



Recruitment Policy

HEADING	EXPLANATION
<p>Aims of this Policy</p>	<p>Freshart College aims to recruit the best possible candidates for posts and by adhering to this recruitment policy, we ensure that our practices reflect good practice and are free from bias and discrimination.</p> <p>The Organization recognizes that it is unlawful for an employer to discriminate against a candidate for a job because of their age, disability, race, religion or belief, sex, sexual orientation, gender reassignment, marriage or civil partnership, pregnancy or maternity in any part of the recruitment process.</p> <p>This policy relates to all stages of recruitment - from identifying the need for a post to taking up references of the successful candidate.</p>
<p>Identifying the need</p>	<p>An analysis of the requirements of the role and the approval of the process will be made by Principal of College.</p> <p>Prior to any recruitment, decisions will be made about the following:</p> <ul style="list-style-type: none"> • Recruitment budget available (for advertising etc) • Staff budget available to support contractual hours required • Whether the post can be part time/ full time/ job share • Permanent or temporary contract • Timescales and key dates, including closing date for applications, and interview dates • Advertising media to be used • Application format • Interview panel members and format of interview • Checks required

<p>Drawing up a job description and person specification</p>	<p>A job description will be drawn up which will include information on the following:</p> <ul style="list-style-type: none"> • name of organisation • position title • number of hours/ full time/ temporary or permanent etc • main purpose of job • the responsibilities involved • level of decision making • working relationships with others • the location of the workplace • salary and benefits • line manager's name or position <p>A person specification will also be drawn up, which will detail essential and desirable:</p> <ul style="list-style-type: none"> • abilities • qualifications • experience preferred or required for the post <p>The essential and desirable criteria will then form a checklist against which applications can be objectively judged in order to draw up a shortlist.</p> <p>Any criteria must be free from indirect or direct discrimination. (Indirect discrimination is using a requirement which will make it difficult for people of a particular gender, culture or age to apply)</p>
<p>Advertising</p>	<p>Generally, adverts are circulated internally for a period of 2 weeks to give opportunity to existing staff to apply for posts, before they are advertised externally.</p> <p>Externally advertised posts will be advertised in appropriate media and will include newspapers and recruitment agencies.</p> <p>The key basic information to be contained in any advertisement are:</p> <ul style="list-style-type: none"> • Name of organisation • Post title • Type of contract • A contact name and details to request an application pack • closing date for applications

<p>Application pack</p>	<p>Applications packs for posts at Freshart will comprise the following:</p> <ul style="list-style-type: none"> • Letter or note clarifying practical aspects such as what needs to be included in the candidate’s application, whether postal / electronic applications are acceptable, closing dates, interview dates, whether details of acknowledgement will be sent on receipt of applications, possibly also details of how candidates will be informed about call for interview • Job description • Person specification • CV. Including; personal details, education and qualifications, previous work experience, suitability for the role, names of referees (usually 2 • Information about the organisation • Portfolio of work where appropriate <p>Candidates will be asked to confirm their eligibility to work in Cyprus in order to comply with employment legislation.</p>
<p>Receiving applications</p>	<p>On receipt of applications, the organisation will carry out the following process: Applications received will be listed and securely stored until the deadline date. Copies will be made for each member of the shortlisting group. Original copies will be retained securely and all people carrying out shortlisting are instructed to keep the information secure.</p>
<p>Shortlisting and notifying candidates</p>	<p>The process for shortlisting candidates for interview involves reading through each application by members of the interview panel and coming to a consensus about which are most suitable for the post.</p> <p>When notifying shortlisted candidates of interview, the following information will be provided / requested:</p> <ul style="list-style-type: none"> • The date, time and location of interview • The format of the interview • Request for information about any special requirements

<p>The interview</p>	<p>In deciding the interview format, the organisation will consider the most appropriate way of testing the suitability of the candidate.</p> <p>Decisions about successful candidates will be made through consensus by the interview panel on consideration of the responses to tasks and questions set and will be based on the best person for the job.</p> <p>Interview preparation by the organisation will involve:</p> <ul style="list-style-type: none"> • Deciding upon format of interviews to provide the most appropriate ways of testing the candidates (interview, practical test, discussion group, presentation) • Deciding upon interview questions, weighting those questions as appropriate and forming into an interview marking grid • Conducting interviews equitably • Deciding upon the format for briefing candidates about the organisation • Giving opportunities for candidates to ask questions • Informing candidates of timescales for making decisions • Clarification of information in the application (e.g., any gaps in employment and confirm factual information)
<p>Making the job offer</p>	<p>The process for making the job offer to the successful candidate is to be verbally offered the post by one of the interview panel subject to satisfactory references. A start date is agreed and the offer will be confirmed in writing (again subject to satisfactory references if not yet received). The candidate will be asked to sign a copy as acceptance of the post and return.</p> <p>The process for informing unsuccessful candidates is to inform them once the successful applicant has accepted the position. Feedback will be offered on their interview performance.</p>
<p>References and checks</p>	<p>References will be taken up only for successful candidates after selection.</p> <p>Referees will be asked to respond to provide information on absence over the past 3 years, confirmation that the person has worked there / known to them and for how long, absence record, honesty, capability, suitability for the new role.</p> <p>If there are any concerns about the references/ checks that are received, the situation will be considered by the Head of College, and then the organisation will have to consider withdrawing the job offer.</p>
<p>Retention of paperwork</p>	<p>All documentation relating to the recruitment process will be retained for a minimum period of 6 months. The documentation will be retained by, and then confidentially disposed of by the Head of Administration.</p>

Monitoring and reviewing the policy	<p>After each recruitment, the Freshart will reflect on the process used and its effectiveness in attracting good quality candidates, analysing the following aspects:</p> <ul style="list-style-type: none">• Content and placement of the advert• Effectiveness of the scoring grid in aiding shortlisting• Appropriateness of candidate testing• Analysis of the personal information to see if candidates from a range of ethnic backgrounds are attracted to positions. <p>In addition, this policy and the practices of the organisation will be formally reviewed every 1 year to ensure it remains up to date and compliant with the law and best practice.</p>
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