

CS041 - Recruitment and Selection Policy

MONITORING FORM	
Department	Human Resources
Department Director/Head of Service	Head of Human Resources
This policy is applicable to	All employees
Author	Sarah Bickerstaff
Original Version approved by & date	22 February 2017
Date of last review	22 February 2017
Version number	1
Date of minor modification	
Period of Review	3 Years
Date of next review	22 February 2020
Internal /external consultees (if required.	Employees and Board Members

1. AIM

Weslo aims to attract and recruit the best people for opportunities that arise and aims to ensure that access to employment opportunity is based on fair, objective and job related criteria relating to Weslo.

Weslo is an equal opportunity employer and will seek to prevent discrimination particularly on the grounds of age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race), religion/belief, sex and sexual orientation, national origin, cultural background, ethnic origin nor any factor irrelevant to the ability to do the job.

2. SCOPE

For the purposes of this policy it is deemed to include the following: Weslo Housing Management and its subsidiary, Weslo Property Management, all employees (permanent, temporary or contracted) and any other stakeholder if relevant to the Policy.

3. OBJECTIVES

Weslo aims to promote good practise in carrying out its recruitment and selection processes and will achieve this by:

- ensuring that vacancy information is accurate, accessible and advertised using the most effective methods.
- attracting suitable applications from a sufficient number of candidates with appropriate skills, qualifications and experience for consideration for employment;
- use fair and effective methods for the appointment of candidates consistent with Weslo's Equal Opportunities policy;
- ensuring that individuals are selected on the basis of their relevant aptitudes skills and abilities. Accordingly criteria used in reaching decisions relating to recruitment, career development, promotion and training will be determined only by performance and ability of the individual and the requirement of the job available;
- ensure that recruitment procedures are clear and adhered to by all staff and Board members involved in any recruitment and selection processes by providing training and guidance;
- develop a skilled, motivated and flexible workforce who are able and willing to successful contribute towards the achievement of Weslo's aims, objectives and ethos.

4. EQUALITY & DIVERSITY

This Policy will always be carried out in accordance with Weslo's Equal Opportunities Policy which aims to promote diversity, fairness, social justice and equality of opportunity by adopting and promoting fair policies and procedures.

5. PUBLICISING AND AVAILABILITY

This policy is available on the Weslo website, to Board and staff members and any other key stakeholders. Copies are available free of charge. A summary of this policy can be made available in other formats and languages.

6. MONITORING & REPORTING

This policy will be reviewed regularly to ensure compliance with applicable legislative changes, changes within the organisation and best practice

7. COMPLAINTS (if applicable within the Policy)

Anyone wishing to make a **formal** complaint about the application of this policy should do so as per our complaints procedure or if internal via the grievance policy.

8. OTHER RELEVANT POLICIES AND PROCEDURES

This Policy relates to Weslo's Equal Opportunities policy which must be read in conjunction with this Policy.