

RECRUITMENT POLICY & PROCEDURES

Introduction

Walkway Community Association is committed to an open recruitment procedure and recruitment of suitably qualified staff will normally be made from the widest practical field, in accordance with approved recruitment and selection procedures.

As an Equal Opportunity employer Walkway Community Association will endeavour to reach the widest possible labour market. Public advertisements and internal trawls will not indicate, or appear to indicate, an intention to discriminate in selection for recruitment, promotion or transfer. Nothing will be stated which might be interpreted as reflecting any form of discrimination. Public advertisements will not be confined unjustifiably to geographical areas or media publications which would exclude or disproportionately reduce the number of applicants from a particular group.

Existing employees will be notified of all vacancies and will be treated on an equal basis with external applicants.

A statement promoting Walkway Community Association's Equal Opportunities policy will be included in all advertisements.

Eligibility Criteria and tests used for recruitment or promotion must be related to job requirements and will be non-discriminatory.

Selection panels will, where possible, consist of male and female members and be representative of both communities.

All applications received within the timescale will be considered with due regard to the applicant's ability to meet the job specification for the post advertised.

Selection panel decisions and reasons for such decisions will be recorded at each stage of the selection process. All documentation will be retained for a period of at least three years.

All persons partaking or likely to partake in the selection process will receive training in equal opportunities with regard to recruitment and selection interviewing.

Exceptions to the Open Recruitment Procedure **Restructuring**

Where, as a result of a new strategic vision reflecting changing needs, Walkway Community Association undertakes a staff restructuring exercise which results in newly designated posts, in exceptional circumstance these may be filled by 'slotting' existing employees who would otherwise be made redundant.

However this will only happen where it can be clearly demonstrated that the employee(s) are already carrying out substantial elements of the newly designed posts. Otherwise the posts will be deemed to be 'new' posts and recruited using the open recruitment procedure. In cases where several members of staff would be eligible to be 'slotted', an internal trawl and interviews will be used to appoint the posts.

Temporary Vacancies of 6 months or less

Short term vacancies of up to 6 months may arise as a result of medical or other reasons and it may become necessary to recruit temporary replacements. Where it is to the advantage of existing employees to fill the vacancies, then the opportunity should be provided through the use of internal trawl and interview system.

Where it is not possible to fill a vacancy internally or a further vacancy is created as a result of the position being filled from within, Walkway Community Association may fill the vacancy by using a Recruitment Agency or by placing Ads with the Training and Employment Agency.

Where it can be reasonably anticipated that the temporary vacancy will endure for more than 6 months, Walkway Community Association shall apply the open recruitment procedure.

Canvassing

Canvassing in any form or on behalf of any applicant for paid work with Walkway Community Association shall, if proven, disqualify that applicant from further consideration for employment.

Requests from applicants seeking information about a post shall not constitute canvassing. However, to ensure equity of opportunity to all applicants, Walkway Community Association should ensure sufficient information about the job is issued with the job description and specification and that additional information given is restricted to that which is widely available on request and does not benefit one candidate over another.