



Recruitment and selection policy & procedure

1. Purpose

County Durham Sport (CDS) is committed to a policy of treating all its employees and job applicants equally and to recruit the best person for each vacancy.

No employee or potential employee shall receive less favourable treatment or consideration during recruitment and selection on the ground of race, colour, religion or belief, nationality, ethnic origin, sexual orientation, gender, age, disability, marital status, civil partnership, or part-time status, gender reassignment, pregnancy or maternity, or will be disadvantaged by any conditions of employment that cannot be justified as necessary on operational grounds.

2. Related policies and procedures

This policy is to be read in conjunction with CDS Equal Opportunities and Data Protection policies. No decisions regarding recruitment or selection will be made by a person who has not read and understood this policy and the related policies.

3. Scope

This policy will apply to the recruitment and selection of all employees irrespective of whether such recruitment is on a temporary, fixed term or permanent basis. It will apply to both internal and external recruitment and to selection of contractors for contracts for services. All employees will have access to this policy and are required to adhere to it at all times.

4. Policy statement

This policy aims to ensure that the best candidate is chosen for each job vacancy regardless of sex, race, disability or other personal characteristics. Existing employees will be invited to apply for transfer and promotion opportunities wherever possible.

5. Principles

The following principles will apply whenever recruitment or selection for positions takes place:

- Individuals will be assessed against the job requirements as stated in the job descriptions and person specifications.
- Any qualifications or requirements applied to a job that have or may have the effect of inhibiting applications from certain groups of the population will only be retained if they can be justified in terms of the job to be done.
- Certain information such as ethnic origin, sex, disability, will be collected and used for monitoring purposes only and will not be used in the selection process or for any other use other than the monitoring process.

- Selection tests will measure a candidate's actual or inherent ability to do or train for work and be purposely related to job requirements. These will be reviewed regularly to ensure they remain relevant and objective in all respects.
- Staff involved in the recruitment and selection procedure will be trained in interviewing skills and equal opportunities.
- Written records of interviews, reasons for decisions made at each stage of the process and reasons for appointment or non-appointment will be kept for six months, unless a longer period can be justified and is in compliance with the Data Protection Act 1998, after which time they will then be disposed of confidentially.
- All information held about a candidate will be used only for the purpose for which the information has been collected.
- Candidates will be assessed against job-related criteria only.
- In order to ensure compliance with the Immigration, Asylum and Nationality Act 2006, candidates will be asked at the initial interview stage to provide documentary evidence of their right to live and work in the UK. A photocopy of the accepted documentation will be taken.
- Reasonable adjustments will be made to reduce any disadvantage faced by disabled applicants. The recruitment and selection process for disabled candidates will take into account such adjustments to working arrangements or physical features of the work place/station/premises as are reasonable to accommodate their needs and be such that they are not placed at a substantial disadvantage compared with non-disabled candidates.
- Decisions to interview, shortlist or offer employment will take no account of an applicant's trade union membership or non-membership.

6. Process

The recruitment process will be as follows, unless circumstances dictate otherwise, in which case, the process will be temporarily deferred until a decision has been made as to how to proceed and agreed by the Trustees:

- No vacancy will be advertised unless authority to recruit is granted by the Strategic Director (or the Board of Trustees in relation to the role of Strategic Director)
- A job description and person specification will then be produced giving full details of the post, the tasks involved and who the postholder will report to.
- The job description will show the responsibilities of the postholder and number of employees for which they will be responsible, where applicable. The person specification will list the skills, experiences, qualifications and competencies required for the post and these will clearly detail skills which criteria are essential and which are desirable.



- The job advertisements will be prepared, based on the job and person specifications and/or competency profile. Internal vacancies will be emailed to all staff. External advertising will be carried out using a variety of sources as suitable to the post in question. It may be appropriate to advertise some posts both internally and externally simultaneously.
- CDS has a list of agencies that are to be used when appropriate. In such instances, those organisations will be issued with copies of job descriptions and person specifications and will have regard to this policy and the Equality and Diversity Policy. Their adherence to these standards will be monitored regularly. Managers will not contact or acquire the services of such agencies without the prior approval of the Strategic Director.
- Online applicants are encouraged but hard copies of application forms will also be acceptable.
- The shortlisting process will be carried out by the Strategic Director plus other nominated staff..
- When reviewing applicants based overseas, the initial stage in the process will be by telephone. If the telephone interview is successful, a face-to-face interview will then be arranged.
- Prior to the interview candidates will be provided with information about the organisation, role and responsibilities.
- The interview panel will consist of the Strategic Director, a Board member and the Line Manager.
- The Admin Officer, will be responsible for ensuring that all details are collected and that candidates' expenses are dealt with.
- A question sheet will be designed by the personnel sub-committee based on the job description and person specification/competency profile, and the outcome recorded on a grid. Each interviewer should complete the grid, recording a level – Excellence, Maturity, Beginning or Attention Needed – against each competency.
- All interview documentation must be returned to Admin Officer for secure storage. Only those that require access for specific and authorised purposes will be able to access this information.
- When a decision has been reached on the selection of a suitable candidate, the Strategic Director will identify the appropriate starting salary, if not already defined and handle all offers to successful candidates.
- The Board of Trustees must approve all offers made to successful candidates, this can be done electronically and under the delegated authority of the Chairman.
- No employee should offer or infer to a candidate the outcome of the selection process unless designated and authorised to do so.
- All offers will be conditional upon satisfactory references/medical clearance/DBS check/eligibility to work in UK where applicable. This information to be collected and verified by the Admin Officer.



- References will be requested once applicants have indicated acceptance (subject to the conditions highlighted above) and will ideally be from current and/or previous employers.
- Induction of new employees will start as soon as a candidate accepts a position. A copy of the written statement of terms and conditions of employment and all related new starter forms that need to be completed will be sent to the employee.
- Employees who have concerns about any aspect of this policy or its operation should use the organisation's Grievance Policy and Procedure.