

Recruitment Policy

May 2023

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1. Introduction

1. ADCA's staff are crucial to how ADCA achieves its objectives. ADCA aims to attract and retain a diverse mix of suitably qualified permanent staff. Our recruitment process aims to ensure that we identify the best candidate, irrespective of race, sex, disability, or any other protected characteristic listed in our Equal Opportunities Policy, and in full compliance with current employment law.

ADCA Equal Opportunities Policy

2. Recruitment

Initiation

1. ADCA will assess the need for all proposed new appointments, and consider possible alternatives, such as cover by temporary and/or relief staff, or by volunteers, as appropriate.
2. When the Trustees agree to proceed with recruitment, ADCA will prepare
 - a **Job Description** outlining the duties and responsibilities of the post
 - a **Person Specification** outlining the key attributes required for a suitable postholder – necessary skills, relevant experience, qualifications, etc. – distinguishing between what is 'essential' and what is 'desirable'
 - a **Job Advert** describing the post, hours, and salary scale, and specifying application deadline and interview dates
 - an **Application Form** including a request for references.
3. The vacancy will be publicised in appropriate outlets, locally and further afield, as well as internally among ADCA volunteers.
4. All applications will be treated as confidential.

Shortlisting

5. An interview panel of at least 3 people will be approved by the Trustees. At least one Trustee will sit on the panel.
6. The panel will consider the essential/desirable qualifications, relevant experience, skills, knowledge, and personal attributes of each applicant and assign a score to each element on the application form according to a pre-determined scale.
7. The panel will use the scores to determine who to interview, who may be suitable, and who is unsuitable.
8. Shortlisted applicants will be invited to interview as soon as possible.
9. Applicants who **may be suitable** may be invited to a later interview if no suitable candidate has been found.
10. Applicants **not suitable** for the role may be suitable for a different role. Where this is a possibility, the applicant will be contacted to ask whether they wish to be considered.
11. Confidential notes will be made of the reason(s) why any applicant was not shortlisted. These will be kept for **six months**.

Interview

12. The interview panel will explore each candidate's suitability for the role with the same set of identical questions, prepared in advance. The panel will seek evidence of the required skills, knowledge and behaviour set out in the Job Description and Person Specification.
13. Candidates will have the opportunity to put their own questions about the role, about ADCA in general, or about any other relevant matter.
14. The panel members will take notes on the candidate's responses, and assign a score to each response according to a pre-determined scale.
15. When all shortlisted candidates have been interviewed, the panel will compare their scores and notes and decide whether to make a conditional offer to the most suitable candidate, subject to references and any checks that are required.
16. The successful candidate will be notified by telephone as soon as possible and asked if they wish to accept the position. Unsuccessful candidates will also be notified.
17. The panel's confidential notes, and reasons for appointing, or not appointing, will be retained and stored securely.

3. Appointment

1. When a successful candidate accepts the position, ADCA will send them
 - a formal offer of employment
 - terms and conditions, and
 - a contract of employment.
2. Offers of employment are always subject to satisfactory references and satisfactory completion of any checks that are required.
3. Contracts of employment will include a suitable probationary period.
4. All new staff will receive comprehensive induction.

Approved by the Trustees on 26 May 2023