**WORK PLACE CHAPLAINCY SCOTLAND**

**Listening & caring - in confidence**

**RECRUITMENT and SELECTION POLICY & PROCEDURE**

The recruitment and selection decision is of prime importance to obtain the best possible person-to-job fit, which will contribute significantly towards WPCS effectiveness. It is also important, as WPCS evolves and changes, that new recruits show a willingness to learn and work as part of a developing team.

WPCS Recruitment and Selection Policy will:

* be fair and consistent;
* be non-discriminatory on the grounds of sex, race, age, religion or belief, sexual orientation, gender assignment, marriage or civil partnership, pregnancy or maternity or disability;
* conform to statutory regulations and agreed best practice.

**Procedure**

The following procedure should be used when a post is to be filled.

WPCS will:

Define the job. If it is an existing post, is it an exact replacement required, or is this an opportunity to revise the requirements? If it is a newly established post, be clear on the exact requirements, and draw up a job description and person specification.

Produce a Job Vacancy advert which confirms details of the post. Ensure final approval from the Board of Trustees.

In the event of the job being newly established, a discussion will be held with the Financial Director, and confirmation that funding is available will be given.

Collate an information package appropriate for the post. This package should include:

* job description and, if appropriate, the person specification
* information about the post
* information about the organisation
* terms and conditions of employment.

It is important that this pack is carefully put together in order to present a professional image of WPCS, therefore out-of-date or poorly presented information is not suitable.

**Design of the advertisement**

All advertisements must contain as much information as possible to ensure the correct recruitment group is targeted and reduce unsuitable applications, while remaining as cost-effective as possible.

External adverts will be submitted to the Board of Trustees for approval before being placed.

**The Selection Process**

Appropriate selection procedures must be used for each post.

Each candidate may be required to give a short presentation on a given topic. The interview panel will ask the same questions of every candidate and score each answer.

The National Director will approach relevant people to assist with shortlisting and interviewing. At least two, preferably three people should be involved in shortlisting and sit on the Interview Panel. One senior manager, one trustee and one relevant independent member is the ideal constitution for an interview panel.

The application forms received by the closing date will be forwarded to the National Director for short listing.

Applicants must be chosen against the Person Specification. It is the responsibility of the shortlisting panel at this stage to record (in writing) the reasons why an applicant is not shortlisted.

At least one week prior to the interview, each interview panel member will receive an interview pack containing:

* copies of application forms
* blank interview report forms
* a copy of the job advertisement
* a copy of the job description
* a copy of the person specification

The National Director will:

* decide on the interview format and determine which areas to concentrate on with the questioning; and
* decide on who will chair the Interview Panel.

When interviewing and appointing, the panel will ensure that Equal Opportunities legislation is strictly adhered to, with no discrimination shown on the grounds of sex, race, age, religion or belief, sexual orientation, gender assignment, marriage or civil partnership, pregnancy or maternity or disability.

When all candidates have been interviewed, the panel will decide on the best person for the post. The National Director will arrange to inform the successful candidate as soon as possible, agreeing a commencement date and starting salary.

All interview packs should be returned marked "private & confidential" to the Administrative Co-ordinator. These will be kept for four weeks for feedback requests and destroyed thereafter.

Upon return of the Interview Report Form, the appointing manager will:

* Email or telephone all unsuccessful candidates with the outcome of the interview within one working day. This will be confirmed in writing.
* Write to the appointee, offering the post dependent on satisfactory references and health declaration.
* Initiate a personnel file for the new member of staff.
* Notify the Board of Trustees if the appointee refuses the offer, or if there are any other details to be cleared.
* Deal with any requirements.

The Board of Trustees will arrange, in conjunction with the National Director, an individual programme of induction for the new start, which will be arranged and agreed at least one week before the appointee commences.