

# Recruitment and selection policy

This policy sets out the procedure for recruitment to a post and provides guidance on our approach to recruitment. Everyone involved in recruitment must have the appropriate knowledge and skills to make effective and fair recruitment decisions meeting our diversity and inclusion values. Our aim is to attract the best candidate for the job. The process should be transparent, timely and fair, regardless of whether the candidate is successful or not.

This policy applies to both internal and external candidates. HR Wallingford is committing to offering an interview to all internal candidates applying for a vacancy if they meet the basic minimum skills required by the job description. If the vacancy identified is essentially a re rank of the existing role the re rank procedure will apply. Internal candidates will receive constructive and considered feedback in person or on the phone / via MS Teams post-interview to support their future development and career progression.

Notwithstanding the above, it is recognised that internal recruitment may afford less scope for diversity and a fresh perspective from outside the organisation may be desired. Therefore, this policy does not require managers to advertise internally prior to advertising the vacancy outside the organisation.

## Diversity and inclusion

All recruitment decisions should be based on merit, ensuring that the best candidate is selected and any decision will be free from unlawful discrimination on the grounds of: age, gender, race, sexual orientation, religion or belief, disability, marriage and civil partnership, pregnancy and maternity or gender reassignment ('protected characteristics').

This policy supports the requirements of our Diversity and Inclusion Policy and the Equality Act 2010. Diversity and inclusion should be considered throughout the process ensuring resourcing methods are inclusive and bias is removed. We are committed to offering part time and job share opportunities subject to business need. Everyone taking part in activities such as shortlisting and interviewing must be aware of relevant legislation and discrimination laws.

Any candidate with a disability will not be excluded unless it is clear that the candidate is unable to perform a duty that is intrinsic to the role, having taken into account reasonable adjustments. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of their disability.

## Recruitment process

It is HR Wallingford's policy that managers are responsible for recruitment. The recruitment process is set out in the Recruitment Guide, including the process by which a vacancy must be approved.

Before embarking on the process of recruitment, the manager must ensure that there is an up-to-date job description for the post and a clearly drafted person specification.

## Advertising

The intranet will be regularly updated to ensure staff are aware of all vacancies giving staff the opportunity to move into different roles and/or groups.

Where the job is to be advertised externally, the proposed advertisement must be submitted for approval via the process set out in the Recruitment Guide.

## Interviews and selection tests

Interviews must be conducted by at least two managers or a panel made up of a selection of relevant roles within the business. The panel should be mindful of diversity and involve individuals of varying orientations and opinions.

Managers conducting recruitment interviews will ensure that the questions that they ask job applicants are not in any way discriminatory or unnecessarily intrusive. The interview will focus on the needs of the job and skills needed to perform it effectively.

## Pre-employment checks

It is HR Wallingford's practice to ask the successful candidate's consent for it to seek two written references and to ask for documentary proof of qualifications, as well as proof of the candidate's right to work in the UK. Any offer of employment will be conditional on these being satisfactory.

It may also be necessary for certain roles to carry out further security checks such as identity, criminal record and employment history checks. Any offer of employment will be conditional on the results being satisfactory.

## Offers of employment

Offers of employment and contracts will be drafted and sent out by the Personnel Department.

## Data protection

HR Wallingford processes personal data collected during the recruitment process in accordance with its data protection policy. In particular, data collected as part of the recruitment process is held securely and accessed by, and disclosed to, individuals only for the purposes of managing the recruitment exercise effectively to decide to whom to offer the job.

All staff involved in the recruitment process have a responsibility for data protection and need to understand the confidentiality and data protection guidance and its importance. More information on data protection can be found on in our Data Protection Policy.

Sensitive and personal information from the recruitment and selection process must only be made available only to those who are required to have access and should not be shared with third parties, without a specific requirement to do so and consent from the applicant. Inappropriate access or disclosure of job applicant data constitutes a data breach and should be reported in accordance with our data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under our disciplinary procedure.

**Ridha Bentiba**

Executive Director, HR Wallingford Ltd

Signed:



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