

Recruitment Policy

The Foundry at Victoria Hall, Sheffield, S1 2JB.

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1 Introduction

- 1.1 This policy sets out our approach to the recruitment process. It includes information about Line Manager responsibilities, job descriptions and person specifications, assessment criteria, interviews – both remote and onsite – and equality, diversity and inclusion.
- 1.2 This policy does not form part of your contract of employment, and we reserve the right to amend or withdraw it at any time.

2 Line manager responsibilities

- 2.1 Line managers are responsible for recruitment.
- 2.2 A Line Manager who wishes to recruit someone must first obtain approval from their senior manager, providing a business case and justification, and a summary of organisational needs.
- 2.3 Once approval is given a meeting between relevant parties, including our external human resources partner, must take place to timeline and detail the process, establishing who is responsible for what.

3 Assessment criteria

- 3.1 We always aim to recruit the person who is most suited to each particular job and recruit solely on the basis of the applicant's abilities and individual merit as measured against the predetermined criteria for the job with qualifications, experience and skills assessed at the level that is relevant to the job.

4 Job descriptions and employee person specifications

- 4.1 Before initiating the recruitment process, the responsible Line Manager must ensure that there is an up-to-date job description for the role and a clear person specification.
- 4.2 The job description will describe the purpose, the duties, the responsibilities, the level of seniority associated with the role and note pay and benefits, while the person specification will describe the qualifications, training, skills, knowledge, experience, aptitudes, competencies and personal qualities required for effective job performance.

5 Advertisement of vacancies

- 5.1 Where appropriate, Line managers should encourage existing employees to apply for vacant posts if they have the appropriate qualifications, experience and skills.
- 5.2 Internal applicants are guaranteed an interview for the post which they make an application to.
- 5.3 For jobs we intend to advertise externally, the responsible Line Manager will put together the advertisement. Line managers should consider where it is appropriate to advertise the vacancy and seek guidance from a senior manager as to whether there is an advertising budget.

6 Equality, diversity and inclusion

- 6.1 We are committed to applying our Equality, Diversity and Inclusion Policy at all stages of recruitment and selection. We always carry out shortlisting, interviewing and selection without regard to an applicant's sex, gender identity, sexual orientation, marital or civil partnership status, skin colour, race, nationality, ethnic or national origins, religion or belief, age, pregnancy or maternity leave or trade union membership.

- 6.2 We will never exclude any candidate with a disability unless it is clear that the candidate is unable to perform a duty that is intrinsic to the role, having considered reasonable adjustments.
- 6.3 Line managers must only ask a candidate questions about their health where this is directly necessary for a particular role and, in any event, only once they have been shortlisted.
- 6.4 To prevent any candidate from being disadvantaged because of a disability, the individual responsible for communicating with applicants should ask each candidate whether they require reasonable adjustments to be made.

7 Interviews

- 7.1 Line managers conducting recruitment interviews will ensure that the questions that they ask job applicants are not in any way discriminatory or unnecessarily intrusive. The interview will focus on the role and the skills needed to perform it effectively.
- 7.2 Line managers must make a record of every recruitment interview and forward this to the external human resources partner who will retain this for a suitable period of time and prepare necessary recruitment statistics from the information gathered.
- 7.3 To ensure fairness, the Line Manager should ensure that questions asked are consistent in all interviews for a particular job. On no account should any job offer be made during or at the end of an interview.
- 7.4 In some cases, we will hold interviews remotely via telephone or teams and zoom. The responsible Line Manager should in advance provide the interviewee with details of how the interview will be conducted. They should also give the interviewee the opportunity to provide details of any reasonable adjustments that should be made or technological difficulties that they may encounter.

8 Psychometric testing

- 8.1 A senior manager must approve any request to use psychometric testing as part of the recruitment process.
- 8.2 Any test used must have been validated in relation to the job, be free of bias, and be administered and validated by a suitably trained person. It is important to bear in mind that the use of psychometric testing may not be appropriate or that such testing may need to be adjusted, for example where an applicant is neurodivergent or has requested reasonable adjustments to the recruitment process.
- 8.3 In these circumstances, the Line Manager using such testing must refer to the external human resource partner for further guidance.

9 Health Questionnaire

- 9.1 We ask applicants to complete a health questionnaire when we make them a conditional or unconditional job offer so that, depending on what is disclosed, we are able to assess how best we can protect or support them.

10 References

- 10.1 We ask every successful candidate to give their consent for us to obtain two written references and to provide us with documentary proof of qualifications.
- 10.2 Any offer of employment will be conditional on these requirements being satisfactory.

11 Right to work checks

- 11.1 We only recruit individuals with a legal right to work in the UK.

- 11.2 All offers of employment will remain conditional subject to the candidate providing the required original documents or our organisation being able to carry out a check on the Home Office online right to work checking service confirming their right to do the work in question.
- 11.3 *To enable us to conduct an online check, the candidate must have shared their right to work details using the Home Office prove your right to work to an employer online service.*
- 11.4 The requirement to provide evidence of the right to work in the UK applies to all new recruits, regardless of their race, nationality or ethnic or national origins.

12 Making the offer

- 12.1 Offers of employment are made conditionally.
- 12.2 If you are unsure, contact the external human resource partner for appropriate wording before issuing any letter or email that may be seen as an offer of employment.

13 Data protection

- 13.1 We process all personal data collected during the recruitment process in accordance with our Data Protection Policy. We do not collect unnecessary personal data from applicants during the recruitment process. For example, we will only request bank account details and next-of-kin contact details from successful applicants.
- 13.2 Data collected as part of the recruitment process is held securely and accessed by, and disclosed to, individuals only for the purposes of managing the recruitment exercise effectively to decide to whom to offer the job.
- 13.3 Staff should report immediately any inappropriate access or disclosure of job applicant data in accordance with our Data Protection Policy. It may also constitute a disciplinary offence, which will be dealt with under our Disciplinary Procedure.

14 Review

- 14.1 This policy may be reviewed at any time at the request of any member of staff, but it will be automatically reviewed two years after initial approval and thereafter on a biennial basis unless organisational changes, legislations, guidance, or non-compliance prompt an earlier review.

15 Definitions

- 15.1 The Foundry ("we", "us", "our")
- 15.2 The Employee ("you", "your")

Document control box

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