



RECRUITMENT POLICY

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Recruitment Policy

1. Policy Statement

1.1. The purpose of the Recruitment Policy is to provide a framework to ensure we recruit, retain and develop the best person for each job. Human Appeal takes into account current employment legislation to be implemented in conjunction with the Equality Act 2010.

1.2. All employees concerned with the recruitment and selection of all established and temporary employees, whether this is in a management or specialist role or providing administrative support for a manager concerned with recruitment must become familiar with this policy and ensure that they comply with the procedures, as detailed below.

2. Policy Objective

2.1. Human Appeal is committed to improving its services through attracting and recruiting high calibre staff who are the best candidates available for the job. All applicants will be treated fairly and, where necessary, we will vary our selection processes to accommodate the needs of disabled applicants. Reasonable adjustments will be given full consideration and implemented wherever possible to assist a disabled person to fulfil the role for which they have been shortlisted.

3. Roles and Responsibilities

3.1. People & Culture are responsible for initiating the process and following it through.

3.2. The People & Culture Director has the responsibility for ensuring the maintenance, regular review and updating of this policy. Revisions, amendments or alterations to the policy will be agreed in consultation.

3.3. Managers are responsible for following a fair selection process and adhering to given SLA's.

4. Policy Provisions

4.1. Human Appeal will work to recruit people who not only have the right skills and attitude for the job, but also have a strong commitment to the charity, our aims and values.

4.2. We will train our recruiters and use selection processes that are fair, consistent and objective.

4.3. We will encourage employees to develop their careers within Human Appeal; however, promotions will only take place following the Promotion Cycle policy and process.

4.4. Advertising

4.4.1. The Hiring Manager must give careful consideration to the vacancy before beginning the recruitment process. Consideration must be given to:

- The type of position being recruited for
- The details of the duties to be undertaken by the post holder
- Whether the position is for a fixed period of time or is an established post, and whether it is full or part time

4.4.2. Where possible, vacancies will be openly advertised using the Charity's online recruitment system, unless there is a good business reason for not doing so. Applications will be submitted for jobs using the Charity's online recruitment system.

4.4.3. The Charity uses a variety of recruitment sources in order to ensure that vacancies may be filled with the most suitable person available in a cost effective and timely manner. Vacancies will normally be advertised both externally and internally.

4.4.4. External sources of recruitment may include:

- Newspapers and journals
- Internet
- Employee referrals
- Employment Consultancies and Agencies

4.5 A Job Profile will be provided for all new or replacement jobs. These documents set out the duties of the job and the skills needed to fill it. The objective criteria contained within these documents must consist of minimum standards considered to be essential for the effective performance of the job. Desirable criteria may be included, but these must be referred to only if candidates have met the essential criteria.

4.6 Shortlisting

4.6.1. All applications received will be subject to shortlisting. A shortlist matrix will be used to do this for senior level roles and to give reasons as to why applicants were not selected for interview. The shortlisted applicants will be contacted to inform them of the interview arrangements. If applicants are not contacted within 30 days then their application can be assumed unsuccessful.

4.7. The Selection Process

4.7.1. All members of the recruitment process must follow this selection procedure:

- 4.7.1.1. Any employee representing the Charity in the recruitment process must undergo appropriate training
- 4.7.1.2. All applicants are invited to interview by either email or telephone
- 4.7.1.3. The assessment process will be tailored to the requirements of the vacancy and will comprise one or more of a range of exercises, such as the following:
 - Interview
 - Role-play
 - Presentation
 - Selection tests

- 4.7.2. All selection decisions should be made according to an objective scoring system dictated by the organisation's Competency Model
- 4.8. Once a decision has been made, the successful candidate may be contacted via telephone or email and offered the post 'subject to the terms of employment'. Once accepted, this offer is legally binding.
- 4.9. An offer letter should then be issued and all such offers must contain the following statement: 'The offer is subject to confirmation of, documentary evidence of your right to work in the UK, references which are satisfactory to us, and where relevant, pre-employment background check which are also satisfactory to us, having been received'.
- 4.10. If any concerns or allegations of sexual misconduct arise during the vetting process, Human Appeal's Human Resources Department will conduct a thorough review of the candidate's suitability for the role. If necessary, the case will be escalated to the Safeguarding Focal Point for further investigation.
- 4.11. All job candidates are required to complete a self-declaration form stating that they have never been subject to any disciplinary, administrative, or criminal sanctions for sexual exploitation, abuse, or harassment, nor have they left previous employment pending an investigation into such allegations. The self-declaration form also includes a statement that the candidate has not refused to cooperate with any investigation related to sexual misconduct. Failure to provide accurate information in this declaration will result in the withdrawal of the job offer or termination of employment.

4.12 References

4.12.1. Thomson Reuters background checks and a minimum of 2 references will be sought. These references must include a specific inquiry into the candidate's history of any form of sexual exploitation, abuse, harassment, or misconduct. Any findings related to misconduct will be evaluated by Human Resources before proceeding with the hiring decision.

4.13 Criminal Record Checks

- 4.13.1 For positions involving work with children, young people, or vulnerable adults, Human Appeal will conduct a criminal record check, where legally permissible, to verify that the candidate has no history of sexual abuse or misconduct. This process ensures that all staff members comply with our safeguarding and protection policies.
- 4.13.2 Human Appeal reserves the right to request additional background checks based on the specific requirements of the role or country of operation, in line with local laws and safeguarding standards.

4.14. Induction

- 4.14.1. Once starting details have been issued to the applicant, the new employee's details will be sent to payroll.

The Senior Manager is responsible for immediately notifying payroll if the new employee does not attend for work on the agreed date.

A thorough and well thought out Induction programme is regarded by Human Appeal as extremely important in assisting new employees to settle in quickly and can aid their long-term retention. This process applies to all employees.

4.15 Headhunting

4.15.1 The principles of headhunting at HA are:

- **Equal Opportunity:** HA is committed to providing equal employment opportunities to all individuals regardless of their race, colour, religion, gender, orientation, national origin, disability, or any other characteristic protected by law.
- **Transparency:** All headhunting efforts will be conducted transparently, adhering to the principles of fairness, integrity, and ethical practices.
- **Merit-Based Selection:** The selection of candidates will be based on their qualifications, experience, skills, and ability to fulfil the specific job requirements.
- **Confidentiality:** All information obtained during the headhunting process will be treated with strict confidentiality and used solely for recruitment purposes.

4.15.2 The identification of critical positions that require headhunting efforts will be a collaborative process involving the HR department, relevant department heads, and senior management. The criteria for defining a position as critical may include but are not limited to:

- High-level leadership roles
- Positions with specialized technical expertise
- Positions crucial for the successful implementation of key projects

4.16. Prevention of sexual exploitation and abuse (PSEA)

4.16.1 Human Appeal's recruitment and vetting procedures are aligned with our Safeguarding and PSEA policies, and all staff involved in the hiring process are trained to uphold these standards to ensure the safety and protection of the communities we serve.

5. Policy Review

This policy was prepared by the People and Culture function at Human Appeal. It will be reviewed on a bi-annual basis to ensure continuing appropriateness.