



RECRUITMENT & SELECTION POLICY

1. INTRODUCTION

1.1 The purpose of this Policy is to enable managers to attract, recruit and retain the best candidate for the job from the widest pool of applicants available. The Policy is an integral part of the DRH's Equal Opportunities Policy, with the aim of ensuring equity and fairness at all stages of recruitment and selection. Also, to ensure that DRH Recruitment and Selection processes are carried out to the highest professional standards.

2. VALUES

2.1 DRH is committed to providing a working environment and culture which treats all staff and potential employees fairly and equitably, irrespective of gender, marital status, race, colour, ethnic or national origin, nationality, including citizenship, disability, previous convictions (except those exempt under the Rehabilitation of Offenders Act 1974) age, religion, sexual orientation, politics, or official trade union activity. In the context of recruitment and selection, this means fair recruitment and selection of people according to their ability to do the job.

2.2 DRH is also committed to involving service users in the recruitment process. Involvement may include seeking feedback from informal visits by prospective candidates or through participation in selection interviews. Managers should seek to ensure that the specific needs of service users are influential in determining job specifications when recruiting to particular vacancies.

3. DEFINITIONS

3.1 The *seven* key pieces of legislation that underpin the recruitment and selection process, in relation to equal opportunities, are as follows:

- The Sex Discrimination Acts 1975 and 1986
- Equal Pay Act, 1970 and 1984
- The Race Relations Act 1976
- The Disability Discrimination Act 1995
- The Rehabilitation of Offenders Act 1974 (Exceptions)(Amendment) Order 1986
- The Police Act 1997
- Employment Equality (Age) Regulations 2006

3.2 The above Acts make it unlawful for an employer to discriminate on the grounds of age, gender, marital status, race, colour, ethnic or national origin, nationality, including citizenship, disability (unless justifiable) or previous convictions (except for posts exempt under the Rehabilitation of Offenders Act).

3.3 In addition to the above, under the Equality Opportunities Policy, DRH will also not discriminate either directly or indirectly, on the grounds of age, religion, sexual orientation, politics or official trade union activity, or any grounds that are not justifiable, at any stage of the recruitment and selection process or during employment

2.4 In law, discrimination is categorised into three types:

Direct Discrimination - occurs when an individual is treated less favourably than others who are in the same or not materially different circumstances.

Indirect Discrimination - takes place when a requirement or condition has a disproportionate effect and discriminates unfairly and unjustifiably between one group or an individual and another.

Victimisation – where an individual is made to experience any form of detriment as a result of a complaint about an incident of discrimination.

4. STRATEGIC OBJECTIVES

4.1 This Policy is an integral element within a wider strategy to enable the organisation to attract, recruit and retain people with diverse backgrounds, skills and abilities who will enhance the quality of services provided by DRH.

5. PROCEDURAL IMPLICATIONS

5.1 In order to achieve the above objectives, DRH will:

- Ensure that every manager regularly reviews the organisation of their department and the job responsibilities and roles of individuals within it;
- Ensure that managers consider the extent to which working patterns and the job description of all vacant posts can be usefully configured to ensure maximum flexibility to attract a wide range of applicants;
- Endeavour to reach traditionally under-represented groups and ensure that discrimination does not take place either at the recruitment and selection stage or during employment;
- Ensure that an applicant's level of competence is matched to that particular job to enable them to carry out their role effectively;
- Ensure that every reasonable opportunity is taken to seek service user contribution to the recruitment process.
- Ensure that newly appointed individuals receive a full induction into DRH and appropriate levels of support during the first few months of their employment, and then on an ongoing basis;
- Endeavour to provide opportunities for appointed individuals to develop and mature in their roles in order to facilitate promotion prospects, enabling them to apply for higher level posts as and when vacancies arise;
- Ensure that Recruitment Procedures are regularly updated in line with changes in legislation and best practice
- Ensure that the administration of the recruitment and selection process is carried out to the highest professional standard.

6. PROFESSIONAL COMPETENCIES OF PEOPLE INVOLVED IN THE RECRUITMENT AND SELECTION PROCESS

6.1 All staff involved in the DRH Recruitment and Selection Process will, as a minimum, have received basic training in the legal issues relating to Recruitment and Selection and will be required to confirm that they have read and understood DRH Policies and Procedures on Recruitment and Selection and Equality and Diversity. In addition, as a minimum the senior panel member should be fully trained in all aspects of recruitment and selection.

