

1. The Policy

1.1 The aim of the policy is to ensure that the most suitable candidate is chosen for the job and that all applicants receive fair and equitable treatment.

1.2 The policy ensures that our Recruitment and Selection policy will:

- Be fair and consistent
- Be non-discriminatory
- Conform to all statutory requirements and agreed best practice
- Maintain an effective and streamlined recruiting process at all times

2. Equal Opportunities

2.1 Archangel Training Equal Opportunities Policy applies equally to the recruitment and selection process and must be complied with at every stage of the recruitment process.

2.2 This means that prospective applicants should not be discriminated against either directly or indirectly on the grounds of race, nationality, ethnic origin, gender, marital status, sexual orientation, cultural or religious beliefs, disability and age. In addition, candidates should not be discriminated against based on pregnancy.

2.3 Preparation of job descriptions, person specifications, advertisements, short-listing, interviewing and selection of applicants should reflect a commitment to achieving and maintaining equal opportunities within the workplace.

2.4 Interviewers should only ask job related questions.

3. The Recruitment Process

3.1 The following procedure will be used when a post is to be filled. The line manager will:

- Ensure that the role profile / job description is up to date. If it is an existing post, is an exact replacement required or is this an opportunity to revise the role profile
- Prepare the person specification for the role. This includes skills, experience, knowledge, qualifications (if required) and personal characteristics required to undertake the role. There should be no unnecessary conditions or use of words which would imply unjustifiable bias
- Ensure information on the company, the role title, salary, closing date, method of application, location and hours of work – authorisation or guidance may be required from Archangel Director on salary approval

4. Advertising

4.1 The job advert will be prepared by the Executive Team to ensure consistency across all vacancies advertised. This presents a professional image of the Archangel Training and helps to attract good candidates.

4.2 All vacancies will be advertised internally within to all members of staff.

4.3 All vacancies will be advertised externally on the following channels – Archangel First Aid Training Ltd website, LinkedIn and Indeed.

4.4 The advertisement will also specify the closing date of applications along with the supporting documentation required from each candidate.

4.5 Occasionally, the interview date will be noted on the job advert posting. This helps with forward planning and arrangements such as location, timings and interview panel.

5. The Selection Process

5.1 All applications received by the closing date will be reviewed and sifted by the line manager. This provides a shortlist of candidates to take forward to interview stage.

5.2 All candidates who have not made the shortlist will be notified by email that their application has been unsuccessful.

5.3 All candidates who have made the shortlist will be invited to interview by email notification, at least one week in advance. This contains:

- Date of interview
- Time of interview
- The format of the interview
- The duration of the interview
- Location and full address of interview venue
- Interview Panel names and job titles
- A copy of the Archangel Training application form for completion

6. The Interview

6.1 At all times, the hiring line manager will sit on the first stage interview panel. If a second stage interview is required, additional colleagues may be asked to participate.

6.2 When interviewing, Equal Opportunities will be strictly adhered to, with no discrimination shown on any grounds.

6.3 When all candidates have been interviewed, the panel will decide on the most suitable applicant for the post. On some occasions the panel will score the candidates depending on the interview format (presentation or competency) and select the highest scoring candidate for the position.

6.4 The hiring line manager will inform the successful candidate as soon as possible to offer the position, subject to pre-employment checks, in line with UK legislation. This will then determine a commencement date. This offer of employment will be followed quickly by an offer letter and emailed to the candidate accordingly.

6.5 The hiring line manager will also telephone or email all other candidates to advise that they have been unsuccessful. Interview feedback is offered to unsuccessful candidates at this time if preferred.

7. Appointments

7.1 Once the successful candidate has accepted the position (verbally and in writing), the hiring line manager will undertake references and commence pre-employment checks. Upon successful completion of these, the hiring line manager will then engage with the candidate and confirm a start date.

7.2 At all times communication will be shared with the hiring line manager. All IT set up and user set up will be undertaken in advance of the new staff member joining Archangel Training.

