

Fair Recruitment & Selection Policy.

1. Aims

Cano Training Services Fair Recruitment and Selection Policy aims to provide a framework, which will assist managers in the attraction, selection and retention of the most suitable candidates by using the most appropriate, efficient, fair, open and effective methods.

Everyone involved in the recruitment and selection of staff has a responsibility to ensure that all candidates are treated fairly at all stages of the recruitment and selection process, and that decisions are made objectively and in line with the Company's commitment to equal opportunities and safeguarding.

The Policy covers all roles within Cano Training Services and to full, part time, permanent and fixed term appointments.

The implementation of this policy is the responsibility of all employees authorised to recruit on behalf of the Company and it applies both internally and to the external agencies retained on our behalf.

Cano Training will ensure that employees involved in recruitment receive appropriate training to enable them to carry out their duties effectively and in line with statutory obligations, best practice and Company procedures.

2. General principles

- These procedures must be applied fairly and consistently to all job applicants.
- Assistance must be given, where needed, to job applicants who are disabled.
- All recruitment must be planned in advance and opened up to competition.
- We do not accept casual or speculative requests for employment.
- All persons who wish to work for us must complete an application form in response to an advertised job vacancy.
- All applicants must then be assessed against relevant selection criteria to determine who the best person for the job is.
- All persons involved in selecting staff must read and apply this policy and procedure, our Equal Opportunities Policy.

3. Helping job applicants who are disabled

- Disability Discrimination Act 1995: The general rule of good practice is that our procedures and practices must be applied fairly and consistently to all job applicants. But, it is especially important that those of our staff who are involved in recruitment are also aware that they may be required to make **reasonable adjustments** to some or all of those procedures and practices if that is needed to remove any disadvantages which they cause for any disabled job applicants.
- This is a legal duty and failure to comply with it is unlawful disability discrimination. The adjustments need only be made for the disabled persons who require them and it may result in those disabled persons being treated more favourably than other persons; if so, that is lawful and permissible.

4. Job descriptions

- A job description must be drawn up for every post. This is a document that sets out the essential duties of the job, including the job title.

5. Personnel specifications

- A personnel specification must be drawn up for every post. This is a document that sets out the selection criteria which will be used to assess job applicants to determine which one is the best person for the job.

6. Advertising the job vacancy

- All job vacancies must be advertised to welcome applications from as many eligible candidates as possible.
- The following statement must be added to all advertisements:
“We are an equal opportunities employer”.

7. Application process and forms

- All persons who wish to work for us must complete our standard application form for the job in question in response to an advertised job vacancy.
- All persons who request an application form will be sent an application pack that includes the following information:
 - the application form for the post,
 - the job description and personnel specification for the post,

- the closing date and the company's contact details for applicant enquiries,
- We will normally aim to keep open our application period for each recruitment exercise for an interval of around 3 weeks.

8. Disabled applicants

- We will not normally accept curricula vitae (CVs), but we may accept them in exceptional circumstances as a reasonable adjustment for any disabled candidate who needs it. We are also prepared to make our standard application forms available in other formats if that too would help any disabled candidates to apply.

9. The Selection Process

- After the application stage closes, our selection process consists of the following stages- Shortlisting, Interviews, Pre-Employment Checks.

10. Shortlisting

- Shortlisting is an initial assessment of the applicants based solely on the information contained in their application forms. The purpose is to decide which applicants meet the essential and/or desirable job criteria so that they may be given more in-depth consideration at the next stage of the process.
- The criteria to be applied are those that are set out in the personnel specification for the job in question.
- The essential criteria must be applied always. The Selection Panel will decide whether any of the desirable criteria will also be applied.
- The shortlisting decisions must be fair and consistent.

11. Interviews

- Interviews are the main method by which we will assess the remaining applicants who have passed the shortlisting and/or testing stages.
- The Selection Panel's primary aim is to select the best person for the job.

11.1 Prior to the interview

- The applicants will be sent written invitations to attend.
- In line with other commitments made previously in this procedure, appropriate reasonable adjustments to the interview arrangements

will be planned and made for those disabled applicants who may need them.

