

## STAFF RECRUITMENT POLICY

1. The recruitment and selection decision is of prime importance as the vehicle for obtaining the best possible person-to-job fit which will, when aggregated, contribute significantly towards the Streetlight UK effectiveness. It is also becoming increasingly important, as Streetlight UK evolves and changes, that volunteers and staff show a willingness to learn, adaptability and ability to work as part of a team. The Recruitment & Selection procedure should help the Management, to ensure that these criteria are addressed.
2. This policy ensures our Recruitment and Selection Policy will:
  - Be fair and consistent;
  - Be non-discriminatory;
  - Conform to all statutory regulations and agreed best practice.

### PROCEDURE

#### The Recruitment Process

3. The following procedure will be used when a post is to be filled. The appointing manager must:
4. **Define the job.** If it is an existing post - is an exact replacement required or is this an opportunity to revise the requirements. If it is a newly established post be clear on the exact requirements, draw up a job description and consult the CEO in relation to the appropriate salary.
5. **Complete a Job Vacancy Form** which confirms:
  - Details of the post
  - Final approval from the CEO;
6. Ensure the **Job Description and Person Specification** are up-to-date and offer a true representation of the vacant post, and the person you are looking for to fill this post
7. **Collate an information package** appropriate for the post. This package should include:
  - Job description and if appropriate, the person specification
  - Information on the line manager/supervision.
  - Information on the organisational structure of STREETLIGHT UK

- Terms and conditions of employment including salary
8. It is important that this pack is carefully put together in order to present a professional image of Streetlight UK, therefore out-of date or poorly presented information is not suitable.
  9. Discussion with the Trustees and the CEO, will establish the most effective means of obtaining suitable permanent candidates. The following options should be explored (in this order):
    - Internal advert within Streetlight UK
    - Trawl of current Volunteers to ascertain if they might know someone suitable.
    - Examination of previous applications, or those held on file within Streetlight UK / Administration Office
    - External advert in the local press or local bulletin boards
    - External advert on an online recruitment board
    - External advert in the appropriate technical / professional Journal (online)
    - In senior posts the use of a recruitment agency
  10. **Design the advertisement.** All advertisements must contain as much information as possible to ensure the correct recruitment group is targeted and reduce unsuitable applications, while remaining as cost-effective as possible.
  11. External adverts should be submitted to the appropriate CEO / senior manager with costings for approval before being placed.

## THE SELECTION PROCESS

12. Appropriate selection procedures must be used for each post. Procedures may vary, at its simplest this may involve a straight forward interview and skills testing.
13. The application forms received by the closing date will be forwarded to the CEO for shortlisting. Applicants **must** be chosen against the Person Specification.
14. **The appointing manager will**
  - Decide on the interview format and determine which areas to concentrate on with the questioning;
15. When all candidates have been interviewed, the panel will score them appropriately, and based on this decide on the most suitable person for the post. The appropriate manager will arrange to inform the successful candidate as soon as possible, agreeing a commencement date and or starting salary.



16. All interview packs should be returned marked "private & confidential" to Streetlight UK Administration Offices for filing for future reference if necessary, in accordance with GDPR rules and regulations
17. Upon return of the Interview Report Form, Streetlight UK Administration Offices will:
  - telephone all unsuccessful candidates with outcome of interview within one working day, this will be confirmed in writing;
  - write to the appointee, offering the post providing satisfactory references and pre-employment checks have been received
  - initiate a personnel file and computer entry for the new member of staff;
  - notify the CEO if the appointee refuses the offer, or if there are any other details to be cleared.
18. Streetlight UK Administration Office will arrange, in conjunction with the appointing manager an individual programme of induction for the new start which will be arranged and agreed at least one week before the appointee commences. This will include arranging any necessary actions to allow a smooth start for the new employee such as arranging a computer login, photo Identification etc.



# STREETLIGHT UK

## JOB VACANCY FORM

Is this an established post:
Title of Post:
Department:
Date when post becomes vacant:
Who will this be replacing:
Is the post permanent / zero-hours / fixed-term / contractor (Give details e.g. length of fixed-term contract)
Grade of Post (if applicable)
Salary range:
Full-time / part-time (give number of hours)
Comments:
Signed (Appointing Manager)
Date
Authorised By (Appropriate CEO)
I confirm availability of funding (CEO of Finance)



# STREETLIGHT UK

## INTERVIEW RECORD

POST TITLE:

DATE OF INTERVIEW:

PANEL MEMBERS:

Summary of Panel's comments on interviewees (including recommendation to appoint).

NAME	COMMENTS

Signed ..... Interviewing Officer/Panel Chairperson

20. Review the post - is it necessary, does it need changing, can the duties be adequately covered elsewhere. If significant changes are required or it is a new post please discuss the details in relation to grade and salary with the appropriate CEO
21. Complete a Job Vacancy Form ensuring approval of appropriate CEO. If post is newly established then confirmation of funding from the Director of Finance.
22. Review / complete the job description and person specification.
23. Put together an information pack for the vacancy.
24. Decide the most effective way to recruit to the post. For example internal advert / online job board / local press etc.
25. Design the advert. This should be done in conjunction with the Admin Office. Decide on a closing date, method of application (e.g. C.V. or application form), whether a pre-interview visit will be required and who should be contacted for applicant enquiries.
26. The Admin Office will process the advert, send out information packs and collate applications ready for short-listing.

## **SELECTION**

27. Decide on the interview panel as soon as possible and arrange a suitable date with them.
28. Applications will be forwarded to you from the Admin Office on the closing date. These may be inspected at any time prior to this.
29. With at least one other member of the interview panel shortlist for the post against the person specification.
30. Decide whether it would be appropriate to use alternative selection methods, for example psychometric or skill testing and make arrangements for this
31. Let the Admin Office have short-list, they will arrange to contact the candidates and set up the interviews / tests etc. They will also contact unsuccessful applicants.
32. At least one week before the interviews, the panel will receive an interview pack containing the applications and other details.
33. Ensure arrangements are in hand to welcome candidates as they arrive, to escort them to the interview and any other events during the day e.g. testing.
34. Complete the interview, and taking account of the outcome of any testing, decide on the most suitable candidate. Contact them by phone and offer the post (conditionally when details such as references, medical etc. have to be confirmed) agreeing verbally the salary and proposed start date.
35. Return all interview packs and references to the Admin Office with the Interview Report Form. They will Contact all other unsuccessful candidates by phone or email the same day if possible, and undertake the necessary administration.



36. Set up an individual induction programme for the new appointment.