

Recruitment & Selection Policy

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Policy Scope:	Organisation wide
History of changes:	October 2025: 2. Removed Twitter from list of places to advertise jobs 3. Removed paragraph about unregulated roles requiring Basic DBS (not enhanced) 4. Removed paragraph about HR rep. being present at interviews 5. Added 'enhanced' to DBS requirement

1. Introduction

Effective recruitment and selection is central and crucial to the successful functioning of Hungerford Youth and Community (HYCC). It depends on finding people with the necessary skills, expertise and qualifications to deliver the charity's strategic objectives and the ability to make a positive contribution to the values and aims of the organisation.

2. Advertisements

Vacancies will generally be advertised on 'Indeed' website, HYCC website, Facebook and Instagram accounts, and sometimes in local newspapers and recruitment platforms (CYP or Charityjobs.)

HYCC may, on occasions, decide to restrict advertisement to internal candidates only. Furthermore, junior posts will always be advertised internally in the first instance, to provide continuous development of existing members of staff unless the management team agrees that this is not appropriate due to the specialist skills required for the post involved.

Vacancies, which are restricted to internal candidates only, will be clearly indicated on the advertisement. All internal candidates will be selected for interview on the same criteria as external candidates.

Employees on maternity leave will receive all advertisements for posts advertised in the charity during their period of maternity leave.

3. Application Form

Candidates for all posts will, except on some occasions when a vacancy is restricted to internal recruitment, be asked to complete a standard application form, in order that they can be judged on the basis of comparable information. In some cases, a CV may also be requested.

In applying for posts, all candidates will be provided with a job description, details of the appropriate conditions of service and details about the charity. A brief statement about the appointment procedure will also be provided and, if possible, an indication of the date (or week) when interviews will be held. The job description will include a list of the main duties and responsibilities of the post, together with an outline of the qualifications and experience which candidates are expected to possess.

In drawing up the job description and conditions of service the charity will ensure that no job applicant receives less favourable treatment than another on the grounds of disability, gender, race, religion or belief, age, sexual orientation, marital status, parental status, caring responsibilities or hours of work, and that no applicant is placed at a disadvantage unjustifiably by requirements or conditions which have a disproportionately adverse effect on a particular group.

Applicants will be asked to specify whether they wish to declare any disabilities, and whether there are any reasonable adjustments needed for them to attend an interview. All applicants with a disability who meet the essential criteria for a job will be interviewed, and considered on their merits.

Applicants will be required to supply the names and addresses of two people from whom references can be obtained, one of which should normally be the applicant's current or most recent employer.

Only references for successful candidate will be obtained. Confirmation of the post will be dependent on the quality feedback from referees.

References should normally be made in writing or email, but those received by telephone will be accepted, provided that a note of the conversation is recorded and placed on file.

It is the charity's policy to communicate further with applicants who have not been shortlisted by ensuring they receive an email stating they have been unsuccessful and, if requested by the candidate, offering feedback as to the reasons they have not been shortlisted.

Applicants' details will be recorded at the point of receipt. All information relating to the data collected in the equality and diversity recruitment monitoring form will be hidden from all those involved in the recruitment and selection process. The information collected will be solely used for the purposes of equality monitoring.

All completed applications forms are private and confidential and should only be made available to those directly involved in the recruitment and selection process.

All application forms will be collated by the director and given to the interview panel for shortlisting purposes.

A shortlist of candidates will be drawn up for interview, based entirely on merit and suitability for the post but taking account of the charity's responsibilities in relation to equality legislation. Other than in exceptional circumstances, reasonable notice will be given to ensure that candidates have sufficient time to prepare for and make the necessary arrangements to attend the interview.

4. Selection Methods

Interviews will be held by a panel comprising of ideally three persons, but a minimum of two persons, gender balanced wherever possible. The interviewers will encourage candidates to be at ease during the interview, in order that they can give a fair and accurate impression of themselves.

A set of questions will be agreed by the interview panel in advance and will be developed from the current job description for the post. The panel will seek to develop questions which ask the candidates to give examples of their previous relevant experience.

All candidates will receive, at the same time, an e-mail from the director of HYCC with a list of the questions they are to be asked in formal interview, at least 24 hours prior the interview time.

All candidates will be asked the same questions in the same order, and their responses rated between 1-10. The panel will each have a copy of the questions and will score independently of each other during the interview. Time is allocated between interviews for the panel to discuss each candidate and to award a total points score. Additional notes may be made by the panel during the interview.

It should be remembered that an interview is a two-way process, and candidates will be given every opportunity to view the premises where they will work and ask questions about HYCC, to ensure that they have a full understanding of the post for which they are applying and the way HYCC operates.

In addition to interviews, a range of other selection techniques may be used. In such circumstances reasonable notice and relevant information will be given to ensure that candidates have sufficient time and information to prepare.

All appointments will be made strictly on merit and related to the requirements of the job.

All interviewed candidates will be notified of the outcome of the selection process as soon as possible, either by telephone or email.

All unsuccessful candidates' application forms and interview notes will be retained for one year from the date of interviews taking place. After this date they will be destroyed.

5. Relevant Checks

All offers of employment will be made conditional upon satisfactory results from the following:

- two satisfactory references;
- confirmation of the right to work in this country;
- Enhanced Disclosure and Barring Service check.

6. Probationary Period

All appointments into HYCC will be made subject to a probationary period of six calendar months. After six months, a review meeting will take place between the post holder and their line manager to discuss progress. At the end of the probationary period, and subject to a satisfactory report by the appropriate head of section or line manager, employees will be notified in writing that they have successfully completed their probationary period. The probationary period can be extended by a further 3 or 6 months should the individual's line manager consider this appropriate.

7. Exit Interviews

All employees who leave the employment of HYCC voluntarily will have an exit interview with their manager before their last day of employment.

Exit interviews provide the opportunity for departing employees to discuss their reasons for leaving. The information provided is useful in identifying trends, learning and development and evaluating the effectiveness of HYCC policies and practices.

The appropriate line manager should record all appropriate information, such as recommendations made for change, or significant issues raised in the interview, whilst bearing in mind confidentiality issues.