff or volunteer

JOB APPLICATION FORM

1. JOB TITLE	

Candidates are requested to complete the application form in black ink or typescript. If handwritten please write clearly.

2. PERSONAL DETAILS	
NAME (In full)	
ADDRESS (including post code)	
TELEPHONE (Daytime)	
TELEPHONE (Evening)	
MOBILE	
EMAIL	
3. DISABILITY. Do you have any requirements in respect of a disability which we need to be aware of in order to support you at the interview or in the job?	

4. GENERAL AND FURTHER EDUCATION		
School/College/University/Professional Body	Qualifications Obtained	Grades/Levels and Dates Obtained

5. PRESENT OR MOST RECENT EMPLOYMENT	
EMPLOYER'S NAME	
ADDRESS (including post code)	
POST TITLE	
DATES (from: to)	
MAIN REPONSIBILITIES	

6. PREVIOUS EMPLOYMENT (Most recent first. Include paid/unpaid /voluntary work)				
Dates from/to	Duration	Employer	Post held with Brief outline of Duties	Reason for Change

7. TRAINING (Please list only those relevant to this post)

Approx. Date	Course Title	College or Organisation	Duration	Qualification (if relevant)

8. REFERENCES. Please give the names, addresses, telephone number and status of three referees, at least one of whom should have been an employer (preferably your present or most recent. If this is not the case, please explain why) We will be following up references after the interview.

Reference 1	Reference 2	Reference 3

9. SUPPORTING INFORMATION. Please provide any further information relevant to this post that you have not already given – if necessary, please continue on separate sheet.

10. Disclosure Barring Service. If you have any criminal convictions (spent or unspent), cautions or criminal proceedings pending against you, please give details. An enhanced DBS disclosure will be requested for successful applicants.

If you have joined the DBS update service, please tell us your number:

11. ELIGIBILITY	Please circle your answer.	
Are you a UK (or EU citizen)?	Yes	No
If you are not a UK or EU citizen, are you eligible to work in this country?	Yes	No

PLEASE NOTE:

If you are invited to an interview you will need to bring proof of identity. If you are a non-UK/EU citizen you will also need to bring proof of eligibility to work in this country.

12. DECLARATION. To the best of my knowledge and belief, the information contained in this form is accurate. I understand that giving false information will invalidate an offer of employment or lead to termination of employment.	
Signed	Date
PLEASE RETURN THE COMPLETED FORM TO:	

For official use only:

	What is it?	Date	Initials
I D seen			
Proof of eligibility to work in this country seen			

EXAMPLE CONTRACT OF EMPLOYMENT

Employer	Phoenix Rising
Charity Number:	1176730
Company Number:	CE012965
Employee	Name and address here

The company will employ the employee and the employee shall work for PHOENIX RISING under the terms of this agreement and the Employees' handbook

The employment shall commence on the commencement date and shall continue (subject always to the terms of this agreement) until terminated by either party serving notice in accordance with the provisions set out below

The first 3 months of the employment shall be a probationary period and PHOENIX RISING may terminate the employment at any time during this period on 1 weeks notice. The company may extend any period of probation at its discretion in order to assess the employee's performance and suitability for on going employment

1. Date of commencement	
2. Job Title	
3. Responsible to	Phoenix Rising through a nominated member of the Board
4. Place of work	Company offices, premises of operations and other premises that are deemed to be suitable and appropriate for the job
5. Remuneration	
6. Hours of work	Hours per week. Hours of work to be determined by the Manager and may include evenings and weekend work. The Manager is expected to keep a record of hours worked
7. Holidays	Bank holidays plus days. If the holiday period is one week or more, notice of one month should be given. All leave should be taken by agreement with the supervisor. Unpaid leave is available by negotiation. The holiday year is the same as the financial year; leave cannot be accumulated from one year to another except in special circumstances approved by the Board. Banked hours can be taken as stated in the Employees' Handbook. If dismissed, for any reason other than redundancy, the employee will not be entitled to any pay for accrued holiday that has not been taken. Further information on leave is in Employees' handbook.
8. Sickness and sick pay	As outlined in Employees' Handbook
9. Notice	The employment may be terminated by one months notice by either side, except in cases of gross misconduct when no notice or pay shall be due
10. Disciplinary and grievance procedures	As outlined in Employees' Handbook
11. Confidentiality	Your attention is drawn to the confidential nature of information contained within Phoenix Rising. The unauthorised use and disclosure of any personal information about individuals, any financial or other personal information is gross misconduct and a dismissible offence. For further information see Employees' Handbook and Confidentiality policy
12. Duties	The duties are listed in the job specification.

	The employee is required to work in accordance with the policies, procedures and values of PHOENIX RISING.
13. Pension	See Employee's Handbook

PHOENIX RISING reserves the right to amend your terms and conditions of employment from time to time, to take into account new or revised arrangements, policy changes, the needs of the service, new legislation and funding. You will be notified of any change by way of an individual notice.

No variation of this agreement shall be valid or binding unless it is recorded in writing and signed on or behalf of the parties

For all other terms of employment please refer to the Employees' Handbook

Signed (on behalf of the PHOENIX RISING Board)

……..

date…….

Name……

Signed (on behalf of the PHOENIX RISING Board)

……

date…….

Name……

Signed (employee) ……

Date ……