

Title	Recruitment and Selection
Purpose	<p>This statement is MH’s policy in regard to recruitment and selection and encourages good practice and equal opportunities, to which all staff are required to adhere. In the recruitment process the aims of the Association are:</p> <ul style="list-style-type: none"> • To attract comprehensive applications from a sufficient number of candidates with appropriate skills, qualifications and experience for consideration for employment with MH • To use fair and effective methods for the appointment of candidates consistent with MH’s policy on Equality and Diversity • To ensure that recruitment procedures are clear and adhered to by all staff and board members involved in any recruitment and selection processes • To develop an excellent workforce committed to the aims, values and service delivery requirements of the Association
Scope	<p>Maryhill Housing (MH) seeks to hire only the best candidates for our posts. We conduct business following the spirit and the intent of equal opportunities legislation and strive to maintain a diverse staff. We encourage excellence at all levels in our organisation and are not influenced by age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race (including colour, nationality ethnic or national origins and citizenship), religion/belief, sex and sexual orientation nor any other factor irrelevant to achieving success and performing our jobs. This policy applies to all employees, workers, and potential employees and workers at Maryhill Housing.</p>
Definitions	<p>For the purposes of this policy the following definitions apply:</p> <p>Disclosure check: the criminal records check carried out by governmental body, Disclosure Scotland; can be at basic, standard or enhanced levels, or a PVG scheme record.</p> <p>PVG Scheme record: the PVG (Protection of Vulnerable Groups) scheme was introduced in 2011 and is a disclosure check for those working with children or protected adults.</p>
Policy Statement	<p>Policy Aims</p> <p>1 Legal and Regulatory Framework</p> <p>MH aims to be an equal opportunities employer with specific procedures in place to meet its obligations under equal opportunities legislation. This policy encompasses the principles outlined in MH’s Equality and Diversity Policy and Code of Practice in Employing Disabled People.</p> <p>The Association will ensure that it meets the requirements of the following relevant legislation:</p>

- The Equality Act 2010
- Agency Workers Regulations 2011
- Immigration, Asylum & Nationality Act 2006
- The Employment Act 2002
- Part-time Workers Regulations 2000
- Rehabilitation of Offenders Act 1974

MH will act ethically and conduct its affairs with honesty and integrity, and aims to avoid conflicts of interest. Advice should be sought on any legislative issues from Human Resources (HR).

2 Policy Principles

MH actively promotes equality of opportunity for all and welcomes applications from any candidates with the right mix of talent, skills and potential. The selection of candidates for interview will be based on appropriate skills, qualifications and experience. No other criteria will be used. In order to achieve this, equality and diversity practices will be integrated into every stage of the recruitment and selection process.

3 Training

MH will ensure that all staff and board members involved at any stage of the recruitment and selection process will receive equality and diversity awareness training and will be trained in the organisation's recruitment and selection procedure. This will ensure that those involved in the process will not discriminate either knowingly or unknowingly by asking any questions which may lead to discrimination.

4 Procedure for Recruitment and Selection

A fair recruitment process will remove barriers where possible to the employment of people from different backgrounds. This will enable the organisation to recruit from the widest pool of talent, and therefore potentially increasing the opportunity of a more diverse workforce which reflects the community we serve. A more diverse workforce should improve the organisation's service delivery, as it will include staff with more knowledge and experience to meet the needs and aspirations of service users and potential service users.

The steps set out below will be followed in the recruitment and selection process for employment in MH. Certain posts within MH are subject to disclosure checks - please refer to MH's Disclosure Policy before starting the procedure for recruitment and selection.

4.1 Review of Vacancy/Job Analysis

When recruiting for a vacant post, or requesting additional resources, the Association will conduct a job analysis in the first instance. This will often be carried out by Department Manager in liaison with the Directors Team. This involves assessing:

- whether or not the post has to be filled;
- how it could be filled;

- what would be the adverse effects of not filling the vacancy;
- could the work be distributed amongst existing staff

When creating new job profiles, or making amendments to existing profiles, managers should be mindful of the need for the post and information to reflect our values as an organisation.