6.2 Such training will provide guidance about the legal responsibilities and will include:

- Direct and indirect discrimination
- The effects which general assumptions and prejudices can bring on selection decisions
- Appropriate recruitment and selection techniques

6.3 Service users should be given every reasonable assistance in order to optimize their contribution to the recruitment process.

7. RESPONSIBILITIES

7.1 Appointing managers will be responsible for ensuring that the recruitment and selection process is carried out in accordance with DRH Policies and Procedures.

7.2 The Chief Executive will be responsible for monitoring the operation of the Policy for both employees and job applicants.

8. IMPLEMENTATION, MONITORING AND STRATEGIC REVIEW

8.1 DRH will maintain records of applicants and employees in order to monitor equality of opportunity this will include records for promotions and transfers of existing staff members.

8.2. An annual review of recruitment and selection processes with specific reference to equality and diversity issues will be undertaken. The annual review will take account of service user involvement. The results will be reported to the DRH Board

8.3 The Deputy Chief Executive will carry out investigations where cases of discrimination are suspected and where it is found that individuals from particular groups:

- do not apply for employment or promotions, or fewer than expected apply;
- are not recruited or promoted at all, or are appointed in a significantly lower proportion than their rate of applications;
- are concentrated in certain jobs/grades/departments and there appears to be a point beyond which they do not rise.

8.4 In locations where discrimination has been identified, an action plan for improvement will be developed and agreed with the appropriate managers . Progress to achieve the action plan will be monitored at agreed intervals.

8.5 Complaints about discrimination or misapplication of process will normally be processed through the DRH Grievance Procedure. Those who believe they have been unlawfully discriminated against also have the right to complain to an Employment Tribunal.

March 2009
Appendix 1 & 2 added November 2010
REVIEW DATE MARCH 2012

RECRUITMENT PROCESS & PERSONNEL FILING SYSTEM/CHECKLIST

1. VACANCY ARISES

ACTION	WHO	✓
• Advertisement placed in relevant publication(s) and copied to Office	LO	
• Copy of advertisement posted on Office board	Office	
• Wallets to be set up noting vacancy, reference and closing date.		

2. APPLICATION REQUESTS

ACTION	WHO	✓
• Applications Packs sent out upon request, keep copy letter in relevant wallet	Office	
• Marry up letters with application forms upon receipt and pass whole wallet to relevant LO at closing date	Office	

3. FIRST INTERVIEW STAGE

ACTION	WHO	✓
• Provide Office with first interview listing	LO	
• Send out invitations to interview accordingly	Office	

4. SUCCESSFUL CANDIDATE OFFER STAGE

ACTION	WHO	✓
• Provide Office with offer of employment details and date for “checklist” interview	LO	
• Office to send out letter Confirm Verbal Offer & Forms, which encloses: <ul style="list-style-type: none"> ○ Occupational Health Questionnaire & addressed A5 envelope ○ Criminal Records Bureau Checklist ○ Salary Transfer form and New Starter Details form 	Office	
• Office to simultaneously send out Reference Request letters	Office	
• Office to open Personnel File: <ul style="list-style-type: none"> ○ Blue for Permanent Contract ○ Orange for Bank Contract 	Office	
• Office to open Green Payroll File	Office	

5. USE SUCCESSFUL CANDIDATE PROCESS FORM TO ENSURE ALL CHECKS UNDERTAKEN & OUTCOME SATISFACTORY

6. SUCCESSFUL CANDIDATE CONFIRMATION STAGE

ACTION	WHO	✓
• LO to confirm contract details and provide to Office	LO	
• Office to send out Appointment Letter enclosing Contract, enclosing: <ul style="list-style-type: none"> ○ Contract/Terms & Conditions, DRH Staff Handbook and P46 form 	Office	
• Office to file Blue/Orange personnel file in relevant red cabinet	Office	
• Office to pass Green file to Payroll, ensuring it contains: <ul style="list-style-type: none"> ○ Completed Salary Transfer form, New Starter Details form and copy of Contract 	Office	
• Office to provide personalised Induction Folder to relevant LO, containing: <ul style="list-style-type: none"> ○ Social Care Code of Conduct ○ Simple Guides to: Supervision, Challenging Behaviour, Relationships & Sexuality, Teamworking ○ Induction Programme ○ Relevant Home’s Role Purpose and Function ○ DHR “What We Do” Leaflet ○ Health & Safety Booklet 	Office	
	<ul style="list-style-type: none"> ○ Residents Charter ○ Adults at Risk Booklet 	



