

Recruitment and Selection Policy

This document is relevant to:	
Staff	✓

Purpose

The Recruitment and Selection policy is designed to provide guidance in order to ensure the organisation recruits the right person for the job in a manner that is systematic, objective, consistent, provides equality of opportunity and fair participation and observes best practice.

Recruiting the right person is essential in order to ensure the effectiveness of the workforce, reduce turnover, increase individual job satisfaction and enable effective team working.

Policy

Dorset Mind is committed to ensuring that all those involved in recruitment will have skills and expertise in recruitment selection.

The recruitment and selection processes will follow the stages outlined in the Dorset Mind Recruitment and Selection Procedure.

The criteria for short-listing and selection will be identified at the job design stage and will be consistently applied to all candidates.

The criteria and the process will take account of good equality practice and reflect the equal opportunities policy.

Accurate records of the recruitment process will be maintained, including reasons for the decision to select or not select at each stage. Feedback will be made available to candidates on request.

Equal Opportunities Monitoring Forms will be used for equality monitoring purposes, kept separate to the application form.

At all stages of the selection process (interviewing, assessment and selection) at least two people will be involved (the line manager plus one or more staff/Trustees chosen for their knowledge of the area of work and/or their recruitment and selection skills). For more senior posts more people may be involved in the selection process. For service delivery posts, and others where considered relevant, a service user will be invited to be an additional member of the panel.

Selection Activities will be used to supplement the interview process and ensure a good skills match with requirements of the job.

Where recruitment agencies are used to fill vacant posts, the agency will be given a copy of this policy and asked to explain how they will ensure their practice is compliant with these principles.

Responsibilities

The Chief Executive is responsible for managing this policy and overseeing its implementation. Managers are responsible for implementing the policy within their areas of work, and for overseeing adherence by staff. Every member of staff should take personal responsibility for conforming to it.

Associated Policies and Procedures

- Recruitment and Selection Procedure
- Equality and Diversity Policy
- Criminal Records Policy
- Criminal Records Procedure

The equality impact of this policy has been considered and Dorset Mind believes that it complies with its commitment to equality as stated in its Equality Policy

Policy Ownership

Policy Name	Version	Doc ref
Recruitment and Selection Policy	1.0	Recruitment and Selection Policy

Policy Owner	Chair of Trustees
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Approval Status

Date adopted by Trustees	January 2016		
Date published	January 2016	Date for next review	January 2016

Consult the Dorset Mind website for the latest version of this policy.

Document Control

Reviewers

Name	Position
Chris Price	Chair of Trustees
Ken Heap	Trustee
Jane Kilpatrick	Trustee

Change History

Issue	Date	Author	Reason
1.0	Jan 16	Chris Price	New policy