The job profile (job description and person specification) will outline the outputs required of the post, its main purpose and interdependencies, the line manager the post holder will report to and any staff management responsibilities.

The job profile will form the basis for the selection of the successful candidate by the selection panel. It will define selection criteria relevant to the requirements of the post, thereby minimising subjective judgements on the part of the selection panel. This reduces the potential for discrimination and also provides demonstrable evidence of MH's recruitment processes.

The job profile will also list the person specification to be considered. The range of criteria may vary depending on the position, but most specifications will normally include a minimum of: experience, knowledge, qualifications/training, specific skills and abilities.

Essential criteria are those without which it is impossible to do the job. They are required from the first day of the job. The absence of any essential requirements will exclude a candidate from further consideration.

4.2 Recruitment

4.2.1 Permanent Recruitment

If it is deemed necessary to recruit another staff member or fill a vacant post permanently, the position will be advertised simultaneously; internally, in the national press, on our website and in the EVH Bulletin/website, demonstrating our commitment to equal opportunities.

An exception to this will be in case of restructuring or redundancy where it may be necessary to appoint candidates into posts without externally advertising the vacancy.

4.2.2 Internal Recruitment

All existing staff will be notified of permanent and long term temporary vacancies, including those on sick leave, maternity leave or holidays, and will be eligible to apply for any post.

4.2.3 Temporary Recruitment

Temporary posts of up to and including 12 months will be advertised internally first for a short period before being advertised externally if a suitable appointment cannot be made from the internal recruitment.

Longer term temporary posts (i.e. over 12 months) will be advertised internally and externally simultaneously.

4.3 Advertising

Managers will liaise with HR on the content and method of advertising to be used.

The job profile will provide the basis for any advertisement. This will outline the principal outputs of the post and requirements of the post holder.

Advertisements will contain information on job title, salary scale, experience, skills and qualifications required, provide a brief description of the role and of MH, state whether the post is full or part-time, temporary, fixed term or permanent and confirm MH's commitment to the principle of equality of opportunity. It will also state whether a disclosure check is necessary.

In addition, the Association may target a specialist source appropriate to the requirements of the post. In deciding placement of advertisements, MH will have regard to any groups which are currently underrepresented within the workforce and will seek to ensure that adverts are placed in locations that will encourage applications from these parts of the community.

All advertising for vacancies within the Association will state that an equality and diversity policy is in place. In addition the advert will also display any signs of equality bodies that the Association is affiliated to.

4.4 Application for Posts

To allow each candidate equal opportunity to demonstrate how they meet the requirements of the post, applicants will be required to complete a standard application form. This application form will be accompanied by a monitoring form. This monitoring information will allow MH to assess how well we are meeting our equal opportunities targets and commitments.

All requests for application forms will be responded to within two working days. All candidates will receive an information pack that will include a job description, person specification, guidance notes, summary statement of conditions together with an application form and equal opportunities monitoring form. A standard cover letter will also be included, advising of the closing date and, if possible, the proposed timescale for short-listing and interviews.

Depending on the post it may be appropriate to send other information such as a business plan, annual report, annual accounts or a criminal convictions declaration form.

Successful candidates to new and vacant posts will be selected on merit through shortlist, testing and interview in accordance with the person specification and our standard short listing and interview assessment forms.

4.5 Selection/Interviewing

4.5.1 Short listing

All applications will be acknowledged.

A panel, recommended to be three individuals, will carry out the recruitment processes for each vacant or new post. In some occasions the panel may include a representative from HR. When recruiting for a senior manager the panel will include the Chief Executive, the Chair and a Board Member. Only individuals who have received recruitment and selection training will be able to participate in short listing.

At least one panel member must possess skills or experience most closely related to the post for which candidates are to be short listed and interviewed. Panel members who short list will also participate as interviewers to ensure consistency in recruitment.

