



## **RECRUITMENT AND SELECTION POLICY**

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### **PURPOSE**

This policy sets out ELATT's policy, the processes to be followed when recruiting and gives guidance on the legal and ethical constraints to be observed.

Our people are our greatest asset and must be able to meet and respond positively to the changing needs of the organisation.

To be recognised for excellence we aim to recruit and retain people who:

- Share and commit to our vision and our values
- Are willing and able to meet and respond positively to changes and opportunities which present themselves
- Want to be part of and share in our success

ELATT's recruitment and selection procedures, as outlined below, are designed to ensure a consistent approach, which will provide equality of opportunity and will be fair to all employees and job applicants. Selection will be based on the individual's ability and suitability to carry out the role.

### **POLICY**

The Chief Executive and Line managers are responsible for recruiting.

Any Manager wishing to recruit a new member of staff into their team, whether that new employee is replacing someone who has left or is an addition to headcount, must first obtain authorisation from the Chief Executive Officer in writing. No request will be approved unless it includes a job description, a job specification and key competencies required in the job.

ELATT uses job descriptions and person specifications for each vacancy, which outline the key requirements of the role as well as the behavioural competencies applicable to the role.

ELATT will seek to fill vacancies internally where possible and will source candidates externally through a variety of methods. All vacancy advertising will be designed to ensure that suitably qualified persons from all sections of the community are aware of opportunities within the organisation.

Salary ranges and benefits packages may only be authorised by the Chief Executive Officer in consultation with the Remuneration Sub Committee.

An employee should make the organisation aware if a person with whom they have a close personal family/relationship applies for a position with ELATT.

This policy is non-contractual and may change from time to time.



An employee who has a close personal relationship with a potential employee, who applies for a position within the organisation, should not be involved in any part of the recruitment and selection process for that position.

## **ADVERTISING**

The organisation's policy is that all vacancies will be advertised internally, whether or not an advertisement is placed in the press or by other external means. The decision to advertise a vacancy externally or not rests with the Chief Executive Officer, who will also approve the choice of media and the budget. All recruitment advertisements placed by the organisation will include a commitment to equality of opportunity in employment.

Recruitment advertisements will not include any reference to an age range. Neither will they make reference to any term of experience, or to qualifications unless absolutely necessary by virtue of the role. Instead, the copy must include an indication of the competencies, or the skills, knowledge, or abilities required to do the job.

Copy for recruitment advertisements will not be written in language which suggests discrimination in any respect.

## **INTERNAL APPLICATIONS**

Our policy is to advertise all vacancies within the organisation internally. Details of the role including the main responsibilities and any required qualifications or experience will be documented. Exclusions to this policy will be in exceptional cases and will be subject to the authorisation of the Chief Executive. Possible examples of when a role will not be published are where:

- The transfer of an employee forms part of a specific personal development plan or enables the retention of a person whose job is at risk during a re-organisation.
- Employees are encouraged to apply for promotion or transfer within the organisation in order to develop their experience and knowledge. A closure date for applications will be stated.
- For clarity, internal and external advertising may proceed in parallel, but no external offer will be made until all internal candidates have been considered and notified.

ELATT will consider applications for job-share or part-time working in the case of both internal and external candidates.

This policy is non-contractual and may change from time to time.

## **Internal Application Procedure**

- Advise your current manager of your intention before applying for an internal vacancy.
- Employees who wish to apply should do so in writing enclosing a copy of their up to date CV and forward it to the hiring manager for consideration. The hiring manager will then seek feedback on your suitability for the role from your existing line manager.
- Where internal applicants are considered to meet the role specification an interview will be arranged.
- All internal applicants will be provided with feedback by the hiring manager regarding the outcome of the interview and whether the applicant is successful or not.
- If you are successful, the respective managers will agree a suitable release date, in conjunction with the Chief Executive.

## **SELECTION INTERVIEWS**

External candidates will be invited to interview by letter and advised of the time and date and asked to bring evidence of their entitlement to work in the UK.

Preliminary selection interviews will be conducted by the recruiting manager and one other manager or the Chief Executive Officer or a member of the Board of Trustees.

Interviews will be conducted in a Meeting Room and managers must ensure that:

- Proper arrangements have been made to meet and greet the candidates;
- No interruptions, no distractions;
- Interview is conducted in a friendly, non threatening manner;
- Interviewers must take care to present the organisation in a positive light at all times.

Interview questions will be designed to elicit information about the candidate's ability to match the competencies of the job.

All managers who take part in selection, specifically interviewing must use the Interviewing Procedure Checklist and Selection Scoring Sheet to score individuals against the person specification.

Interviews will be structured in such a way as to assess the candidate's attributes in relation to those factors considered relevant to the vacancy. The interviewer records assessment and decisions systematically. All applications and related documents will be retained for at least 3 months.

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The organisation, where appropriate, may use psychometric tests including personality profiles to inform decisions. These can be used at the discretion of the Chief Executive to support the selection process. This will only be carried out by those trained and licensed to do so and will only ever be used as part of the information we gather and never be the sole base for a decision.

## **Safeguarding**

All interviews for any role directly working with students or other clients must contain a specific question related to safeguarding.

## **JOB OFFER**

The final decision to recruit will be made by the recruiting manager in consultation with the Chief Executive Officer. The offer letter and contract will be sent out and signed by the recruiting manager.

## **EMPLOYMENT REFERENCES**

It is ELATT's policy to take up references on all applicants. Where satisfactory references are not available, employment cannot be offered or probationary employment may be terminated. For further details regarding references for new starters and ex-employees, please refer to the Employment References Policy.

## **DISCLOSURE AND BARRING SERVICE (DBS) CHECKS**

It is ELATT's policy to request an enhanced disclosure with regard to all teaching staff and where necessary, other administrative and/or support staff. ELATT will supply the necessary form and guidance notes to assist. Checks will be conducted at the expense of ELATT.

ELATT complies fully with the DBS code of practice regarding the correct handling, use, storage and disposal of disclosures and disclosure information.

Where a DBS check proves unsatisfactory, employment cannot be offered.

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## **SUCCESSFUL CANDIDATES**

Once a candidate, either internal or external, is successful in their application and commences employment in their new role, it is the expectation that the individual will not be eligible for transfers within the organisation for a period of 12 months.

This timeframe is to ensure that their potential within the role is acknowledged and the benefit of the investment in their training is achieved.

Exceptions to the minimum timeframe within the role will be considered in exceptional circumstances and with the Chief Executive's agreement. For clarity, Fixed Term Contract employees would normally be expected to stay within role for the term of their contract. However, applications for permanent vacancies will be considered on a case by case basis.

## **UNSUCCESSFUL CANDIDATES**

ELATT's policy is to retain details of unsuccessful candidates, including reasons for rejection, on file for a period of four months. In line with GDPR, thereafter these details will be destroyed.

In order to guard against possible claims of discrimination it is the organisation's policy to keep a record of the reasons why candidates were unsuccessful. This applies equally to those who were not selected for interview as for those interviewed.

We do not keep details of unsuccessful candidates on file without the written permission of the candidate so to do.

## **MONITORING**

A record will be kept of every candidate for each piece of recruitment carried out by ELATT, in order to monitor and analyse the initial response, the number selected for interview and the number finally offered employment against a range of factors. Records of monitoring will be kept securely for two years.

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