



## **RECRUITMENT & SELECTION POLICY**

### **Policy Statement**

EnhanceAble employees are key to EnhanceAble being able to provide the best possible service(s) and enable EnhanceAble to be flexible in meeting the changing needs and aspirations of its Service Users. We are committed to developing our existing staff and also ensuring we offer equality of opportunity through a competitive recruitment process, to enable us to recruit the best person for the job.

### **Scope**

This policy is applicable to the recruitment and selection of all EnhanceAble Employees (including permanent and fixed-term contracts). This policy also applies equally to both external and internal recruitment processes.

### **Diversity & Inclusion**

Diversity and Inclusion is an integral part of EnhanceAble's organizational values. This policy should be read alongside EnhanceAble's Diversity & inclusion statement. Managers participating in the recruitment of colleagues must have attended EnhanceAble's equality and diversity training.

EnhanceAble is committed to equality of opportunity in recruitment and selection. Shortlisting, interviewing and selection will be based solely on matching the applicant's abilities and individual merits to the job requirements, irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race religion or belief, sex and sexual orientation.

Qualifications, relevant experience, skills and behaviours will be assessed for the level that is relevant to the job. EnhanceAble will not automatically refuse to employ a particular individual just because he/she has a previous criminal conviction.

Managers must ensure any questions asked during the interview are not in any way discriminatory or unnecessarily intrusive. The interview will focus on the needs of the job and the competencies and behaviours needed to perform it effectively.

All disabled applicants who meet the minimum requirements of the job as set out in the job description will be interviewed.

EnhanceAble will consider making 'reasonable adjustments' for a disabled applicant at any stage of the Recruitment process, in order to reduce any disadvantage faced by them during the Recruitment and Selection process.

It is EnhanceAble's policy to normally advertise any vacancies which will last longer than 6 months, externally and internally in line with our commitment to Diversity and Inclusion. (An exception to this would be where there is a suitable redeployee who is at risk of redundancy or to improve internal mobility and career progression). Please also refer to Secondments sections below.

## **The Recruitment and Selection Process at EnhanceAble**

### **Introduction**

When a role becomes vacant, the HR Manager / CEO will consider the relevance of the job, the long-term requirement and changes etc. when considering whether a replacement is required.

Our aim is to recruit the best candidate for the role in accordance with our commitment to equality of opportunity. Vacancies will normally be advertised externally. However, EnhanceAble is also committed to offering development opportunities for existing employees.

### **Secondments**

Subject to the usual approvals, where there are internal candidates who have the potential to undertake a role, but do not have the experience, the role may be offered as a 'secondment'. This period should be used to develop the internal candidate giving them time to acquire the skills and experience required in the role before they apply for the role on a competitive basis.

### **Recruitment of Support Workers & Other Front Line Staff**

EnhanceAble recognizes the challenge in recruiting and retaining high quality front line staff to deliver services. Because of this Enhanceable operates a dynamic and flexible approach to recruiting for these positions.

This approach can be summarized as follows;

- The HR manager will take responsibility for all aspects of recruitment to include interviewing staff for positions.

- The HR Manager will maintain a knowledge of the needs of each service and will arrange recruitment activity accordingly.
- EnhanceAble adopts a continuous approach to recruitment ensuring that we do not lose out on candidates through lengthy recruitment processes.
- EnhanceAble provides an incentivized referral process in order to attract quality candidates for front line positions.
- A competency based interview model will be used for support workers and other front line staff.

EnhanceAble will endeavor to offer hours based contacts to all successful applicants encouraging service stability and enabling continuity of care / support to the people that use our services.

### **Recruitment of Senior Staff**

EnhanceAble uses a more traditional model for the recruitment of more senior staff. This model can be summarized as follows;

- The HR manager will take responsibility for all aspects of recruitment to include interviewing staff, alongside the CEO for positions.
- All posts will be advertised internally. Decisions in regard to the requirement for external recruitment will be made by the CEO / HR Manager on a post by post basis.
- Interviews will be conducted by the CEO / HR manager with at least one other manager present.
- A competency based interview model will be used. Candidates may also be required to complete tests and /or a presentation.

### **Documentation**

interview notes must be scanned and stored in a secure location. Notes must be retained for a period of 6 months and will be confidentially destroyed after this time.

### **The Right to Work in the UK**

The HR Manager is responsible for checking that any candidate offered employment has the legal right to work in the UK. This should be verified at interview, copied, signed and stored securely.

Employers are liable for fines of up to £10,000 for employing an illegal worker and can be prosecuted for a criminal offence. Managers must not allow any person to start until the necessary original documentation has been checked.

Version: 1

Next Review Date: 26/07/2021

The HR Manager will re-check original documentation every 12 months, for employees who only have the temporary right to work in the UK (as required by the UKBA).

## **DBS**

All roles at EnhanceAble are subject to enhanced Disclosure and Barring Service (DBS) checks. Offers of employment will be subject to receipt of satisfactory DBS check.

## **Rehabilitation of Offenders Act 1974**

All roles at EnhanceAble involve prolonged contact with vulnerable adults. These positions are, therefore, exempt from the Rehabilitation of Offenders Act 1974

EnhanceAble will require the applicant to disclose all convictions, whether spent or unspent. In such circumstances, EnhanceAble will not refuse to employ a particular individual unless the nature of the conviction is considered a risk to service users, other employees or EnhanceAble's reputation.

## **Medical Information**

Applicants are required to complete a health questionnaire as part of the recruitment process. This enables EnhanceAble to consider any reasonable adjustments and evaluate any risks to vulnerable adults that could arise as result of offering employment.

## **References**

It is EnhanceAble's policy to seek 2 written references from the successful candidate, one of which must be the most recent employer. If a successful candidate has not worked for a period of time or has previously been in education, EnhanceAble may request a reference from a professional, for example, a tutor.

Offers of employment will be subject to receipt of references.