

## **Recruitment and Selection Policy**

### **Policy Statement:**

ELIX is committed to the appointment of quality staff on the principle of merit, good practice in all aspects of recruitment and selection, the promotion of diversity and equality and to deter, identify and reject prospective applicants who are unsuitable for work with children, young people and refugees.

#### **A. Candidate care**

Our standard is that all candidates have a positive experience throughout the recruitment process regardless of the outcome of their application. In particular any commitments made in terms of deadlines/dates for communication should be honoured. Candidates unsuccessful for a particular role may be suitable for other future roles.

#### **B. The Human Resources Coordinator**

The Human Resources Coordinator has the main responsibility for making sure that the recruitment and selection guidelines are followed at all times during the recruitment process.

The role of is essential throughout the whole recruitment process, as he/she will organise and offer guidance, such as where to advertise, placing adverts, assessment etc. The Human Resources Coordinator will also seek to ensure that any unlawful and/or unjustifiable practices do not occur and will promote safe recruitment practices.

#### **C. Approval and planning:**

All options for filling this vacant role should be looked at before starting the recruitment process for example do we need a new staff member or can this role be done by an existing staff member or members.

The HR Coordinator, in cooperation with the Hiring Manager should ensure that the job description is up to date each time they recruit. The grading and potential salary range for the position will be agreed in line with ELIX and Donor grading and salary structure.

The Human Resources Coordinator will discuss and agree with the Hiring Manager on the outset of the recruitment strategy. This will include:

- A clear timeline with deadlines for closing dates, shortlisting, selection tests, interviews, estimated joining date.
- How the candidates will be sourced
- Who will be involved on the interview panel
- Assessment process to be used (interviewing, presentations, group activities, etc.)

#### **D. Advertising.**

Advertising for the position will be done mostly on the ELIX Official Webpage. But depending on programme needs, the person specification and the internal pool of skills and expertise, the Human Resources Coordinator in cooperation with the Hiring Manager, may choose to restrict recruitment internally to encourage progression, development and retention of employees through ELIX newsletters, and/or its website.

If deemed necessary, advertisements will be drafted and posted in relevant publications, newsletters, websites, and social media and shared amongst networks. The Human Resources Coordinator will research local advertising sources should the need arise.

A position would normally be advertised for two weeks.

#### **E. Method of application.**

Applicants will be required to submit a covering letter and CV, and also submit the Google Form application that can be found on the ELIX Website.

#### **F. Shortlisting.**

Shortlisting will be undertaken by the Human Resources Coordinator using a short listing matrix produced from the Google Form Applications, to capture scoring and comments. Where a high volume of applicants are received, the Human Resources Coordinator may ask for the help of the Hiring Manager, to support long listing.

#### **G. Interview and Selecting.**

Selection of the ideal candidate for an interview will take place depending on the candidate's education and working experience. The Ideal candidate will be selected after an interview, which will be conducted by the panel of the Human Resources Coordinator and the Hiring Manager, to assess the candidate's skills, knowledge, experience, attitude and behaviour. All steps will be taken to ensure equality of opportunity by applying reasonable adjustments appropriate to the candidate's needs. An assessment form will be completed and graded during the interview.

#### **H. Selection decision.**

The selection decision will be made on the combined performance of the candidate in their interviews and in any assessments used to demonstrate suitability for the role.

The panel will use their notes and scoring to select the most suitable candidate. Panel members may consider if a candidate does not meet the criteria, how they can be supported to acquire the skills within a reasonable timeframe.

The panel members have formal responsibility for the outcome of the selection process and will be responsible for confirming which candidate has been selected.

All appointments must be authorised by the ELIX Office Director and the Head of the Board of Directors.

### **I. Unsuccessful candidates.**

Once the successful candidate has been informed and accepted all candidates who were interviewed will be informed along with an offer to receive verbal feedback. Wherever possible this will be done within one month of the interview, where this is not possible all candidates will be informed of the delay.

### **J. Records.**

Interviews notes, assessments and documents for all candidates interviewed should be returned to HR and held in a secure file for a maximum of 6 months.

### **K. Offer and On-boarding**

**External candidates** - HR will offer the position to the successful candidate within 3 working days from receipt of the appointment and assessment form. All offers will subject to reference and a police check, if required, and appropriate evidence/identification of their eligibility to work.

**Internal appointments** - The Hiring Manager will be expected to agree the appointment date with the current line manager to facilitate a smooth transfer.

The hiring manager will need to allow up to one week for the on-boarding of a member of staff. The ministry of labour must be informed a day and a half before a person commences employment.

**Induction & preparing for the new starter's arrival** - The hiring manager will prepare an appropriate induction programme in advance of the new employee's first day. This includes ensuring the basics are in place such as a desk and IT access, if necessary.

This policy is applicable to all positions at ELIX including open ended, fixed term, full time and part time staff. It does not apply to consultants, contractors or agency staff.

The above policy is subject to revision by the ELIX Senior Management Team on a regular basis. The Organization reserves the right to amend, change or withdraw the policy at any point.