

## **Recruitment and Selection**

The Commission's recruitment and selection strategy flows from its overall objectives and management plans. It also takes account of external influences, trends, and foreseeable change for the organisation. It complies with relevant legislation and codes of practice.

### **Recruitment and Selection**

The Commission will adhere to a set of principles for recruitment and selection which will ensure fair and open competition and selection on merit. They are:

- a) Prospective applicants for employment will be given equal and reasonable access to adequate information about the job and its requirements, and about the selection process.
  - This principle is intended to create a fair and open field of competition at the start of the selection process and sustaining it through to the final decision.
  - Any advertisements and supporting literature will together say what the job involves, give details of the location and salary, and include a description of the qualifications, skills, experience and personal qualities needed. It will also outline the selection process.
  - Reasonable time will be allowed for applications to be completed after advertisement. The list will not be closed early simply because of the volume of applications.
- b) Applicants will be considered equally on merit at each stage of the selection process.
  - The information provided by candidates on the personal details and diversity monitoring forms will be removed from the application and will not be seen by those carrying out the sift or interviews as this information is not required for selection purposes.
- c) Selection will be based on relevant criteria applied consistently to all candidates.
  - The purpose of setting criteria is to allow differentiation on a consistent and objective basis between candidates at each stage of the selection process. The criteria will be clearly relevant to the job. For example, the job or person specification will not include higher qualifications than are needed to do the job.

- Selection criteria will be established at the outset and used consistently at each stage of the process. It is important they reflect the personal specification for the post provided for candidates.
- d) Selection techniques will be objective, reliable and subject to regular monitoring in order to guard against prejudice, discrimination and bias.
- Selection at all stages will be demonstrably fair and objective and unaffected by gender, race, disability and other irrelevant considerations.
  - Short listing and all selection decisions will be conducted by at least two people to guard against individual bias.
  - The choice of techniques at each stage of selection will be made by reference to the needs and requirements of the particular job. Sifting techniques, tests and exercises will be reputable, valid and good indicators of future performance. Those administering them will be trained as will all staff involved in the assessment process.
- e) Equality of opportunity will apply throughout the recruitment and selection process in line with the equal opportunities policy of the Commission.

### **Advice on Recruitment and Selection Issues**

Responsibility for ensuring that recruitment and selection is conducted in accordance with this Code rests with HR and Facilities Manager to whom all queries should be addressed in relation to advice or guidance.