



Newbury District Swimming Club

(Affiliated to South East Region, ASA)

Recruitment Policy - Staff

1. Introduction

It is essential that the right people are selected and given every opportunity to develop. It is vitally important that we are able not only to attract the most suitable candidates who will contribute to the success of the club, but that we are also able to deselect those likely to have a negative impact. This policy is designed to provide assistance and guidance to those members involved in the recruitment and selection of staff and to provide a point of reference to other associated information sources.

This policy therefore seeks to:

- Give appropriate guidance to all members involved in recruitment and selection.
- Identify responsibilities for ensuring various stages of the recruitment and selection process are carried out in a competent, fair and objective manner.
- Ensure that the ethos of related ASA policies is upheld throughout the process.
- Ensure that all members involved in recruitment and selection are aware of and adhere to both relevant legislation and the Club's position relating to recruitment issues.
- It is mandatory that all members participating in the recruitment of staff work in accordance with this policy.

2. Identifying a vacancy

Before recruitment commences the Committee must consider:

- Is the vacancy justifiable in content?
- Have alternative options such as skill mixing been considered?

Thought must be given to drawing up an accurate job description and person specification upon which to base selection criteria. Care should be exercised to ensure that all the selection criteria are genuinely necessary for the post and are not discriminatory.

3. Placing of advertisements

All posts shall in the first instance be advertised for a minimum of two weeks.

The wording of the advert should be specific and aimed at attracting suitable applicants. It must also abide by current employment legislation and ASA/Club policies. The advertisements must follow the Club corporate style.

Application will be verbal or by curriculum vitae in response to the job description and person specification and two referees, where appropriate.

4. Short listing

Short listing must be carried out by objectively comparing the essential and, if necessary, desirable criteria on the person specification against the information contained in the application form. All disabled applicants meeting the essential criteria must be offered an interview. If so many applicants meet the essential criteria that it would be impractical to interview them all then the 'desirable' criteria should be applied to further de-select applicants.

Those candidates not meeting the essential criteria should not be offered an interview unless no other candidate meets the essential requirements.

Short listing must be carried out as soon after the closing date as is practicable and should be carried out by the interviewing panel.

The Secretary is responsible for arranging the date of the interview, the venue, refreshments etc.

Short listed candidates must be given a minimum of 7 working days notice of the interview date.

The Secretary will write to short listed candidates inviting them to interview and enclosing a CRB form and or any other relevant documents.

Candidates will be expected to contact the Secretary or their nominated representative to confirm their attendance.

The Secretary will request one reference for those external candidates short listed who have indicated that their referee may be contacted and follow-up if these have not been received prior to interview.

5. Interview/Assessment

The Club supports the concept that all interviewing members should have undertaken training within ASA policy and guidance.

All interviewers should read the literature sent to them before interviewing. Consideration should be given to the size and make up of the panel and the time/criteria each has to assess.

The interview panel/team must meet before the interview and decide upon the role that each will take within it, and what questions to ask. The Chair should make a note of the questions to be asked for retention with the documentation should a challenge be made regarding the fairness of the process at a later date.

Interview facilities must be selected that are conducive to a non-confrontational assessment and that are accessible to those attending, especially if a candidate has a declared special requirement.

The use of assessment methods such as presentations should be considered. These should be used objectively to measure job criteria.

The interview panel must only ask questions that objectively test job criteria. Notes should be taken during the interview. These will subsequently be returned to the Secretary and shredded for unsuccessful interviewees after a period of six months. They should be as thorough and accurate as is practicable as unsuccessful applicants have the right to question decisions. All paperwork relating to the successful candidate will be transferred to their personal file upon appointment.

It is the responsibility of the 'Chair' person to check that applicants have completed appropriate documents. CRB form must be checked and signed in the appropriate place by 'The Chair' conducting the interview. Passports must be checked as should a utility bill verifying their name and address. Failure to do so will result in the recruitment process being delayed.

6. References

A minimum of two references will be taken up for every applicant (unless applying internally). Ideally one of these will be taken prior to interview but applicants' wishes should be taken as paramount in respect of time of take-up.

NO OFFER OF EMPLOYMENT MAY BE MADE WITHOUT AT LEAST TWO ACCEPTABLE REFERENCES HAVING BEEN RECEIVED.

7. Informing Candidates of Outcomes

It is considered good practice for the Chair to verbally inform candidates of the outcomes of interviews including offering them feedback. The successful candidate should be informed that their application is being taken to the next stage of the recruitment process.

The Chair must inform the Secretary of the successful and unsuccessful candidates to ensure all the paperwork is in order and complete the details for the contract before the Secretary sends the 'conditional' offer letter to the successful candidate.

Unsuccessful candidates are not contacted by the Secretary.

It is not recommended that feedback be put in writing. Any feedback given should be highly objective and focus on the applicant's development needs.

In the case of unsuccessful candidates - whether at short listing or interview stages - care should be taken to explain objectively to the candidate why they were unsuccessful and how they might improve their level of knowledge/performance in the future.

8. Equal Opportunities Monitoring

The Club is required by law to monitor the fairness of the recruitment and selection process.

Each application contains a monitoring form. The Secretary will detach this prior to short listing.

9. Pre-commencement Administration

Appointees have the right to receive a written statement of their terms and conditions of employment usually prior to, but by law within 8 weeks of, commencement in post. The

Secretary will make the necessary administrative arrangements to ensure that prior to the appointee's commencement with the Club, the appropriate formal offer and contract Document will be issued.

10. Induction

Appointees must be properly inducted into the Club