



Recruitment Policy and Procedure

Policy

The TMSA is committed to a policy of equal opportunities in its employment practices. Selection criteria and procedures are reviewed regularly to ensure that individuals are selected on the basis of their abilities.

An employee who believes s/he has not been treated equitably under this policy should raise the matter through the grievance procedure. Any job applicant who believes that s/he has not been treated equitably may write to the Convener of the Association who will investigate the complaint.

Recruitment Procedure

All permanent posts must be advertised, with the exception of temporary posts of six months duration or less. All documentation relating to the post eg: job description, person specification, short-listing criteria form, must be prepared before placing advertisements.

Within budget constraints, all advertisements should be placed in as wide a range of outlets as possible.

The timescale for advertising and filling a post must be decided on and, where possible, interview dates agreed prior to any advertisement being placed.

All advertisements should state the closing date for receipt of completed applications.

Each person enquiring about the post shall be provided with an applicant's pack consisting of the following:

- Application form — nb: this is the basis of all selection and must be completed in every case.

- Job description

- Person specification

- Statement on Equal Opportunities

- Equal Opportunities Monitoring Form

- Relevant additional information where necessary

- Clear statement of any closing date for receipt of completed applications and requests for supporting materials

Selection Procedure

Good practice in selection procedures can help in eliminating discrimination. Everyone involved in recruitment and selection should be trained in equal opportunities selection procedures.

Selection panels should, where possible, be balanced in composition in terms of gender, disability, age and ethnic background.

All recruitment and selection procedures shall be controlled by the Executive.

Short-listing

The short-listing criteria will consist of the following;

Matrix form compiled from the list of requirements for the post drawn from the job description and the person specification. This matrix should allow the short-listing panel to indicate the extent to which each candidate meets those requirements.

Candidates shall be graded solely on the information supplied on the application form. (All applicants must be made aware of this fact in the applicant information pack.)

The selection/interview panel should be involved in the short-listing process at all stages.

Panel members must declare an interest if they have any personal knowledge of candidates. The chairperson of the selection panel will decide on what, if any, action to be taken.

References

References must be sought for all short-listed candidates, using discretion in relation to current employers and the wishes of candidates. All references shall be treated in the strictest confidence.

Interviews

The interview is the opportunity to assess the candidates suitability for the post using the basis of the job description, person specification and application form. The interview is the opportunity for the candidate to clarify their understanding about the post and the terms and conditions. The following criteria shall form the basis of selection interviews:

The broad base of questions is to be decided upon beforehand.

Each applicant is to be asked the same broad base of questions in relation to abilities, experience etc.

No discriminatory questions may be asked about personal circumstances or family commitments.

Any panel member asking such questions or making discriminatory remarks during the interview may be challenged by the candidate or by other panel members.

Where selection tests are used as part of the process these should relate to the job requirements and measure the applicants ability to do the job in question.

Time must be set aside at the end of each interview to allow panel members to record their evaluation of the candidate on the candidate evaluation form.

Each candidate should be informed of the procedure and timescale for notifying the outcome of the selection process.

Where possible successful candidates should be contacted by telephone and offered the post. In every case, the successful candidate will be sent a written offer of appointment, requesting written acceptance by return.

Unsuccessful candidates will be notified in writing as quickly as possible after the date of the interview/decision.

Appointment

The letter of appointment will outline the hours of work, the salary, the annual leave entitlement, the line manager, the base place of work and will include two copies of the contract of employment, one to be signed and returned with the acceptance of offer.

All new employees should follow an agreed induction programme.

Volunteers

This policy also applies to volunteer (unpaid) staff who, although not subject to the formal interview selection panel will be issued with a job description and will be required to complete an application form, provide references etc.

Volunteer members of staff will be issued with a contract outlining their terms and conditions and will have access to disciplinary and grievance procedures enjoyed by paid members of staff.

It is the Association's policy not to discriminate between paid and unpaid staff and to recognise the valued contribution made by volunteers.