

APLE Cambodia

Recruitment & Selection Policy



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1. Purpose and Scope

APLE Cambodia aims are to attract, assess and appoint the best candidates for jobs, to promote equality of opportunity and to build a quality workforce to achieve the objectives of the organisation.

This policy should be read in conjunction with the following policies of the organisation:

- Equality & Diversity Policy
- Confidentiality & Data Protection Policy

2. Equal Opportunities

APLE Cambodia seeks to encourage applications from all sections of the community from which is works within, especially from:

- survivors of CSAE
- those who are under-represented in its workforce within the protected characteristics (e.g. age, sex, race)

All selection decisions will be based on skills, qualifications and experience. We recognise that apart from job related qualifications and experience, other knowledge and experience may be equally valid in the appointment of a worker and are particularly relevant in the case of people from groups which experience discrimination.

Role Profile's will be carefully drawn up to ensure that the criteria are relevant to the job, that they accurately reflect the requirements of that role, and that they do not discriminate on any grounds.

3. Role Profile

APLE Cambodia has a Job Description for every position within the organisation, regardless of employment status definition or voluntary position.

Each Role Profile contains the following information:

- Role Purpose
- Main Duties and Responsibilities of the Role
- Organisational Core Responsibilities
- General Role Requirements
- Person Specification

The Role Purpose sets out the responsibilities, accountabilities and scope of the job and itemises some of its main tasks.

The person specification is a statement of the specific skills, knowledge, experience and attributes required to undertake the tasks involved in the job. It will be used as a basis for selecting candidates to be shortlisted and for decision-making during the interview itself by providing known, appropriate, justifiable and agreed criteria.

4. Advertising the Job

APLE Cambodia will ensure that an advert will be designed and placed to attract as wide a group of suitable applicants as possible. Care will be taken to ensure the language used does not discriminate unintentionally or indirectly.

The advert should reflect the main elements of the Role Profile, including the Person Specification and should also include:

- The name of the organisation(s)
- Job title
- Salary details (if for a paid post)
- Brief outline of duties and requirements
- Method of application
- Closing date, interview date (where appropriate)

APLE Cambodia will also aim to make provision for the job information to be available in accessible formats, if required.

APLE Cambodia reserves the right to advertise positions internally only, providing there are no grant conditions for the monies attached to the role; and appoint within the current workforce without advertisement.

5. Applicant Pack

The following documents will be available for job applicants:

- Covering letter, including date of interview and named person who can answer queries about the recruitment process
- Job description (including person specification)
- Application form
- Information about APLE Cambodia
- Access details for disabled people
- Details of whether applications will be acknowledged or not
- GDPR Candidate Privacy Notice

6. Dealing with Applications

All applications should be treated as confidential, and no personal data of any applicant should be shared unnecessarily.

All applicants will be kept informed of any significant changes to the recruitment schedule.

It will also be useful to compare the number of completed applications received with the number of application packs requested as this may indicate that an encouraging advertisement has not been backed up by an equally encouraging application pack.

7. Shortlisting

All applications received before the closing date will be considered. A shortlisting panel will be convened, which will contain at least 2 of the following:

- Chair (Programme Manager or ED if a SMT position; or Board Member in the event of this being ED position advertised)
- Line Manager of the position being advertised
- A member of the SMT

Members of the shortlisting panel are obliged to declare an interest to the Chair of the selection panel if they do business with, are related to or are a close friend or partner of any of the applicants. The Chair of the selection panel will decide whether the panel member should withdraw or continue to be involved in the selection process.

An applicant's disability, irrespective of any need to adapt the building or facilities should they be successful, will not disqualify nor adversely affect the candidate's chances of being shortlisted or offered the post. This also applies where an existing employee notifies the organisation that they have a disability, whether known or not at the time of their original engagement.

Each candidate's ability to meet the requirements of the job, as stated in the person specification, should be assessed using a simple scoring system.

Candidates shortlisted for interview will be notified in good time and will be asked if they have any special requirements for interview.

In order to remain "CSAE victim informed", all applicants identified as previous victims of CSAE will be shortlisted for an interview, providing the relevant 'essential qualifications' detailed in the Person Specification are met.

8. Interview

The aim of the interview is to assess the applicant's suitability for the job in relation to the person specification.

The interview will be conducted by a panel that includes at least 2 of the following:

- Chair (programme Director or ED if a SMT position; or Board Member in the event of this being CEO position advertised)
- Line Manager of the position being advertised
- a member of the Senior Management Team

All candidates will be asked the same initial questions and allocated the same amount of time for their interview. Different supplementary or probing questions can be asked as appropriate depending on the response of the candidate to the initial question. Candidates may also be asked specifically about a matter arising from their application form, e.g. unexplained gaps.

Panel members must give the most careful consideration to their assessment of candidates. Each panel member is personally responsible for ensuring that they take adequate and legible notes of each candidate's interview.

All candidates will be asked about their commitment to equality and how they will ensure their work promotes this.

Any test will be relevant to the job description and justifiable against the criteria in the person specification.

9. Recruitment of ex-Offenders

APLE Cambodia requires individuals to complete a Self-Declaration for all client facing positions; and for all roles we also require a criminal record check or Disclosure Barring Scheme (DBS) Disclosure.

These two organisational procedures may be viewed as a barrier to ex-offenders and therefore it is important that APLE Cambodia make it clear to the applicant that having a criminal record will not necessarily bar them from working with APLE Cambodia but this will depend on the nature of the opportunity sought and the circumstances and background of the offence.

Non-consent to these checks being carried out, or if consent is withheld, an application cannot be carried forward.

APLE Cambodia is unable to work with anyone who is under investigation for or has a conviction for any CSAE offence. Therefore, we are unable to proceed any applications from individuals with the same parameters.

10. Taking the Decision

A simple scoring system should be used to establish how well each candidate meets the requirements of the job. The interview panel should total their assessments before any discussion/comparison of candidates is made.

Decisions to regret a candidate for a role or to withdraw an offer must not be made on any discriminatory ground.

Any shortlisting notes, interview notes and the monitoring form should be kept for 1 year as they may need to be referred to if the panel's decision is challenged.

An employment tribunal will request that all notes of all panel members are submitted to support any decision that was made if challenged.

It is the responsibility of the Line Manager of role being filled to let the unsuccessful, short-listed, candidates know that they have not been successful. Consideration should be given to feedback their strengths and weaknesses as appropriate and agreed in advance with the panel.

Notifying the successful candidate, usually by telephone, at the earliest opportunity must be adhered to. All offers made to successful candidates by telephone will be followed up with an offer in writing within 3 working days using the standard 'offer of employment letter' template, which includes a request to successful candidates they confirm their acceptance of the offer in writing within 5 working days.

11. References

Referees for the individual will normally be contacted in writing after the successful candidate has given their permission for APLE Cambodia to contact those people.