

Recruitment and selection policy

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1. Introduction

This policy sets out the Trust's position in relation to the recruitment and selection of staff for employment. It should be read in conjunction with management guidance which has been developed to accompany this policy and deal with its practical implementation.

2. Purpose or aim

The principal purpose of this policy is to be clear about the responsibilities of identified individuals and departments as well as those of managers, staff and job applicants in relation to recruitment and selection activity.

3. Scope

This policy applies to all posts within the Trust, regardless of seniority.

4. Definitions

The job description is used to outline the tasks and responsibilities of the role. All recruitment and selection decisions will be made using job descriptions and person specifications based on objective job related criteria. If the job description is redrafted it must be re-evaluated before being advertised to ensure that there is no change in the banding.

The person specification outlines the essential skills, knowledge and experience a candidate must possess to be appointed into that post. Additional desirable criteria for selection of exceptional candidates should also be identified.

5. Policy description

It is Avon & Wiltshire Mental Health Partnership NHS Trusts (AWP) aim to fairly and cost-effectively recruit and select the best quality staff, in the right numbers and with the right skills, knowledge and experience to provide high quality service delivery, ensuring that our appointment procedures are consistent with good employment practice and legal requirements. This policy supersedes all previous versions of the Recruitment and Selection Policy.

The Trust recognises its staff as being fundamental to its success. A strategic and professional approach to recruitment processes helps to enable the Trust to attract and appoint staff with the necessary skills and attributes to fulfil its strategic aims and objectives. This will support the delivery of exceptional and appropriate levels of care to our patients and users.

The Trust is committed to ensuring that the recruitment and selection of staff is conducted in a manner that is systematic, efficient and effective. It promotes equality of opportunity in employment and the recruitment of a diverse workforce on individual merit regardless of race, gender, age, religion or belief, nationality, sexual orientation (including transgender), criminal conviction history or disability.

The Trust will take all necessary steps to ensure that its recruitment procedures, including pre and post-employment checks are implemented in accordance with the NHS Safer Recruitment Guide.

Recruitment should be treated as a key public relations exercise as the way it is managed affects the Trust's image, and consequently its ability to attract and appoint high calibre staff.

All vacancies (internal and external), substantive, fixed term and secondment must be placed via the recruitment team to ensure compliance with equality policies, and to follow NHS Employers Best Practice and guidelines for fair recruitment processes.

6. Roles and responsibilities

6.1 It is the responsibility of prospective employees and internal job applicants to:

- Make accurate declarations in relation to employment checks.
- Produce information in a timely fashion when requested.

6.2 It is the manager's responsibility to:

- Analyse and review all vacant jobs, taking into account skills, competencies and experience required for the post.
- Ensure the current job description and person specification are still relevant for the post, and review the need to replace like for like, particularly where structural and/or budgetary changes have taken place. Managers will liaise with the HR department to ensure all new posts are evaluated or matched to national job profiles and ensure that all job descriptions and pay bandings comply with Agenda for Change.
- Ensure a job description, person specification and draft advert are supplied to the Recruitment Department and that the vacancy is approved for advert through the relevant approval process.
- Ensure all applications are assessed fairly, irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation, and that appointments are made on the merits of the individual candidates.
- Ensure the recruitment and selection process is carried out in a fair and thorough manner, paying due regard to current legislation and best practice;
- Ensure that they declare to their own manager at the earliest opportunity any applicants that are known to them outside of a professional capacity. Where this is the case the matter should be referred to a member of the HR team to decide whether or not the manager can take part in the selection process.
- Interview notes are factual, clear and legible (noting that, under the Data Protection Act, candidates may request access to this information). Interview notes should include a scoring process for all candidates.
- Engage in the redeployment process for staff at risk of redundancy.

6.3 It is the responsibility of the Recruitment Department to:

- Provide an administrative service that processes all agreed recruitment activity in a timely and effective manner.
- Undertake all relevant pre-employment and employment checks in line with Trust processes, NHS Employers guidance and appropriate legislation.
- Provide guidance and support for managers who are recruiting to vacancies.
- Provide support and advice on recruitment advertising as appropriate.
- Maintain on-going contact with both the applicants and Recruiting Managers throughout the recruitment process, keeping them updated on their status in a timely and appropriate manner.
- Maintain records of recruitment and selection activity.

6.4 It is the responsibility of the Head of HR to:

- Ensure compliance with relevant standards is maintained

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- Seek to introduce innovative practice which reduces the time taken to recruit as far as possible whilst maintaining compliance with standards
- Seek to reduce costs of job advertisements where possible
- Ensure that posts are only advertised when they have been banded
- Ensure that records are maintained and, when appropriate, destroyed in accordance with trust policies
- Ensure arrangements are in place for a recruitment and selection service.
- Ensure the provision of training for managers in recruitment and selection skills.
- Ensure that satisfactory arrangements are in place for 'pre-employment' checks in relation to all workers, whether permanent or temporary.
- Ensure that the redeployment process for staff at risk of redundancy is facilitated.

7. Training

Further information and advice is available via OurSpace.

8. Monitoring or audit

The Head of HR is responsible for monitoring that the requirements of this policy have been met.

9. References

This policy has been drawn up with reference to current UK and European employment legislation and relevant national terms and conditions.

10. Appendices

[Recruitment and Selection Procedure](#)

11. Associated and Related Documents

[NHS Employment Check Standards](#)

[Disclosure and Barring Checks Policy](#)

[Practitioner Registration Policy](#)

[Workforce Diversity and Equal Opportunities Policy](#)

[Reference procedure](#)

[Organisational Change Policy](#)

[Redeployment to Suitable Alternative Work Procedure](#)

Version History				
Version	Date	Revision description	Editor	Status
1.0	19 Dec 2007	Version 1.00 approved by Board of Directors	AM	Approved
2.0	05 Jan 2010	Approved by Q&HC	AM	Approved
2.1	18 Jan 2011	CNST administrative amendments approved by Quality & Healthcare Governance with no change in review date	TW	Approved
2.2	01 Mar 2011	CNST Administrative amendments approved by GNG and Q&HCG	KE	Approved
2.3	01 Nov 2011	Amendments agreed by QHCG with no change in review date	TW	Approved
3.0	30 Nov 2012	3 year review of policy. Amendments approved by GNG and ESEC on 30 Nov 2012.	TW	Approved
4.0	18 Oct 2016	Revised policy agreed at GNG on 18 Oct 2016 Approved by associate director	CY	Approved