



# Phoenix Community Care Ltd Policy & Procedure

## 0226 - Recruitment & Selection

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1	2010	2010	2011	Anne Spriggs		
1	2010	2011 (new section added)	2012	Updated by Gena Areola	Directors	16/11/11
2	2010	2013	Oct/2014	Gena Areola	PCC Directors	5.2.14
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## **Recruitment & Selection Policy**

### **Introduction**

The purpose of this policy is to set out our approach to recruitment and selection and our commitment to equality, diversity and fairness.

### **Our approach to Recruitment and Selection**

Having the right person in the right place at the right time is crucial to organisational performance. Phoenix Community Care is committed to ensuring that all stages of the recruitment process - writing the role profile and person specification, advertising, attracting and managing applications, selecting candidates, making the appointment and inducting the new employee - are conducted fairly and effectively.

Line managers are responsible for recruitment in conjunction with the PCC Directors. Everyone involved in recruitment and selection has a responsibility to make sure that this policy is followed. See Recruitment & Selection Guidelines

Selection methods will be reliable, objective and guard against bias. Essential and desirable requirements for roles will be published in the role profile and person specification. The selection process normally consists of a (paper) short list and if successful, applicants are invited to interview. Some positions may require additional assessments (task/test or assessment centre). If this is the case, details will be included in the application pack. Any test used will have been validated in relation to the job, free of bias and administered and assessed by a suitably competent person. All members of recruitment panels will have received guidance/briefing on recruitment and selection techniques.

As part of our commitment to customer care, we offer feedback to all unsuccessful interviewed candidates on request. We are able to offer feedback on unsuccessful applications to internal applicants only.

### **Safeguarding – working with children and vulnerable adults**

Phoenix Community Care is committed to doing everything in its power to ensure the safety and well being of all its service users, many of which are minors or vulnerable adults. To this end, PCC has set in place the following procedure when recruiting:

- Enhanced DBS checks are carried out on all staff, these include 'list 99' checks.
- All applicants must provide the contact details of two referees, one of which must be their most recent employer.
- Letters from referees must be written on letter-headed paper and include all contact details.
- PCC will also contact referees by telephone.
- Original proof of ID must be seen.
- Original proof of address must be seen.
- The applicant's right to work in the UK must be seen and a copy kept in their staff file.
- Relevant qualifications must be seen.

### **How our Equality and Diversity Policy is reflected in the recruitment and selection process**

Phoenix Community Care recognises the positive value of diversity promotes equality and challenges unfair discrimination. We aim at all times to recruit the person who is most suited to the job and welcome applications from people of all backgrounds - men and women, people of all ages, nationalities, religions and beliefs. We particularly welcome applications from disabled and Black, Asian and Minority Ethnic (BAME) candidates and are a non-discriminatory organisation.

Selection for employment will be fair and equitable and based solely on the basis of the applicant's abilities and individual merit assessed against the criteria for the job. Phoenix Community Care will not discriminate or tolerate discriminatory behaviour on the grounds of race, colour, sex, transgender, disability, nationality, national or ethnic origin, religion or belief, marital/partnership or family status, sexual orientation, age, social class, educational background, employment status, working pattern, trade union membership or any other irrelevant factor in any aspect of employment.

Our roles are open to discussion about flexible working, which would include arrangements such as part-time working, formalised flexitime, fixed (non-standard) working hours, working from home and job-sharing.

Monitoring recruitment and selection procedures is one way of helping us to ensure that there is no unfair discrimination in the way that we recruit people. To do this we ask about the diversity profile of people who apply for posts at Phoenix Community Care. This information is given in confidence, separate from the application form, and is not seen by any person involved in making selection decisions. However, if applicants would prefer not to answer any of the questions, they may leave them blank.

If any candidate feels they have been unfairly discriminated against during the recruitment and selection process, they may contact us to raise such concerns (see Complaints Procedure).

## **Disabled Applicants**

We have made a positive commitment to employing disabled people. Reasonable adjustments will be made to the recruitment procedure as required in consultation with the applicant to ensure no-one is disadvantaged because of their disability. If a disabled person is selected for a position, reasonable adjustments will be made to the workplace, including premises and equipment, work duties and practices or policies, as appropriate. All disabled applicants (as defined by the Disability Discrimination Act 1995, as amended) who meet the minimum criteria for the role as set out in the role profile and person specification will be guaranteed an interview. The following gives guidance on how the Guaranteed Interview Scheme is applied.

## **Minimum Criteria**

These are the essential requirements that have been agreed for the post – which may include qualifications, experience and skills. In setting the essential requirements, care will be taken to ensure that disabled candidates will not be disadvantaged.