- The Selection Panel will meet before the date of the interviews to decide how they will carry-out the interview and to draw up the questions they intend to ask. The panel may decide:
 - whether to ask applicants to deliver a presentation, and if so
 - whether they should prepare it in advance of the day or on the day
 - whether questions used in previous recruitment exercises for the same post are satisfactory and will be used again, or
 - whether to amend the questions or ask new ones
- The questions should only be job-related and designed to assess the applicants against the essential and/or desirable criteria set out in the personnel specification for the job in question
- The questions should not seek to obtain the following kinds of personal information about the applicants:
 - religious or similar philosophical belief or political opinion
 - ethnicity, nationality or national origins
 - age or date-of-birth
 - sexual orientation
 - health or disability
 - marital status or family status or whether the applicant has children or plans to have children
- The panel will decide how they will score and weight the answers and questions and prepare a standardised *interview assessment* sheet against which the applicants will be marked.¹

12. During the interview

- All applicants should be asked the same pre-set questions.
 - All applicants should be treated fairly during the interview and the marks awarded to them should be fair and consistent.
 - Each panel member will complete a separate *interview assessment* sheet for each and every applicant.
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13. After the interview - selection decision

- After every applicant has been interviewed, the panel will discuss their views and assessments and jointly draw up a list of the applicants in merit order.
- The vacant post, or posts, will be offered to the most meritorious applicant, or applicants, in accordance with that merit order.
- The panel may also decide that other applicants on the merit list will be offered positions on a reserve list to fill any vacancies that may arise for the same position within the following 12 months. Again, this will be done in accordance with the merit order.

14. After the interview – administrative matters

- All of the Interview Assessment sheets will be transferred to the main Recruitment File for storage.
- The successful applicants will be sent conditional offers of employment, subject to any satisfactory pre-employment checks that are required.
- The unsuccessful applicants will be informed in writing of that decision.

15. Pre-employment Checks

15.1 Right to work in the UK

- We are not allowed under immigration law to employ any person who is not legally entitled to work in the UK. To ensure that we comply with that law and at the same time avoid unlawful racial discrimination against migrant workers, we will check that all persons, including local persons, who we intend to employ are entitled to work here and entitled to do the work in question.
- These checks will not be used for shortlisting or interviewing purposes. The checks will only be made in respect of persons to whom we have made a conditional offer of employment.

15.2 References

- We will not seek a reference from an applicant's current employer unless the applicant has given his or her consent to that.
- We will accept references from other persons who know the applicant in a non-occupational capacity.

- However, all references should be job-related. Therefore, we will provide referees with copies of the job description and personnel specification for the relevant posts and ask them specifically for their views on an applicant's abilities to do the job in question.

15.3 Criminal records

- We will not seek criminal record information on our application forms and such information will never be used by us for shortlisting or interview purposes.
- We will only seek such information in respect of persons to whom we have made a conditional offer of employment.
- We will treat the information with the utmost sensitivity and confidentiality.
- We will not withdraw a conditional offer of employment merely because a person has a criminal record. We will keep an open mind and will make a final decision following a risk assessment, taking account of the following matters-
 - the nature of the job and the nature of any potential risks to our business, customers, clients and other employees
 - the applicant's skills, qualifications and abilities
 - how relevant the criminal conviction(s) is to the job in question
 - the seriousness of the offence(s)
 - the frequency of the offending
 - how long ago the offence(s) occurred
 - the circumstances surrounding the offence(s)
 - whether the applicant's circumstances have changed since the offence(s)
 - any representations made by the applicant or his/her referees

16. Confirmation of Offer

- After the pre-employment checks have been completed and are deemed to be satisfactory, the successful applicant will be notified in writing that the offer of employment is confirmed.
- The confirmation letter will specify the following details: job title, duration of post (permanent or temporary), duration of probationary period (if any), proposed or agreed start date, outline of main terms and conditions, details of how to accept the offer.

17. Record keeping

- The documents for all of the above, should be kept for at least 12 months following the date of the interviews.

**Revised Date: October 2021
Rebecca Cano-Lopez
Company Director
Cano Training Services Ltd**