

# Recruitment and Selection Policy



Dalmuir Park Housing Association can provide this document on request, in different languages and formats, including Braille and audio formats.

<i>Purpose of the policy:</i>	By having a detailed recruitment and selection policy, we are ensuring that hiring managers have a clear process to follow in line with good practice, and that equal opportunities are adhered to.
<i>Guidance used for developing the policy:</i>	Equality Act 2010 Employment Rights Act 1996 Working Time Regulations 1998 National Minimum Wage Act 1998 Immigration, Asylum & Nationality Act 2006 GDPR and Data Protection Act 2018
<i>Policy complies with the following Regulatory Standards:</i>	Standard 4.1: The governing body ensures it receives good quality information and advice from staff and, where necessary, expert independent advisers, that is timely and appropriate to its strategic role and decisions. The governing body is able to evidence any of its decisions.  Standard 5.1: The RSL conducts its affairs with honesty and integrity and, through the actions of the governing body and staff upholds the good reputation of the RSL and the sector.  Standard 5.3: The RSL pays due regard to the need to eliminate discrimination, advance equality and foster good relations across the range of protected characteristics in all areas of its work, including its governance arrangements.
<i>Other relevant policies</i>	Recruitment Procedure Terms & Conditions of Employment Staff Training and Development Policy Equality and Human Rights Policy
<i>Date Policy last reviewed:</i>	11 June 2024
<i>Date revised policy approved by the Board of Management (or P&amp;P if delegated):</i>	May 2025
<i>Date policy is next due to be revised:</i>	May 2028
<i>Equality Impact Assessment carried out for policy?</i>	Yes
<i>Publish on the Website:</i>	No

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## **1.0 INTRODUCTION**

- 1.1 As a social landlord who hold the community's best interests at heart, we are proud to employ a highly skilled and talented workforce who enable us to deliver each and every day at Dalmuir Park. Our ability to attract, develop and retain such people is key to our success and ensures that we are best placed to achieve our organisational goals.
- 1.2 The purpose of this policy is to outline the process by which we recruit individuals whilst achieving fairness and consistency throughout. The policy is in place to ensure that there is no discrimination on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation at any stage of the recruitment process or in the terms and conditions offered to new or promoted employees.
- 1.3 The Association is further committed to monitoring the composition of our workforce in order to identify areas that may require positive action measures to promote equal opportunity and diversity.

## **2.0 POLICY SCOPE, EXPLANATIONS OR REQUIREMENTS**

- 2.1 This policy will inform both you, our employees, and external parties, of Dalmuir Park's approach to recruitment and selection and what you can expect as part of the process.
- 2.2 This policy applies to all employees while they remain under the Association's employment and the term 'employee' will cover all workers who are either employed or engaged to undertake work for the Association. Regardless of the position or terms advertised for, we seek to conduct consistent processes which enable our hiring managers to make fair recruitment decisions.

## **3.0 DEFINITION**

- 3.1 Recruiting is commonly known as a critical business activity involving the identification of a job requirement and its remit. Once established, the vacant position is then advertised in a bid to attract qualified candidates to apply for the post.
- 3.2 The selection aspect of the process requires hiring managers to assess the applicants and their suitability for the position. Shortlisting and interviewing often follow this stage of the process, where the panel will often appoint one of the candidates based on their performance at the final assessment phase.

3.3 Effective recruitment is vital to ensure that the organisation has the relevant skills and abilities for its current and future needs.

## 4.0 RESPONSIBILITIES

### 4.1 Hiring Manager

Recruiting managers hold the overall responsibility of successfully executing the recruitment and selection process. Particular responsibilities include:

- identifying the need to recruit and obtaining authorisation in line with this procedure.
- updating the job description, recruitment pack and ensuring the role is evaluated prior to advert.
- working closely with Corporate Services to agree timescales and to ensure the role is adequately advertised on the appropriate channels
- creating a shortlisting form in line with essential criteria and carrying out the shortlisting exercise.
- fully preparing for the assessment stage of the process and ensuring that all candidates are presented with consistent questioning and scoring.
- selecting and appointing the correct candidate for the role based on their assessment performance and fit for DPHA.
- communicating with both successful and unsuccessful candidates throughout the process and providing feedback where requested.

### 4.2 Head of Service

Should the Head of Service not be assuming the role of hiring manager, they are still required to be involved under the following responsibilities:

- authorising the decision to fill vacancies and to proceed with recruitment exercises.
- managing the team's staffing budget to ensure sufficient spend.
- liaising with the hiring manager to understand staffing needs.
- working closely with HR in creating and implementing an effective hiring strategy alongside talent management and succession planning practices.

### 4.3 Corporate Services

This area of the business is instrumental in supporting the hiring manager with certain aspects of the process including:

- assist the hiring manager throughout the end-to-end recruitment process by providing updates on adverts and applicants.
- advertise vacancies on the appropriate recruitment platforms in agreement with the hiring manager.
- contact candidates to invite to interview and send unsuccessful emails to those who are not shortlisted for the next stage of the process.
- follow-up with the pre-employment checks for the successful candidate including references and new-start paperwork.
- Work with the hiring manager on setting up the employee as a new-start in the organisation.

## **5.0 RECRUITMENT AND SELECTION TRAINING**

- 5.1 Modern methods of recruitment and selection require staff to be fully trained in order to participate in our process. We at DPHA deliver internal training on both our procedure and practice and include equalities and diversity coverage as part of our sessions.
- 5.2 All hiring managers, panel members and board members are therefore required to have attended training on recruitment and selection within the last three years.

## **6.0 EQUALITIES, DIVERSITY AND INCLUSION**

- 6.1 DPHA believe that creating an inclusive and diverse Association is key to organisational success. Whilst we currently have an equality and diversity policy which this policy and procedure align with, it is important to us that we continually evaluate and evolve in this area of practice.
- 6.2 It is the Association's goal that all recruitment decisions will be based completely on the merits and abilities of candidates alone and no other criteria will be used. To achieve this, equality, diversity and inclusion practices are integrated into every stage of the recruitment and selection process to ensure that our decision-making is free from potential discrimination.
- 6.3 Candidates can expect that identifying information such as their personal details will be removed before their application is passed on to the hiring manager for shortlisting. A disability statement is also included in the DPHA recruitment pack to establish whether candidates need assistance to attend an interview if they are successful in their application.

- 6.4 We further endeavour to carry out an Equality Impact Assessment to assess the likely or actual effects of this policy to applicants in respect of their age, race, sex, gender identity, disability, religion or belief, sexual orientation, marital status or pregnancy to ensure equal and fair access for all.

## **7.0 DISSATISFACTION**

- 7.1 Any employee who is concerned with this recruitment and selection policy or with its operation within the Association should follow the normal grievance policy and procedure.
- 7.2 External candidates may notify the Association of any concerns via the contact details widely available through our website.

## **8.0 DATA PROTECTION**

- 8.1 We will treat personal data in line with our obligations under the current data protection regulations and our Privacy Policy. Information regarding how data will be used and the basis for processing data is provided in our Customer Fair Processing Notice.

## **9.0 REVIEW**

- 9.1 DPHA undertakes to review this policy at least every three years, or earlier if required in light of changes to applicable legislation, changes in the organisation and continued best practice.
- 9.2 This policy does not constitute contractual terms and conditions. The Association reserves the right to amend any provision of this policy subsequent to appropriate consultation with staff.