



## Eden Gate Newport

- Improving communities by tackling homelessness and substance dependence

# Recruitment & Selection Policy

*EDEN GATE is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults*

Date authorised by EDEN GATE April 2016	Developed by	Date of Review:  July 2018
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## **Introduction**

EDEN GATE is committed to providing a sound framework for the recruitment and selection of employees and volunteers (hereafter referred to as employees) based upon the principles outlined below, which also meet the requirements of EDEN GATE'S Equal Opportunities Policy.

This policy applies to both permanent and temporary EDEN GATE employees.

## **Statement of Policy**

To implement robust recruitment, selection and vetting procedures.  
To ensure equality of opportunity for all individuals.  
To provide clear procedural guidance.

## **Recruitment & Selection Procedure**

### **Preparation Stage**

The recruitment and selection process should not commence until a full evaluation of the need for the role has been completed.

Formal authorisation to recruit to a post should be confirmed as follows - The Recruiting officer should -

- Complete
  - Job Description and Person Specification
  - The job advert.

### **Advertising**

The post will be advertised internally and externally. A safeguarding statement, in line with EDEN GATE'S Safeguarding Policy, to be included in the Job Advertisement and in the Candidate Information Pack.

## **Selection of Candidates**

### **Shortlisting**

Shortlisting will involve the whole recruitment panel. The EDEN GATE shortlisting form must be completed by each panel member with applicants being assessed objectively against the selection criteria set out in the Person Specification.

### **Selection & Interview**

- The Interview panel will consist of at least three people.
- Interview questions and the structure of the interview should be consistently applied to all candidates and should be based on the person specification.
- Trustee representatives will be invited to be present at Interview panels for certain posts i.e. Senior management.
- In the event that a candidate requests feedback about their performance in the selection process this should be referred to the Director.
- Unsuccessful interview candidates should be dealt with courteously and sensitively and will, receive a telephone call as notification of the outcome.

### **Making the Appointment**

- The successful candidate will be contacted by telephone initially to offer the post.
- If the offer is accepted, an offer of employment contract letter will be sent.
- Appointments will be made at the starting salary of the salary scale advertised.
- A start date will only be provided upon receipt of satisfactory references.
- If applicable a DBS check will be conducted at the reference stage.

**Referees**

- Reference requests will be sought and completed.
- Employees of EDEN GATE are unable to seek or complete references for a new or existing member of staff.

**Induction**

- Once the successful candidate has accepted the offer of employment and a start date has been agreed, induction will be arranged for the first day of employment. The new employee will not be able to proceed to his/her place of work until this Induction has taken place.

**Work Placements**

EDEN GATE will consider work experience requests via a written application letter/email. If agreed will formalise the agreement in writing prior to the start date.

**Associated Policies****Equal Opportunities****Safeguarding**