



## Central England Area Quaker Meeting (CEAQM)

### Recruitment and Selection policy and procedure 2023

#### **Purpose**

The purpose of this policy is to ensure that CEAQM employs and promotes the most appropriate employees in a fair and consistent manner free from discrimination.

#### **Scope**

This policy covers all current employees and applicants for employment with CEAQM.

This policy is not contractual, but sets out the way in which CEAQM aims to manage recruitment and selection in the workplace. We reserve the right to vary, replace or terminate it at any time.

#### **Policy**

CEAQM is committed to ensuring that there is no discrimination on the grounds of age, disability, gender reassignment, marriage/civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation at any stage of the recruitment process or in the terms and conditions offered to new employees, or promoted employees.

#### **Advertising**

Advertising of all positions will be carried out internally and externally. All employees (including fixed-term employees) will be notified of any positions that arise during their employment, this *may* include being posted on our website, in The Friend, via local churches, Job Centre or local/national press. Details of positions will be fully circulated so as to ensure access to all applicants. This includes forwarding internal advertisements to employees on long-term leave.

Job adverts will normally state: "CEAQM is an equal opportunity employer and values diversity".

#### **Application**

The application process will be determined according to the role but in every case, our chosen process will be applied consistently to all applicants for a role. For some roles, we may require an application form. For other roles, we may require a CV and a covering letter and email. Applications which fail to meet the specified requirements will be rejected.

### **Screening / shortlisting**

Screening and shortlisting will be carried out by matching details of applicants to the requirements of the job. The shortlisting criteria will be applied consistently to all applicants. Records of the shortlisting process will be retained for a period of 6 months.

### **Testing**

If it is appropriate to use selection tests for a job, they will only relate to non-biased, genuine objective requirements of the role. Records of any testing undertaken will be retained for a period of 6 months. If psychometric and / or personality profiling tests are used, these will be administered by a suitably qualified person.

### **Interviewing**

The interviewing process will be carried out as follows:

- no assumptions will be made on the grounds of age, disability, gender reassignment, marriage/civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation
- questions will relate to the requirements of the job as established in the job description and the person specification
- interviews will be carried out by more than one person (three would be the optimum) including the line manager for the post, and the interview panel will preferably comprise of a diverse range of individuals
- applicants will be assessed at the end of interviewing against pre-defined criteria
- interviewers will complete scoring sheets for each candidate and each question or selection test
- records of the interview process will be retained for a period of 6 months, including questions asked, answers given, any interview notes, and scoring sheets for all candidates.

### **Promotion**

All employees will be aware of the promotional and career opportunities available to them from details circulated through the website or by email and by notices posted at prominent points. Training and job experience needed for promotional opportunities will be open to all employees. Promotion will be determined by merit and performance against objective criteria.

Unsuccessful internal candidates will be given feedback so as to facilitate improvement. Training in giving feedback will be provided to managers charged with this task as required.

No employee will be overlooked in relation to a promotion or an experience-broadening opportunity because of their reluctance to apply or accept on a previous occasion. The process surrounding promotion will be free from discrimination.

### **Training**

All relevant staff, including those on fixed-term or part-time contracts, will have equal access to training opportunities, whether training is relevant to their current job, or to enhance promotional opportunities.

## **References**

All external candidates will be required to provide two satisfactory references prior to appointment. References will be checked in accordance with the standard reference checking form. Referees must not be contacted without the permission of the candidate to whom they relate. Should a candidate not be in a position to provide two references, the issue will be dealt with by CEAQM on a case-by-case basis.

## **Disclosure and Barring Checks (DBS)**

Applicants will be made aware of any positions where a criminal records (DBS) check is required. A statement that a criminal record check is required if the applicant is offered the position will be included in any application forms, job advertisements and recruitment documents. Offers of employment will be conditional subject to receipt of a DBS check satisfactory to CEAQM.

## **Employment of foreign nationals**

CEAQM will only employ workers who are legally entitled to work in the United Kingdom. All employees will be required to undertake an appropriate right to work check, regardless of their nationality, by reviewing appropriate immigration documents or by accessing an online right to work check.

## **Data protection**

CEAQM processes personal data of employees, including data that is within the special categories of data (such as personal data concerning an employee's health), collected during their recruitment in accordance with its Data Protection Policy for the purposes of selecting and on-boarding suitable employees. In particular, data collected and processed for those purposes is held securely and accessed by, and disclosed to, individuals for the purposes of:

- Applicant communications
- Screening and shortlisting
- Interviewing and selection testing including psychometric testing
- Checking the applicant's right to work in the UK
- Making a DBS check (if appropriate)
- Checking qualifications and references
- Making an offer of work
- Setting up a personnel file.

Inappropriate access or disclosure of applicant data by an employee of the organisation constitutes a data breach and should be reported immediately in accordance with the Data Protection Policy. It may also constitute a disciplinary offence, which will be dealt with under the Disciplinary Procedure.

## **Records**

CEAQM will retain, for at least 6 months, all records arising through the recruitment process in compliance with the legitimate basis of CEAQM.

**Implementation, monitoring and review of this policy**

This policy will take effect from February 2023. The Principal Officer has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation and may be changed from time to time.

Any queries or comments about this policy should be addressed to the Principal Officer.

Last updated: February 2023

Date of next review: February 2025