

LISTER HOUSING CO-OPERATIVE LTD

RECRUITMENT AND SELECTION POLICY**A. INTRODUCTION**

1. As part of the Co-operative's employment policy, this policy on recruitment and selection has been drafted. The aim is to set out the best practice for the Co-operative.
2. The aim of this policy is to ensure that:
 - a. The Co-operative recruits the best person for the job, under the circumstances of the job market at that time
 - b. The recruitment is carried out fairly and without discrimination or bias
 - c. The candidates for employment are well informed and treated well, in the recruitment process
 - d. The Co-operative aims to be an equal opportunity employer
 - e. There is training and support for new employees

B. POINTS TO CONSIDER TO PROMOTE EQUALITY

3. There are various matters that can assist in promoting equality which the Co-operative should consider when looking at job specifications, conditions of service etc. Various points are outlined below. These points should be studied in detail when a vacancy arises and the job description and person specification (see later) are being drafted.

Employing people from ethnic minority communities

- a. ensuring advertisements are put into a papers that have a wide readership
- b. providing training for new employees especially on equal opportunities & harassment
- c. consider flexibility in leave arrangements
- d. ensure that you are not asking for specific previous experience unless it is absolutely necessary for the job
- e. ensuring all posts are advertised so they are not filled by 'word of mouth'

Employing people with disabilities

- a. give positive encouragement for people to apply
- b. check to make sure all essential requirements for the post are only in as essential if they really are
- c. consider any barriers that would be faced in the workplace by someone with disabilities
- d. if someone with disabilities is the best person, then you should employ them and then make the adaptations to the office

Employing people with child-care/adult care responsibilities

- a. consider allowing flexible working hours
- b. consider allowing job sharing
- c. consider allowing special flexibility during school holidays
- d. consider supporting childcare costs for working outside normal working hours

Ensuring there is no sexual harassment/discrimination over sexuality

- a. maintain and promote good equal opportunities and harassment policies
- b. breaches of the harassment policy should be part of the disciplinary procedure

- c. positive training and support should be given

C. *PROCEDURE FOR RECRUITMENT AND SELECTION*

4. The following are recommended steps when there is a vacancy:
 - a. An exit interview with the person leaving (unless it is a new post being created)
 - b. Is the job still necessary ?
 - c. Review *Job Description* - what are the tasks and responsibilities of the post
 - d. Prepare *Person Specification* - what are the ideal characteristics of the person to be recruited
 - e. Prepare information pack for applicants
 - f. Advertise
 - g. Shortlist
 - h. Seek references and prepare for interview
 - i. Interview
 - j. Appoint
 - k. Induction training

5. The job description and person specification are the 2 crucial documents that structure the recruitment process. They should be detailed without being intimidating. The person specification should list qualities and attributes that are essential, and those that are desirable. You also need to be able to identify the qualities so as to be able to record candidates correctly and fairly.

6. The organisation, Positive Action in Housing, has produced very useful guidance booklets on recruitment and selection and these should be used for guidance.

7. The people on the interview panel need to have carried out some training so as to be open and fair in their interviewing technique. Generally a small group carrying out interviews will be more productive and less intimidating than a large group.

8. The Co-operative needs to consider various selection methods, such as 2 stage interviews, all day recruitment events, formal and informal interviews. The technique used should be considered in relation to the seniority and importance of the post.

9. There must be ethnic monitoring of the applicants and the results reported to Committee.

Procedure note no:		Last reviewed:	25 January 2011
File reference:	pem/Recruit	Last updated:	2 August 1999
Adopted:	21 May 1996	Review no:	x ©Lister Housing Co-operative Ltd