

## **ASHTON PIONEER HOMES**

### **RECRUITMENT AND SELECTION POLICY**

#### **1. Introduction**

- 1.1 Ashton Pioneer Homes is committed to equality of opportunity in recruitment and employment. The Association aims to provide a working environment and terms and conditions that reflect best practice.
- 1.2 This document describes the method by which the policy will be delivered in recruiting and selecting staff.

#### **2. Policy Statement**

- 2.1 Ashton Pioneer Homes will take all reasonable steps to ensure equality of opportunity in recruitment and selection of staff.
- 2.2 In pursuit of this, the company will ensure the observance of the Equality and Diversity Policy and the thorough application of the Recruitment Procedures which will be subject to approval by the Board of Management.

#### **3. Implementation**

##### **3.1 Advertising**

Vacancies will be advertised to attract the widest possible cross section of applicant. Ashton Pioneer Homes will therefore advertise posts internally and externally at the same time.

Ashton Pioneer Homes will ensure that all vacancies are advertised in a way that does not discourage traditionally disadvantaged groups applying for the posts.

##### **3.2 Selection**

A person specification will be developed for each post and this will be used when shortlisting applicants. When recruiting staff, specific qualifications and experience will only be asked for if it is essential to the post.

Selection will be undertaken carefully, to ensure that no candidate is treated less favourably than any other.

### **3.3 Training**

Ashton Pioneer Homes will ensure that Board Members and staff involved in the interview process are properly trained on equality and diversity, recruitment and selection and interview skills.

All new staff appointed will be provided with an induction programme within one month of starting with Ashton Pioneer Homes. All staff will receive an annual appraisal, where training needs are assessed for staff.

Ashton Pioneer Homes will provide job-related training that meets the needs of registered social landlords and also contributes to an individual's personal development. This may be through attendance of internal or external training, on the job training or coaching from another member of staff.

### **4. Monitoring**

4.1 Ashton Pioneer Homes will monitor the ethnicity, gender and disability of applicants. This will include the candidates short-listed and person appointed in the recruitment process, to ensure discrimination does not take place.

4.2 The Induction and other training for staff and interviewers will be monitored to ensure it is effective and open to all.

### **5. Positive About the Disabled**

5.1 The Board of Ashton Pioneer Homes agreed at their meeting on the 18<sup>th</sup> May 2006 to formally adopt the principles of the "Positive about the Disabled" initiative.

5.2 This is a recognition given by the Employment Service to employers who have agreed to take action to meet five commitments regarding the employment, retention, training and career development of disabled employees. It is promoted through the badge accreditation of.....



5.3 The principles now adopted by Ashton Pioneer Homes as an employer are as follows.....

Employers who use the symbol have agreed with the Employment Service that they will take action on these five commitments:

- to interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on their abilities

- to ensure there is a mechanism in place to discuss, at any time, but at least once a year, with disabled employees what you and they can do to make sure they can develop and use their abilities
- to make every effort when employees become disabled to make sure they stay in employment
- to take action to ensure that all employees develop the appropriate level of disability awareness needed to make your commitments work
- each year, to review the five commitments and what has been achieved, to plan ways to improve on them and let employees and the Employment Service know about progress and future plans.

## **6. Responsibility**

- 6.1 It is the responsibility of the Chief Executive, Director of Finance and Administration, Director of Housing Services and the Board of Management to ensure this policy is implemented correctly.