Essential criteria will be applied in the first instance to shortlist candidates. Candidates who do not match all the essential criteria will not be called to interview. Candidates who do not possess all the desirable criteria may still be called to interview. However, desirable criteria will be applied, secondly, in a large response, to fairly reduce the number of candidates called for interview.

Each panel member must complete a short listing assessment form appropriately for each applicant. If a panel member recognises a candidate's details, they should declare this and, depending on their relationship with the candidate, they may potentially be required to exclude themselves from the panel, if the person is to be shortlisted.

Candidates invited to interview and unsuccessful candidates will be informed of the result of their applications. Unsuccessful candidates may be offered the opportunity for feedback on their applications.

4.5.2 Procedures for Shortlisting Disabled Applicants

Any applications from disabled people will be judged against the essential criteria for the post and if they meet the requirements they will be granted an interview. In accordance with the 'Disability Confident' Scheme, all disabled applicants who meet the essential criteria will be interviewed. Please see the Association's Code of Practice on the Employment of Disabled People for more information.

4.5.3 Modern Apprenticeships

Candidates for modern apprenticeships will also be required to submit application documents, which will be subject to fair short listing procedures. Successful short listed individuals will be invited to attend an interview and the most suitable individual/s will be selected.

4.5.4 Interview

Interviews will generally be arranged within two weeks of the advertisement closing date where practicable. Interviews will, whenever possible, be carried out by all members of the shortlisting panel and only individuals who have received interviewing skills training should participate.

All short listed candidates will be offered an interview, at which the same questions, based on the job description and person specification, will be asked in the same order to all candidates. This may also include suitable

testing where appropriate. Interviews will be typically 30-60 minutes' duration depending on the nature of the post.

Where it is necessary to obtain information on personal circumstances (e.g. in relation to a selection criterion such as flexibility to work irregular hours) questions about this will be asked equally of all candidates and, like other questions, will relate only to the job requirement.

Any requested, appropriate, information which has been provided by the Association to an interviewee will be made available to all other candidates invited to interview.

4.5.5 Interviewing applicants with a disability

Disabled applicants who identify themselves at the application stage will be provided with appropriate interview arrangements (such as an accessible interview room) to enable candidates to compete on an equal basis.

Applicants will not be asked about health or disability before a job offer is made. There are limited exceptions which will only be used with Human Resources approval. For example:

- Questions necessary to establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments);
- Questions to establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at interview or assessment;
- Positive action to recruit disabled persons
- Equal opportunities monitoring (which will not form part of the decision-making process)

4.5.6 Assessment

Panel members must complete interview assessment documentation, appropriately, based on evidence for each candidate. MH's policy on Equal and Diversity will apply to all matters of recruitment and selection.

Where candidates are judged to be equal, they may be called back for a second interview. Panel members must state and document justifiable reasons for the rejection of each unsuccessful interviewee.

4.6 Job Offer/Appointment

Once the appointment panel has made a decision, a conditional offer will be issued to the successful interviewee subject to: the receipt of satisfactory references, original qualification certificates, and proof of eligibility to work in the EU and a satisfactory PVG membership/Disclosure Scotland check where appropriate. Appointment will normally be made at the bottom of the salary scale; otherwise, an appointment will be made on a suitable salary paying due consideration to a candidate's skills, experience and present and future circumstances. The initial offer can be verbal and followed up in writing. The terms of a written contract of employment will be confirmed and issued subsequently once the aforementioned conditions have been satisfied.

If the job offer is declined, if agreed by the interview panel, the second highest scoring suitable candidate may be subsequently offered the post. If there is not a suitable reserve candidate the recruitment process should be revised and a rerun of the whole recruitment process should be considered.

Once the job offer has been accepted then interview outcome notification should be issued to unsuccessful interviewees. It is the intention of the Association, where possible, to inform candidates of the outcome of the interview as quickly as possible and within a few days of the interview having taken place.

4.7 References

References will be sought after a conditional offer of employment has been accepted. Reference requests will be made to the most recent or current employer and/or academic/voluntary/good character reference. Referees must not be related to the candidate. If a referee happens to be a panel member then the candidate may be asked to provide an alternative referee.

