



Cloch Housing Association

Recruitment and Selection

Policy Name	Recruitment and Selection
Policy Category	Corporate & Governance
Policy Number	008
Approved by	Board and/or F&CS Sub-Committee
Responsibility of	Corporate Services
Date Adopted	01/11/2013
Last Review	24/08/2021
This Review	03/09/2024
Next Review	September 2027
Equalities Impact Assessment Required	Yes
Link to other policies	Recruitment & Selection Procedure Equalities & Diversity Equalities, Diversity & Inclusion Strategy Privacy Notice - Employees
Consultation	Not required
Need for Procedure	Yes

1. Policy Purpose

- 1.1 As a social landlord who hold the community's best interests at heart, we are proud to employ a highly skilled and talented workforce who enable us to deliver each and every day at Cloch. Our ability to attract, develop and retain such people is key to our success and ensures that we are best placed to achieve our organisational goals.
- 1.2 The purpose of this policy is to outline the process by which we recruit individuals whilst achieving fairness and consistency throughout. The policy is in place to ensure that there is no discrimination on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation at any stage of the recruitment process or in the terms and conditions offered to new or promoted employees.
- 1.3 The Association is further committed to monitoring the composition of our workforce in order to identify areas that may require positive action measures to promote equal opportunity and diversity.

2. Policy Scope, Explanations or Requirements

- 2.1 This policy will inform both you, our employees, and external parties, of Cloch's approach to recruitment and selection and what you can expect as part of the process.
- 2.2 This policy applies to all employees while they remain under the Association's employment and the term 'employee' will cover all workers who are either employed or engaged to undertake work for the Association. Regardless of the position or terms advertised for, we seek to conduct consistent processes which enable our hiring managers to make fair recruitment decisions.

3. Definition

- 3.1 Recruiting is commonly known as a critical business activity involving the identification of a job requirement and its remit. Once established, the vacant position is then advertised in a bid to attract qualified candidates to apply for the post.
- 3.2 The selection aspect of the process requires hiring managers to assess the applicants and their suitability for the position. Shortlisting and interviewing often follow this stage of the process, where the panel will often appoint one of the candidates based on their performance at the final assessment phase.

- 3.3 Effective recruitment is vital to ensure that the organisation has the relevant skills and abilities for its current and future needs.

4. Responsibilities

4.1 Hiring Manager

Recruiting managers hold the overall responsibility of successfully executing the recruitment and selection process. Particular responsibilities include:

- identifying the need to recruit and obtaining authorisation in line with this procedure.
- updating the job description, recruitment pack and ensuring the role is evaluated prior to advert.
- working closely with Corporate Services to agree timescales and to ensure the role is adequately advertised on the appropriate channels
- creating a shortlisting form in line with essential criteria and carrying out the shortlisting exercise.
- fully preparing for the assessment stage of the process and ensuring that all candidates are presented with consistent questioning and scoring.
- selecting and appointing the correct candidate for the role based on their assessment performance and fit for Cloch Housing Association.
- communicating with both successful and unsuccessful candidates throughout the process and providing feedback where requested.

4.2 Director

Should the department Director not be assuming the role of hiring manager, they are still required to be involved under the following responsibilities:

- authorising the decision to fill vacancies and to proceed with recruitment exercises.
- managing the department's staffing budget to ensure sufficient spend.
- liaising with the hiring manager to understand staffing needs.
- working closely with HR in creating and implementing an effective hiring strategy alongside talent management and succession planning practices.

4.3 Corporate Services

This area of the business is instrumental in supporting the hiring manager with certain aspects of the process including:

- assist the hiring manager throughout the end-to-end recruitment process by providing updates on adverts and applicants.
- advertise vacancies on the appropriate recruitment platforms in agreement with the hiring manager.

- contact candidates to invite to interview and send unsuccessful emails to those who are not shortlisted for the next stage of the process.
- follow-up with the pre-employment checks for the successful candidate including references and new-start paperwork.
- Work with the hiring manager on setting up the employee as a new-start in the organisation.

5. Recruitment and Selection Training

- 5.1 Modern methods of recruitment and selection require staff to be fully trained in order to participate in our process. We at Cloch deliver internal training on both our procedure and practice and include equalities and diversity coverage as part of our sessions.
- 5.2 All hiring managers, panel members and Board members are therefore required to have attended training on recruitment and selection within the last five years.

6. Equalities, Diversity and Inclusion

- 6.1 Cloch believe that creating an inclusive and diverse Association is key to organisational success. Whilst we currently have an equality and diversity policy which this policy and procedure align with, it is important to us that we continually evaluate and evolve in this area of practice.
- 6.2 It is the Association's goal that all recruitment decisions will be based completely on the merits and abilities of candidates alone and no other criteria will be used. To achieve this, equality, diversity and inclusion practices are integrated into every stage of the recruitment and selection process.
- 6.3 Candidates can expect that identifying information such as their personal details will be removed before their application is passed on to the hiring manager for shortlisting. A disability statement is also included in the Cloch recruitment pack to establish whether candidates need assistance to attend an interview if they are successful in their application.
- 6.4 We further endeavour to carry out an Equality Impact Assessment to assess the likely or actual effects of this policy to applicants in respect of their age, race, sex, gender identity, disability, religion or belief, sexual orientation, marital status or pregnancy to ensure equal and fair access for all.

7. Modern Apprenticeships

- 7.1 At Cloch, we are committed to giving people an opportunity in the sector of social housing. The Association is therefore dedicated to having at least one Modern Apprentice employed at any one time.

- 7.2 Full details of each Modern Apprenticeship will be advertised in line with our accompanying procedure, and we will aim to publish a recruitment pack and job description as required. Applicants will be required to submit a CV and as such, all candidates will be subject to fair shortlisting procedures.

8. Legislation

- 8.1 The Association will ensure that it meets the requirement of the following relevant legislation:

- The Equality Act 2010
- Employment Rights Act 1996
- Working Time Regulations 1998
- National Minimum Wage Act 1998
- GDPR and Data Protection Act 2018
- Immigration, Asylum & Nationality Act 2006

9. Retention of Documents

We aim to fully comply with the GDPR and Data Protection Act 2018 in everything that we do but with regards to recruitment and selection, we adopt the following retention practices:

- Application forms and recruitment records are stored confidentially for a minimum of six months and up to a maximum of one year's duration.
- The successful candidate's recruitment documentation is made into a personnel file and retained.
- Any Disclosure Scotland checks are stored in accordance with the Retention Policy

Please refer to the Association's Employee Privacy Notice and Employee Fair Processing Notice for further information.

10. Concerns with Process

- 10.1 Any employee who is concerned with this recruitment and selection policy or with its operation within the Association should follow the normal grievance policy and procedure.
- 10.2 External candidates may notify the Association of any concerns via the contact details widely available through our website.

11. Monitoring & Evaluation

- 11.1 We will regularly evaluate this policy, accompanying procedure and equalities practices by assessing the effectiveness of our recruitment and selection process and the feedback in which we receive.
- 11.2 The policy does not form part of any employee's contract and therefore the Association reserves the right to amend at any time. However, the Association is also committed to gathering the views of its people and so amendments may be invoked following consultation with Cloch employees.