Warminster Town Council

Delivering a brighter, greener future for all

Recruitment Policy

Adopted May 2021

Next review May 2022

Warminster Town Council Recruitment Policy

The town council will use the following procedure and checklist for recruiting staff.

Interviews for staff should be conducted by their line manager and one other suitably qualified officer, up to the pay grade SCP 18. For posts of SCP 19 and above, interviews should be conducted by the line manager with the Town Clerk. For the position of town clerk, interviews will be done by members with the assistance of the town clerk or with appropriate HR support if required

Name of vacancy/new job (delete as appropriate)**:**
Number of vacancies/new jobs in the particular role (delete as appropriate)**:**
Planned start date/s of new recruit/s (delete as appropriate)**:**

Step 1 - Plan	**Task done by**	**Date**	**Notes**
Identify staff needed: Where, why and plan for the future			
Step 2 - Prepare	**Task done by**	**Date**	**Notes**
Consider whether any of the aims of the job have changed, and how this may affect factors such as the skills required and work flow			
Compile documents for the vacancy:			
• Job description			
• Person specification			
• Job application form			
• Equality & diversity monitoring form			
• Job offer letter template /Written Statement of Terms			

and Conditions of Employment			
• Information about the employer			
Decide whether candidates will be asked for references and at what point – the shortlist stage or when offered the job			
Make sure you understand the rules about hiring someone from outside the UK.			
Step 3 - Advertise	**Task done by**	**Date**	**Notes**
Before drawing up the job ad, decide factors such as how candidates should apply, who will sift applications and the rate of pay			
Choose where to advertise in at least two different channels			
Compile the job ad, carefully ensuring the wording is not discriminatory			
Step 4 – Handle applications	**Task done by**	**Date**	**Notes**
Send 'application pack' to applicants – this would usually include: • application form • job description • person specification • information pack about organisation			
Using the job description, person specification and application forms, at			

least two people trained for the task should objectively draw up a shortlist of candidates for interview and/or further assessment			
Invite shortlisted candidates for interview/ assessment, and ask whether they need any 'reasonable adjustments', often called 'access requirements', for any part of the recruitment process			
Get ready for the interviews, to be conducted by more than one person trained for the task: • plan questions to probe skills and qualities essential for the job • decide how candidates' answers will be scored • anticipate candidates' questions and have the info ready • plan any selection tests/ presentations etc and how they will be scored • let the candidates know what they'll be asked to do, and if they need to prepare anything before the test or interview • book a private room which will not be interrupted by			

telephone calls or visitors			
Conduct the interview: • welcome the candidate and give them a little time to get their own materials to hand • briefly outline the job and the organisation, then move to the first question • ask questions which cannot be answered 'yes' or 'no'. They usually begin with 'what', 'why', 'when' or 'how' • do not ask for personal information or personal views irrelevant to the job, or potentially discriminatory questions • do not ask health-related questions before making a job offer • listen and make brief notes on key points • keep to the time frame for the interview, but allow for the candidate's questions • tell the candidate when they can expect to hear from the organisation • explain that a job offer to the successful candidate will be subject to pre-employment checks – including immigration checks • ask the candidate if they have any questions about the job			

Select the best candidate for the job using the scoring method decided earlier in Step 4			
Step 5 – Complete final details	**Task done by**	**Date**	**Notes**
Send the successful candidate a job offer letter and explain pre-employment checks will have to be made			
Make pre-employment checks such as the candidate's right to work in the UK and references. See the template, Outline of a pre-employment checklist			
Resolve any employment contract queries			
Before the recruit starts their new job: • give them their Written Statement of Terms and Conditions of Employment • remind them where to find out about the organisation's procedures and policies			
Write to unsuccessful candidates and give carefully considered feedback if requested			