

INSTILL EDUCATION Recruitment Policy

It is the organisation's policy to recruit the most suitable person for each vacancy, regardless of age, disability, gender re-assignment, race, religion or belief, sex, sexual orientation, marriage or civil partnership, pregnancy or maternity.

Recruitment Policy at each stage of the process

For all documentation and a recruitment step-by-step guide, line managers should refer to the [RECRUITMENT CHECKLIST FOR MANAGERS](#), at R:\Public\HR\Recruitment.

1. Vacancies may only be filled after a job specification detailing the reason for the vacancy and person specification have been identified.
2. Copies of all advertisements will be placed on ELOISE using the TC777 code and existing staff are encouraged to check this.
3. Staff concerned with recruitment must ensure that they comply fully with the organisation's Equal Opportunities Policy at every stage of the recruitment process.
4. A decision to shortlist, interview or offer employment will take no account of an applicant's trade union membership or non-membership.
5. A decision to shortlist, interview or offer employment will be taken without regard to the applicant's gender, trans-gender status, pregnancy, marital or civil partnership status, racial or ethnic background, religion or belief, sexual orientation, marital/civil; partnership status, maternity/pregnancy, transgender status, age or disability.
6. External applicants who are invited to an interview must be sent a map showing the location of the interview and an outline of the form of the interview, and appropriate personnel (receptionist and all those who will be attending the interview) must be informed that they are expected.
7. In accordance with the organisation's Equality and Diversity Policy, reasonable adjustments will be made to accommodate the particular needs of any person who has notified the organisation that he or she has a disability within the meaning of the Equality Act 2010 at all stages of the recruitment process.
8. Where appropriate, skills tests can form part of the interview. Psychometric testing will only be used if the test has been validated in relation to the job and is administered and interpreted by a suitably trained person.
9. Applicants who are not shortlisted must be informed of this fact as soon as possible.

10. When a suitable candidate has been identified, a job offer will be made subject to satisfactory references, proof of qualifications, sight of relevant documentation confirming the individual's right to work in the UK and the supply of relevant medical information that is acceptable to the employer.

11. Each offer letter must be accompanied by a statement of the terms and conditions of employment relating to that position and a form for the applicant to sign denoting acceptance of the job on those conditions.

12. In the case of internal promotions or transfers, the employee must be sent a letter confirming the variation to his or her terms and conditions. Details of the planned induction should also be sent with this letter, eg outlining any training and development, coaching or work shadowing.

13. Appointments will not be confirmed, until satisfactory replies have been received from referees, proof of qualifications submitted by the employee, any police or criminal record checks needed have been verified and documentation confirming the individual's right to work in the UK seen and copied.

14. HR and payroll must be notified of the start date and the Induction process must be followed according to company policy. For all documentation and an induction step-by-step guide, line managers should refer to the **INDUCTION CHECKLIST FOR MANAGERS**, at R:\Public\HR\Starters.

15. All appointments will be made subject to a satisfactory probationary period. New employees' progress will be monitored closely by their supervisor during this period and they must have a probation interview after six months' employment. A recommendation should be discussed and agreed at the probation interview as to whether the employment should be:

a) confirmed

b) extended, or

c) terminated.

This policy was last reviewed in April 2022.

Next review in April 2023.