

## RECRUITMENT AND SELECTION POLICY AND PROCEDURE

### POLICY

#### INTRODUCTION

The Great North Air Ambulance Service needs to be able to attract and retain staff of the highest calibre.

This policy and procedure will encompass all activities that form part of the recruitment and selection process. It is applicable to **all staff** recruitment irrespective of staff group or nature of employment. In order for the policy and procedure to be effective it is essential that any employee who is involved in any aspect of the recruitment and/or selection of staff is aware of this document and adheres to it. Ultimately it is the responsibility of the senior management to ensure that this is the case.

The charity will:

- seek to attract the best candidate for the job based on merit and ensure the identification of the person best suited for the job and the organisation
- Ensure that the recruitment and selection of staff is conducted in a professional, timely and responsive manner and in compliance with current employment legislation. Any member of staff involved in the selection of staff should satisfy themselves that they can comply with the requirements of this policy and procedure.
- treat all candidates fairly and in accordance with the equal opportunities policy
- When employing any new member of staff externally the organisation will appoint the best candidate for the post on the basis of merit and fair and open competition.

Documents relating to all applicants will be treated with the utmost confidentiality and in accordance with the Data Protection Act.

#### Declaration of interest

Any member of staff involved in a selection process who has a personal or familial relationship with an applicant must bring this to the attention of the HR Department. As this could be seen as an unfair advantage in favour of a particular candidate

### PROCEDURE

There are a number of key stages in recruiting and selecting for a post:

#### Vacancy arises

- When a vacancy first arises, whether this is due to the current post holder moving internally or externally, or whether it is a new role, it is important to evaluate carefully the need for the role. Consideration should be given to the purpose and content of the role as well as where it fits into the structure of the charity.

#### Job description and Person specification

- A job description and person specification must be produced or updated for any vacant post that is to be filled.
- The job description should accurately reflect all elements of the post.
- The person specification should state both the essential and desirable criteria in terms of skills, aptitudes, knowledge and experience that are required for the job, all of which should be directly related to the job and applied equally to all applicants. Care should be taken when drawing up

the person specification to avoid including criteria that may have the effect of indirectly discriminating against certain groups of applicants.

### **Advertising/attracting applicants**

- Advertisements should be based on the person specification and identify a number of the essential criteria in order to maximize the number of suitably qualified applicants. In normal circumstances posts should be advertised both internally and externally thus allowing career development opportunities for existing staff whilst fulfilling equal opportunities requirements.
- The further particulars that are provided to applicants will include the closing date for applications and a statement advising applicants that if they have not received a written response from the charity within 2 weeks after the closing date they should assume that their application has been unsuccessful on that occasion.

### **The Application process**

- The charities standard application form must be used. CVs may also be accepted but only in addition to the application form.

### **Short listing**

- All applicants should be assessed against the person specification and should meet the essential criteria, as a minimum.
- Short listing should be undertaken by a minimum of two people to avoid any possibility of bias, one of whom would normally be the direct line manager.

### **Selection**

- It is recommended that a range of selection methods, that are suitable for assessing both the essential and desirable criteria in the person specification are established as this will enhance objective decision making which is difficult through interview alone.
- Interview questions and the structure of the interview should be consistently applied to all candidates and should be based on the person specification.
- In the event that a candidate requests feedback about their performance in the selection process this should be arranged by the lead interviewer
- Unsuccessful interview candidates should be dealt with courteously and sensitively and should as a minimum receive written notification of the outcome of the selection process.

### **References and other pre-employment checks**

- Information sought from referees should be structured around the requirements of the job and the job description should be provided. It should be noted that many organizations have a policy of not providing personal references and therefore references provided may only confirm details of current appointment. (references will be sought by the HR Department)
- Referees should not be contacted without the candidate's consent
- Other pre-employment checks will be undertaken, dependent on the job role. These may include, for example:
  - DBS check
  - Obtaining evidence of qualifications
  - Obtaining evidence of professional registration

### **Making the appointment**

- It is recognized that in many cases it is desirable to make a verbal offer very shortly after the selection process to enhance the Charity's ability to recruit the selected candidate.
- Once a selection decision has been made the HR Department will produce a written offer of employment.

- Offers of employment are subject to satisfactory references and any other checks as appropriate, and a satisfactory probationary period.

**Joining the organization**

- It is important that new employees receive a well-planned induction in order for them to become integrated and fully operational into the organisation. Further information on induction is available from the HR Department

**Other relevant policies and procedures**

**Data protection policy**

**Training and development policy**

**Equality and Diversity policy**

**Payroll procedure**

The process below is shows the current recruitment and selection process flow:



