

Recruitment & Selection Policy

Introduced:	July 2013
Developed by:	Human Resources
Updated:	September 2018
	March 2020

Introduction

Telford & Wrekin Council is a positive and innovative place to work with a strong vision and purpose. Our employees are fundamental in achieving this vision. We recognise the importance of recruiting individuals who can demonstrate that they have the skills, values and behaviours required to enable the Council to deliver its priorities.

This policy provides a consistent yet flexible approach to recruitment, selection, on-boarding and induction, enabling the Council to recruit the right people with the right skills in the right place at the right time.

All recruitment and selection activity is underpinned by the Council's Equal Opportunities Charter.

The policy should be read in conjunction with the Guidance Notes which are referred to throughout.

Scope of policy

This policy covers recruitment to permanent and fixed term jobs, secondments and casual work in Telford & Wrekin Council.

Policy Commitments

As a Council we are committed to:

- Being an inclusive employer, providing job opportunities that are accessible to all
- Promoting vigilance through safer recruitment, thereby making it as difficult as possible for unsuitable people to gain access to children and vulnerable adults
- Ensuring that employees are paid and rewarded fairly in accordance with equal pay legislation
- Being an employer of choice, aiming to attract candidates from a diverse range of backgrounds and offering a flexible working environment and attractive reward and benefits package
- Providing all candidates with a positive recruitment experience
- Equipping managers with the skills required to recruit and select candidates in a fair, open and transparent manner

This policy recognises that:

- No employee will be involved in the recruitment and selection process where they are related to or have a close personal relationship with an applicant.
- Applicants are required to state whether they are related to any Telford & Wrekin employee or Councillor.

- ☑ Any job applicant found to be canvassing will be disqualified from consideration and internal applicants may also face disciplinary action.
- ☑ In line with the [Council's Pay Policy Statement](#) new appointments will normally be made at the minimum scale point of the relevant grade of the post; this can be varied **only in exceptional circumstances**, whilst having regard for the need for equal pay.

Preparing to Recruit

Managers will refer to the 'Recruitment Checklist' before commencing the recruitment process and throughout the entire process, up until the successful candidate is in post.

Managers will liaise with Finance to ensure that funding is available before commencing the recruitment process.

Managers will take the opportunity to review whether a vacant post needs to be filled and to consider whether changes are required to the content and conditions of the job before recruiting.

Managers will consider whether a post can be offered as an Apprenticeship.

A job description and person specification in the corporate format will be produced for every post, including those open for internal secondment.

Job titles will be clear and meaningful, with prospective candidates in mind at all times

The person specification will:

- only include directly relevant criteria,
- show whether a criminal records check is required,
- state that we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved,
- state whether the role is 'customer facing' under the requirements of the Fluency Duty

All new job descriptions and existing job descriptions where the duties of the post have been significantly changed, will be evaluated.

Where appropriate, a shorter 'Job Summary' may be produced for advertising purposes, in addition to the Job Description and Person Specification

Special consideration will be given when recruiting to jobs working with vulnerable groups, in accordance with safer recruitment practice.

No unauthorised posts will be advertised.

Further information is available in:

- [Recruitment Checklist](#)
- [Equal Opportunities Charter](#)
- [Guidance Note: Preparing to Recruit](#)
- [Guidance: Job Descriptions, Person Specification and Role Profiles](#)
- [Templates: Job Descriptions, Person Specification and Role Profiles](#)
- [Guidance Note: Recruiting to posts working with vulnerable groups](#)
- [Guidance Note: Fluency Duty](#)
- **Intranet page:** [Apprenticeships](#)

Attracting the Right Applicant

All posts will, as a minimum, be advertised on the WM Jobs website.

Where additional advertising channels are required e.g. social media, professional journals, managers will engage with Corporate Communications early in the process to plan and facilitate this.

All advertising media will state that we are committed to equality and diversity.

All recruitment information will be accurate, relevant and up to date to allow potential applicants to make informed decisions about their suitability and desire to submit an application.

All applications are required to be completed on line through WM Jobs unless an alternative recruitment process has been agreed.

CV's may be submitted **in addition** to an application form.

Further information is available in:

- [Flowchart for advertising posts](#)
- [Guidance Note: Attracting the right candidate](#)

Shortlisting

Shortlisting will not be carried out by one person alone. The recruiting manager must be involved in shortlisting and must have completed the recruitment and selection training.

Only the criteria contained in the person specification document will be used for shortlisting.

Shortlisting will be carried out without regard to gender, transgender status, sexual orientation, colour, race, nationality, ethnic or national origin, age, disability, religion or belief, pregnancy, maternity leave, marital or civil partnership status, or trade union membership.

Shortlisting will be completed and documented on WM Jobs.

Redeployees will be considered before other applicants in line with the Redeployment Policy.

Applicants who declare that they have a disability, are ex-forces personnel or are from a care background will be considered in accordance with the Council's Guaranteed Interview Scheme.

The disclosure of a criminal conviction will not in itself debar an applicant from applying for a post.

Further information is available in:

- [Equal Opportunities Charter](#)
- [Guidance Note: Shortlisting](#)
- [Template: Shortlisting matrix](#)

Interviews and other selection methods

All shortlisted applicants will be informed in advance of their interview date, time and venue and provided with information about any selection activities to be undertaken.

Employees who are on the Council's redeployment register are not required or expected to attend more than one interview a day when they are seeking suitable alternative employment within the Council. Where a redeployee has been inadvertently been invited to attend more than one interview in a day, they are entitled to have one of the interviews moved to a different date.

Special arrangements or adaptations for candidates with a disability attending for interview will be identified and organised by the recruiting manager.

Any gaps in employment or discrepancies identified when shortlisting will be discussed with the candidate at interview stage.

Questions about health and disability will not be asked in advance of an offer being made to a candidate except in specific circumstances, in line with the Equality Act 2010.

Assessment activities will be appropriate and relevant to the level and needs of the job and testing will be fairly and consistently applied.

Further information is available in:

- [Guidance Note: Interviews and other selection methods](#)
- [Template: Interview marking grid](#)
- [Template: Presentation marking grid](#)

References

References will always be taken up, in line with current Council guidelines.

These references will be considered actively as part of the recruitment process before any offers of employment are made.

Any discrepancies or concerns arising from references received will be followed up.

Further information is available in:

➤ [Guidance Note: References](#)

Reaching a decision

The successful candidate will be appointed solely on the basis of evidence gathered during the recruitment process which demonstrates how they meet the requirements of the person specification. Decisions will not be based on comparisons between candidates.

A member of the recruitment panel will contact the successful candidate to inform them they are the preferred candidate and to discuss any possible modifications or adaptations required for disabled candidates where applicable.

An appointment form will be completed on WM Jobs for the successful candidate.

Candidates who have not been selected for the post must be contacted as soon as possible by a member of the selection panel.

All candidates who have attended for interview are entitled to feedback.

Further information is available in:

➤ [Guidance Note: Reaching a decision](#)

Employment checks

All candidates will undergo thorough pre-employment checks before being offered employment with the Council.

Checks will be carried out in accordance within existing legal frameworks.

Further information is available in:

➤ [Guidance Note: Employment Checks](#)

➤ [Guidance Note: Criminal Records Checks](#)

➤ [Intranet page: Applying for a DBS](#)

Written Records

Clear and comprehensive records of all stages of the recruitment and selection process will be made.

Records, including application forms, will be kept on WM Jobs, in accordance with retention guidelines.

On-boarding

Managers will complete the New Starter Form for successful candidates.

Managers will keep in touch with the successful candidate prior to them commencing in post.

Managers will plan a thorough induction programme for the successful candidate prior to them starting work, including the essential induction modules within Ollie.

Further information is available in:

➤ [Induction Checklist](#)

Raising a concern about the application of this policy

Any internal applicant who considers that he or she has been unfairly treated through the recruitment and selection process should raise this through the Council's '[Resolving Workplace Issues](#)' policy.

Any external applicant who considers that he or she has been unfairly treated through the recruitment and selection process should submit their complaint in writing to the Human Resources Manager within 10 working days of the event taking place. A response will be made within 10 working days of receipt of the complaint. There is no further appeal.