



Policy No: 8

Version: 1

Recruitment and Selection Policy for paid staff and volunteers

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Appendices

Appendix 1 Recruitment Schedule

Version control

Approved/amended date	Version	By	Issue
1 March 2021	1	Board of Trustees	New policy

Recruitment and Selection Policy

1. Policy statement:

Recruiting and selecting the best people is vital to FOYH as we want to constantly improve our performance. To do this we recognise we need to recruit from the widest possible pool of people and ensure we have the right blend of skills drawn from multiple sources.

Hiring the best person requires planning, preparation, organisation and working through a carefully thought-out process and this policy outlines the procedure to follow.

This policy applies to all employees and volunteers who are applying to The Friends of York Hospitals (FOYH).

2. Purpose:

The purpose of this Recruitment and Selection Policy is to ensure FOYH recruits:

- The best possible candidates on the basis of their relevant skills and merits
- In an equal and inclusive way that is consistent with current employment legislation and good practice
- Through a fair and open process that supports our objectives
- In a value for money way

3. Recruitment process:

FOYH approach to our recruitment process is outlined in the Recruitment Schedule attached at appendix 1.

This policy and process will apply for those who approach FOYH seeking a volunteer role.

See also Policy 11 “Right to work or volunteer in the UK”, Procedure 4 “Appointment of new Trustees”, Policy 3 “Volunteer Policy”

4. Identification of a recruitment need:

Before any recruitment of paid staff begins, the Board of Trustees will identify the specific recruitment need, agree the necessary approval and record the decision in the official minutes.

The lead Trustee for volunteer liaison will be responsible for identifying the need for recruitment of new volunteers.

5. Job/ role descriptions and person specifications

For paid roles, a job description will be prepared to show the job’s main duties and accountabilities.

For volunteers, a role description will be developed by lead Trustee for volunteer liaison together with advice from NHS staff of the relevant department/ward where the volunteer will be placed.

A person specification will be prepared to show the criteria required to perform the job/role.

Candidates will be assessed against these criteria.

6. Advertising

All vacancies will be advertised in a cost-effective way using various methods to generate a diverse pool of potentially suitable candidates.

It is recommended that at least two different channels of advertising are used.

7. Applications and shortlisting

All individuals regardless of race, age, disability, gender, gender reassignment, sexual orientation, religion or belief, pregnancy and maternity, marriage or civil partnership are encouraged to apply for vacancies. (See also: FOYH Equality & Diversity Statement)

Shortlists will be determined by the extent to which a candidate's experience knowledge and skills match the role requirements as demonstrated in their application.

Candidates will be notified of the decision made in respect of their application. Specific feedback will not generally be provided at this stage.

8. Selection

The selection process will be run in an effective and clear way to ensure a positive experience to all candidates. Candidates for paid roles may be required to complete job related assessments such as presentations appropriate to the vacancy.

Interviews will focus on the requirements of the job/role and the experience, knowledge, skills and competencies needed to perform it effectively. Candidates will always be assessed against the criteria.

All offers of employment/appointment as a volunteer will be made on merit following the selection process as outlined above.

9. Appointing new employees/volunteers

All appointments of paid staff must be approved by the Board of Trustees prior to notification of the outcome to candidates.

Before finalising an offer FOYH require:

- two satisfactory references which may be requested at any stage of the recruitment process; and

- confirmation of an individual's right to work in the UK. (See Policy 11: Right to work or volunteer in the UK)

10. Data Protection and Confidentiality

Records relating to recruitment will be held and destroyed in accordance with the Data Protection Act. (See also Policy 5: Information Governance)

11.Complaints

FOYH strives to ensure all candidates understand the process and that they have a positive experience regardless of the outcome of their application. Where a candidate is dissatisfied with the handling of their application candidates can forward their complaint in writing to The Chairperson of FOYH and it will be dealt with in accordance with the FOYH Policy 6: Complaints Policy.

6. Monitoring of this policy and procedure

Two Trustees not involved in the recruitment process will audit 6 applications annually to ensure compliance with this policy.

7. Review of policy

This policy will be reviewed every 2 years or sooner in the event of changes in guidance or legislation.

8. Queries

Any queries relating to this policy should be addressed to the Trustee with the Lead in HR.

JW/SN – February 2021

Appendix 1

**Recruitment Schedule
See Excel spreadsheet**