



Recruitment & Selection Policy

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Recruitment & Selection Policy

1. Purpose of Policy

This policy outlines Merseytravel's commitment to fair and effective recruitment and selection through consistent application of Merseytravel's recruitment and selection practices and procedures. The policy details Merseytravel's approach to the various elements of recruitment and selection and the procedures to be followed when filling a vacancy. Through the consistent application of this policy, Merseytravel will ensure that it meets its legal obligations, particularly in relation to the Equality Act 2010.

2. Scope of Policy

The Recruitment & Selection Policy applies to all vacancies within Merseytravel, unless otherwise stipulated.

3. Policy

Recruitment and selection of the right people to the right jobs is of paramount importance to Merseytravel and is vital for the successful day to day functioning of Merseytravel. Merseytravel's policy is that an individual will be selected for employment only on the basis of their merits and abilities and will not be unfairly treated on any grounds, including those related to protected characteristics. It is Merseytravel's intention that all recruitment and selection activities will be carried out in accordance with this policy.

3.1 Equality & Diversity

Merseytravel's employment policies and procedures have been developed to ensure that they are not discriminatory and that they promote equality and diversity. The practices and procedures under the Recruitment & Selection Policy are designed to ensure that applicants for employment are not subject to discrimination and are treated fairly and equally.

In terms of equality monitoring, Merseytravel is committed to meeting the workforce monitoring duties under the Public Sector Equality Duty. Merseytravel will monitor applicants for employment and employees in post, analyse the data and use the results to amend our practices, where appropriate, or to take other positive action to encourage equality and diversity in the workplace.

3.2 Training

The recruitment and selection of staff is the responsibility of the Director, Head of Service and Managers within the recruiting service area. Human Resources have developed the Recruitment & Selection Policy including the practices detailed within the Policy, as well as a Recruitment & Selection Toolkit containing guidance for managers.

It is Merseytravel's policy that all managers (including Directors) will have attended Merseytravel Recruitment & Selection training **prior** to undertaking any recruitment and selection activities.

3.3 Prior to Filling a Vacancy

Prior to filling a vacancy, managers should give consideration as to whether or not the post needs to be filled or, where it does, whether it needs to be filled on a like for like basis. Where a post is to be filled, the vacancy will be made available to employees on the Redeployment and At Risk Registers prior to advertisement. The Head of Service must gain authorisation from their Line Director to pursue the filling of a vacancy.

3.4 Role Descriptions

All posts have an outcome based role description which sets out:-

- (a) the outcomes the employee is working to achieve;
- (b) the ways in which employees will be expected to achieve the outcomes;
- (c) the experience, skills, qualifications and behaviours the employee will be expected to demonstrate.

Merseytravel recognises the value of having a wide pool of talent from which to select. All aspects of the role description will be written on the basis of the requirements of the role and will be reviewed prior to use, to ensure that they do not include elements which could be directly or indirectly discriminatory. Any unnecessary or discriminatory requirements will be challenged and removed.

3.5 Advertising

Where there is agreement for the post to be filled and it cannot be filled through the At Risk or Redeployment Registers, the post will be advertised internally first. Any divergence from this policy must have received prior agreement from the line Director.

(a) Internal Adverts

All vacancies will be advertised on One Place and on internal notice boards. Where staff are not office based, Heads of Service will be responsible for ensuring their staff are aware of vacancies.

(b) External Adverts

Individual service areas will be responsible for determining where their advertisement will be placed. Where there is an under representation of any particular protected characteristic,

Merseytravel will work with appropriate outside agencies to raise the profile of the vacancy with potential applicants who have that protected characteristic.

3.6 Shortlisting

The manager will be responsible for shortlisting. He/she will be provided with Part A of the application form, which details the applicant's employment history, qualifications, skills and experience. All personal details will be retained by Human Resources. The manager will be required to complete a shortlist matrix based on the criteria set out in the role description. Both measures are designed to ensure that applicants are shortlisted on the basis of their skills and experience and are not included or discounted for any personal reasons.

3.7 Selection Methods

Merseytravel uses a variety of selection methods depending on the nature of the job. Selection methods will not be discriminatory and will focus on the needs of the job and the skills needed to perform it effectively.

3.8 Applicants with a Disability

All disabled applicants who meet the essential requirements of a job as set out in the role description will be guaranteed an interview.

Merseytravel's application form asks whether an applicant has a disability. It does so for 2 reasons:-

- (a) to determine whether the employee needs any reasonable adjustments in respect of the selection process;
- (b) for monitoring purposes.

3.9 Revisiting the Shortlist

Where a successful applicant rejects the offer of employment, the vacancy will be made available to those on the At Risk and Redeployment Registers. Where the vacancy cannot be filled in this way, management have the discretion to revisit the shortlist and offer the position to the next best candidate. Where a post becomes vacant within a period of six months from the appointment of the previous postholder, the same procedure will apply.

3.10 Temporary to Permanent Posts

Where a temporary post becomes permanent, e.g. where a person on career break does not return to work, the post will be made available to

those on the At Risk and Redeployment Registers. Where the vacancy cannot be filled in this way, the temporary person will normally be appointed to the permanent post. This is providing that the temporary person has been in post for at least 6 months and was recruited following a competitive selection process, and that there is not evidence to suggest that they are unsuitable in any way.

3.11 Employment Records

Employees in receipt of a current disciplinary warning may be excluded from the shortlist due to their misconduct. This will be highlighted in an employee's letter confirming level of disciplinary action.

Recruiting managers will be informed if an employee is under Performance Improvement Note in accordance with the Performance Improvement Policy and/or if they have high levels of sickness absence. Issues around performance or absence may affect employees being appointed to the post.

3.12 Record Keeping

Records of the selection process will be retained within Human Resources, including the shortlisting matrix, records of tests and interviews, scoring sheets.

3.13 Disputes

There will be a period of at least 24 hours between the last part of the selection process and the announcement of the result. During this time, any candidate who feels they have been discriminated against or unfairly treated during a selection process will have the opportunity to lodge a complaint with a designated officer within Human Resources.

After this time, employees who are dissatisfied with any aspect of the selection process can ask for their concerns to be investigated through the formal grievance procedure.

3.14 Pre-employment Medical

It is Merseytravel's policy that, once an appointment offer has been made, the applicant is required to complete a medical questionnaire which is assessed by the occupational health provider. The occupational health provider may then request that the employee attend a medical appointment. Notwithstanding the provisions of the Equality Act 2010, Merseytravel reserves the right to withdraw an offer of employment where the employee is medically unfit to perform the role.

3.15 References

It is Merseytravel's policy to take up 2 references, one of which should be from the previous employer and to ask for evidence of qualifications. Any offer of employment will be conditional with both of these being satisfactory.

4. Procedure

The procedure to be followed when filling a vacancy can be found in the Recruitment & Selection Toolkit.