FORM 2 - RECRUITMENT & SELECTION PROCESS CHECKLIST SUCCESSFUL CANDIDATE

Position:		Location:	
Job Reference:		Interview Date:	
Applicant's Surname		Applicant's Forename(s):	
Address:		Telephone No:	
		Mobile Telephone No:	
		Email Address:	

ACTION	DETAIL <small>(ie: date, No's, etc)</small>	BY WHOM	✓
Verbal offer of position (confirming contract details) subject to necessary clearances		LO/Home Mgr	
Appointment letter confirming verbal offer and requesting a second interview, enclosing (1 st class post): <ul style="list-style-type: none"> • Occupational Health form • Criminal Records Bureau checklist • New Starter Verification form • Salaries Transfer form 	2 nd interview date:	LO/Office	
At 2 nd interview, verify all personal documentation, check off below and take copies as required			
Open blue/orange personnel file Open green payroll file		Office	
Forward Occupational Health and Criminal Records Bureau forms appropriately – please complete below & overleaf			
General appointment letter and contract for typing, to include start and induction dates		LO/Office	
Contract for signing		SG/GN	
Letter to LO for signing with enclosures, send 1 st class post (NB: to note if still subject to clearances)		Office	
Memo to SG/GN re induction date		LO	
Personnel documentation to GN		LO	
New starter pack to Home Manager		LO/Office	
Induction of new staff	Office to confirm attending	Home Mgr/ GN/Finance	
Continuation of 6 week Induction Programme (NB: 6 month foundation forms to be forwarded to GN)		Home Mgr	

OCCUPATIONAL HEALTH CHECK – file forms

Date Form Issued:		Date Form Returned:	
Date Sent to Occ.Health:		Date Received from Occ.Health:	
Candidate Cleared?	YES / NO	If NO – Detail & Action Taken (below):	

OCCUPATIONAL HEALTH CHECK cont – file forms

Sickness Absence cross-referenced (notes below as necessary):		YES / NO	
Actioned by (signature):			
Date:		Print Name:	

CRIMINAL RECORDS BUREAU CHECK

I have inspected the following documents and am/am not (*delete as appropriate*) satisfied that the applicant has proved their identity beyond reasonable doubt (*photocopies of evidence may be taken and included in this file*):

✓	All Applicants:	✓	If no Photographic Evidence Available:	✓	If Applicable:
	Photo driving licence / driving licence without photograph		Utility bill		Evidence of change of name by Deed Poll.
	Passport		Credit card / bank statement		Adoption certificate
	Original birth certificate (issued at time of birth) / copy birth certificate (issued later in life)				
	Marriage certificate				
	National Insurance Number				

Date Disclosure Applied For:		Date Disclosure Returned:	
Was Anything Declared?	YES / NO	If NO - Disclosure destroyed on (date):	
If YES – Information Received & Action Taken:			
Actioned by (signature):			
Date:		Print Name:	

PRE-EMPLOYMENT DECLARATION (ELSadene & Fairfield Only)

Date Form Issued:		Date Form Returned:	
Candidate Cleared:	YES/NO	If “NO” – Detail & Action Taken (below):	

NMC (UKCC) PIN No CHECK (Qualified Nurses only) – file copy

NMC PIN No:		Date Verified:		Copy Filed:	YES / NO
If NO – Detail & Action Taken:					
Previous UKCC PIN No:					
Actioned by (signature):					
Date:		Print Name:			

APPROPRIATE TRAINING CHECK – file copies (NVQ Care Level 2 – Level 3 – other)

Qualification & Grade		Certificate Sighted ✓	
Actioned by (signature):			
Date:		Print Name:	

REFERENCES CHECK - file

Referee 1	Date Sent	Date Returned	Satisfactory / Comment
Referee 2	Date Sent	Date Returned	Satisfactory / Comment
Actioned by (signature):			
Date:		Print Name:	

JOINING DOCUMENTATION CHECK – file copies

			CONFIRM GREEN FILE OPEN:	YES - BY:
DOCUMENT RECEIVED	YES/NO	DATE	ANY ACTION REQUIRED	COPIED TO FINANCE
P45 / P46 (at Induction)				
New Starter form (at 2 nd Interview)				
Salary Transfer form (at 2 nd Interview)				
Signed Contract (at Induction)				
Signed Pension Form (at Induction)				
Training Records			Copied to JO'B	
Actioned by (signature):				
Date:		Print Name:		