

## Recruitment and Selection Policy, Procedures and Practices

### Policy Statement

Screenworks recognises that achievement of its strategic goals and the securing of its values are dependent on the recruitment and the retention of a skilled and committed workforce. The Screenworks Recruitment and Selection policy, procedures and practices are designed to help secure this - in relation to which equality of opportunity is an integral part.

### Aims and Objectives

The Recruitment and Selection Policy has the following aims and objectives:

- to ensure all recruitment and selection procedures comply with Screenworks' Equal Opportunity Policy
- to ensure that all appointments are made on merit
- to attract sufficient applications from potential candidates for appointment with the skills, qualities, abilities, experience and competencies deemed as being necessary to the job.
- to develop and maintain procedures which will assist in ensuring the appointment of the most suitable candidate.
- to ensure that recruitment procedures are clear, valid and consistently applied by those involved in recruitment and that they provide for fair and equitable treatment for those who apply for employment.
- to base selection decisions and criteria directly on the demands and requirements of the job and the competencies identified as necessary for satisfactory performance.
- to ensure that all employees involved in the recruitment and selection process are properly trained in order that the objectives of the policy are met.
- to observe any legal requirements which apply to the recruitment and selection process.

### Recruitment Procedures

To achieve the policy's aims and objectives requires:

- clear, relevant and current recruitment information which assists potential applicants in their decisions whether or not to submit applications
- current job specifications detailing the post title, its purpose, scope, reporting relationships, duties and responsibilities (these must not contain unnecessary or unjustifiable conditions or requirements).
- current non-discriminatory person specifications detailing the essential skills, education and training, attitude, knowledge and experience directly related to the job specification, and competencies needed for effective performance (these will be used as the basis for the short listing of candidates for interview). Age will not be a barrier to employment but children (under minimum school leaving age) will not be employed. Young people (under 18 years of age) may be employed - subject to risk assessment and supervision to minimise health and safety risk.
- application forms which are appropriate to the level of the post under consideration internal and/or external advertisement of posts to stimulate satisfactory numbers of suitable candidates at reasonable cost, and which clearly reflects the competencies required for the job, rewards, and ensure equality of opportunity.
- the use of assessment techniques appropriate for the level and needs of the job with such techniques being fairly and consistently applied and which will permit selection decisions to be made on job related criteria.
- the conduct of structured and systematic interviews by trained interviewers to ensure non-discriminatory decisions are made using job related criteria.
- the use of references obtained and treated confidentially to inform the selection decision (one of which should be the current employer).
- the use of a medical questionnaire, and medical references if the demands of the job necessitate this.
- the checking and validation of qualifications which are required for an appointment - appropriate checks on criminal convictions to be made.

- the use of external assistance in the recruitment process where this is essential given the level and/or nature of the post (to be agreed with the Managing Director).
- information on applicants being treated in confidence and restricted to those involved directly in the recruitment process and its administration.
- the accurate documentation of the recruitment process in a fair and consistent way.

## Roles of Members and Officers

The recruitment process will be the responsibility of Management and Directors. The Managing Director will in all instances hold responsibility for ensuring the correct professional organisation of the recruitment process, including the provision of professional support.

## Training

To accord with good professional practices recommended, those directly involved in recruitment must receive training, in the use of the recruitment process including the use of: structured interviews, the relevance of the person specification, the need to appoint the most suitable candidate for the post and legislative requirements - including equality of opportunity. It is the responsibility of the Managing Director to ensure that persons involved in the recruitment selection process receive appropriate training.

## Recruitment Procedures

The Managing Director has responsibility for preparing guidance notes to be followed by those involved in the recruitment process.

## Monitoring and Review

This policy should be read in conjunction with Screenworks' other policies, particularly Equal Opportunities and Redundancy and Redeployment. The policy will be subject to periodic monitoring and review.



Duncan Gilmour  
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Date: 04<sup>th</sup> January 2022