4.8 Disclosure/PVG Check

There are some posts within MH that are subject to disclosure checking and these are identified in MH's Disclosure Policy. When this is the case it is customary to make any offer of employment, which is subject to disclosure checking, conditional on receipt of a satisfactory disclosure check.

MH complies fully with the Code of Practice; issued by Scottish Ministers in connection with the use of information provided to registered persons and other recipients of information by Disclosure Scotland under Part V of the Police Act 1997 and the Protection of Vulnerable Groups (Scotland) Act 2007; for the purposes of assessing applicants' suitability for positions of trust. MH will treat all applicants for positions fairly and will not discriminate unfairly against the subject on the basis of conviction or other information revealed.

MH will discuss any matter revealed in a disclosure check with the subject of the check before withdrawing a conditional offer of employment. Please see our Disclosure Policy for full details.

Having a criminal record will not necessarily debar a candidate from working with Maryhill Housing.

4.9 Advising Candidates of the Outcome

When an offer of employment has been made, a member of the interview panel will advise the successful candidate by telephone first and in writing soon after.

All unsuccessful interviewees will typically be advised of the outcome of their interviews by telephone/email or letter. Constructive feedback on their performance can also be made available to them, if requested, by telephone. This will be given with reference to the person specification identified for the job profile. Feedback should be requested within 2 weeks of notification of

the interview outcome.

4.10 Interview Expenses

Reasonable travel expenses will be reimbursed to candidates for non-local journeys. Any reasonable interview travel expenses paid to candidates for new or vacant posts will be in accordance with the Association's expenses and finance policies and procedures.

5 Equal Opportunities Monitoring

As part of MH's recruitment process, equal opportunities monitoring will be undertaken and reported.

This information will be held in a secure location by HR. Reports will be provided on a regular basis to the Staffing Committee demonstrating overall equality monitoring (while protecting anonymity).

6 Records

A clear record of all decisions relating to advertising, short-listing and selection will be stored confidentially by HR and retained for twelve months following interview. Thereafter personal information will be destroyed.

Any undertaken PVG membership records/Disclosure Scotland checks must be stored in accordance with the Disclosure Policy.

7 Personnel File

The successful candidate's recruitment documentation should be made into a personnel file and retained.

8 Induction

MH's staff will welcome new post holders, or those appointed to new posts from within the organisation, by providing initial induction training, which will be organised in advance of occupancy of the new post holder by the manager. This will help to settle the new staff member, convey our aims, objectives, policies and procedures thereby encouraging the individual to settle, stay and make a valuable contribution to our work.

9 Failure to Recruit

Should the full recruitment and selection procedure fail to recruit a suitable candidate, reasons for this should be identified and considered, appropriate alterations made and recruitment should be rerun where appropriate to do so.

10 Complaints

If a complaint is received about any stage of the recruitment and selection process it should be resolved promptly in the first instance and verbally where appropriate to do so. If the complainant wishes to further pursue the matter they should be advised to put the complaint into writing and address it to the HR Manager who will investigate the matter and further liaise with the

	<p>complainant.</p> <p>11 Monitoring and Review</p> <p>This policy shall be reviewed every 3 years and/or updated in line with changes in legislation. Reports will be made to the Staffing Committee on an annual basis. Key information will include:-</p> <ul style="list-style-type: none"> • number of appointments advertised and number of appointments made; • equal opportunities monitoring by applicant, short-listed applicant and successful candidate (including sex, ethnic origin, marital status, disability, age). <p>12 General Data Protection Regulations</p> <p>MH will treat all personal data in line with our obligations under the current data protection regulations and our own Data Protection policy. Information regarding how applicant / employee data will be used and the basis for processing such data is provided in MH's employee privacy notice.</p>
Approval	Staffing Committee, 10 September 2018
Policy Owner	Carol Bain, HR Manager
Review	This policy will be reviewed every 3 years and/or updated in line with changes in legislation.