

Voluntary Action Shetland

ADMINISTRATION OF RECRUITMENT PROCEDURE

When approval has been received to recruit a member of staff, the following procedure should be followed.

1. Place an advert in the local press. Advert must include our charity registration number and web address. Obtain a proof for the advert and show to executive officer or development officer before publication
Contact person listed on the advert must ensure they are available to take enquiries and/or issue packs.

2. Compile application packs which should include the following:

- Applicant cover letter – includes closing date
- Application Form
- Equal Opportunities Monitoring Form
- Equal Opportunities policy / statement
- Job Outline
- Person Specification

The pack may also include further information relevant to the particular post – e.g. annual report, organisational structure chart as appropriate.

The application packs should also be available on our website.

3. Maintain a log of all application packs sent out and ensure date of when sent and returned is recorded.
4. On the day following the closing date give all the applications which have been returned along with the log to the executive officer or project coordinator who is responsible for organising the recruitment panel.
5. After the selection for interview process, send out letters to all applicants **at the same time**, either requesting attendance to interview, or informing that not

selected for interview. Also, at the same time, send out requests for references for those attending interview unless the application states not to request until after interview. Use standard letters/forms on file. All correspondence relating to recruitment must be kept for each applicant and passed to Executive Officer after completion of recruitment exercise.

The reference request should include the following:

- Cover letter
 - Reference form (employer or non employer)
 - Job Outline
 - Pre-paid envelope
6. Book a room for interview.
 7. Following an accepted offer of employment, send out thank you for attending interview letters to all other candidates. Use standard letter on file.
 8. If the successful applicant did not wish the referees to be contacted until after the interview, send out reference request letters.
 9. Prepare interview questions and make a copy of all relevant paperwork for the recruitment panel for each interviewee .
 10. Persons involved in the short listing for interview process should also be included, wherever possible, on the interview panel.
 11. **If executive officer is not involved in interview process all documentation including start date for new employee must be passed to Executive Officer for action and safe keeping**
 12. **Keep copies of all applications, interview notes and letters for minimum 6 months in a secure file.**

**Associated Policies: Recruitment and Selection Policy and Procedure
Equal Opportunities Policy**