

## **Recruitment and Selection Policy and Procedure**

### **Introduction**

It is company policy that the Practice Manager, Eve Waters, is responsible for recruitment. This policy applies to current and respective employees.

Effective and consistent recruitment practices are essential for treating all applicants fairly, with equality and diversity considered during the selection, recruitment, and appointment stages.

This policy and procedure define the principles that we consider important in the recruitment process and aims to meet both current employment legislation and Schedule 3 of the Health and Social Care Act.

### **Equality of opportunity in recruitment**

We do not discriminate either directly or indirectly at any stage of the recruitment process on the grounds of race, nationality, ethnic origin, gender, marital status, pregnancy, age, disability, sexual orientation, gender reassignment, ethnicity, cultural, or religious beliefs.

All our policies and procedures reflect our commitment to achieving and maintaining equal opportunities within the workplace.

### **Recruitment Authorisation**

All vacancies are authorised by the practice owner before attempt is made to fill the role.

### **Discrimination**

The following forms of discrimination are prohibited under this policy and are unlawful:

- Direct discrimination
- Indirect discrimination
- Harassment
- Victimisation
- Disability discrimination

### **Job description and person specification**

Recruitment, promotion, and other selection exercises will be conducted based on merit, against objective criteria that avoid discrimination. Where possible, short listing is decided by more than one person.

Once a vacancy is agreed, the practice manager will create and appropriate job description and person specification (necessary and desirable characteristics and traits) providing a fair and accurate representation of the role, essential qualifications, and experience. These help to set expectations about the job holder's performance and their effectiveness as a team member.

### **Advertising of vacancies**

Advertisements should avoid stereotyping or using wording that may discourage particular groups from applying. Advertisements will clearly indicate the:

- Requirements of the job
- Necessary and desirable criteria for job applicants (to limit the number of inappropriate applications received)
- How many days/hours per week
- Contract length (if a fixed term)
- Job location
- Details of how to apply and the deadline

### **Applying**

We will ask candidates to apply for a vacancy by providing a CV. All applicants will be treated confidentially and circulated to those individuals involved in the recruitment process.

### **Interviews**

When conducting the interview, the panel will :

- Use the same questioning strategy with each candidate
- Give the candidate an opportunity to answer the question in full
- Try to keep questions open
- Keep notes of candidates answers
- Will not ask a question which might suggest an intention to discriminate on grounds of a protected characteristic

Where job offers are made, this can be conditional, based on a satisfactory medical check.

After the interview the panel will:

- Read through their notes about each candidate and assess the interview forms
- Compare each candidate against the job description
- Make an assessment for each candidate as to whether they will fit the culture of the team, ensuring they are discriminating
- May ask the candidate back for another interview, discuss over the phone any questions and/or offer a trial day
- Let all candidates know whether they are successful or not
- Re-advertise if none of the candidates meet the criteria



### **Medical Assessments**

Only questions about essential medical issues relevant for a job will be asked during the interview. Once a candidate is offered the job, they will be asked to complete a medical questionnaire to obtain essential information about the candidate's fitness for the job as per industry regulatory requirements (CQC). If necessary, an Occupational Health Assessment may be arranged.

### **Offer of employment**

Once an offer has been made and verbally accepted, this will be confirmed in writing.

All employment offers are conditional upon receipt of satisfactory references and other pre-engagement checks (DBS/Qualifications, etc).

### **Immunisations**

Immunisations are required for some job roles and must be obtained either before or during employment in the time frame set out by the company.

### **Employment history**

Candidates will need to provide full employment history and provide an explanation for any gaps in their CV.

### **Work permits**

We are required by law to ensure all employees are entitled to work in the UK. All prospective employees, regardless of nationality, must be able to produce original documents before employment starts, to satisfy immigration legislation.

### **Personnel records**

All recruitment process-related records are kept securely for a minimum of 6 months and can then be safely destroyed.

All employment records are kept securely, and access to personnel files are restricted to their line manager/s and practice owners.

### **Part-time and fixed-term work**

Part-time and fixed-term staff will be treated the same as comparable full-time or permanent staff.