

Recruitment and Selection Policy Statement



1.0 Purpose

Fair, effective and efficient recruitment practice is central and crucial to the successful day- to-day functioning of our business. Our future success is dependent on attracting, selecting and retaining a diverse mix of people with the necessary skills, expertise, attitudes and qualifications, to make a positive contribution to the business.

This policy covers all recruitment and selection decisions whether for permanent, part-time or temporary employees.

2.0 Impact Housing's commitment

Impact HA will seek to attract the best candidate for the job based on merit. We will promote best practice in recruitment and selection, comply with current employment legislation and will continuously develop our practices to allow new ideas and approaches to be incorporated. We will ensure that our recruitment and selection process is cost effective.

All recruitment decisions are made within the spirit of this policy. All Managers that have a responsibility for recruitment have been made aware of this policy and are committed to adhering to the policy principles. In addition, Managers have been trained in all aspects of the Recruitment and Selection Process, including Interviewing Skills.

We will:

- ✓ **Be Effective** - by recruiting the most suitable candidate for a particular post. We are also committed to employing people who are representative of the communities we serve. Our recruitment decision will be made with due regard to the essential and desirable requirements of the position advertised and will not be discriminatory on any other grounds
- ✓ **Be Efficient** – by utilising resources to greatest effect in terms of approach, advertising methods, recruitment processes etc. and by continuously monitoring the recruitment process to ensure that this policy is upheld.
- ✓ **Be Fair** Our recruitment decisions will be made by following an agreed procedure which is fair to all applicants. We will comply with all current legislation requiring the equal treatment of applicants, underpinned by the principles of diversity set out in our Values Statement and other organisational documents.
- ✓ **Be An Inclusive Employer** - we will continue to develop our approach to be achieve this aim as outlined above.
- ✓ **Advertise posts Internally and Externally Simultaneously** – however there will be scope for a manager to request an internal first approach and this will be approved or not by the Executive Management Team.
- ✓ **Follow Safer Recruitment** – we will adhere to the principles of Safer Recruitment re: Safeguarding
- ✓ **Follow Guidance from our Regulatory Bodies** – we will follow guidance set out in the NHF Code of Conduct 2012 and our Integrity and Accountability Policy on the employment of

Board/Committee Members, close relatives (or where there is a close personal relationship or connection) of staff or Board/Committee Members and Tenants.

3.0 Linked Documents

1. Process and Flowchart
2. Guidance
3. Appendices

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