



## **THE SELECTION PROCESS**

### **Initial Administration**

Wherever reasonably practicable, all applications should be acknowledged.

Consistent and fair criteria should be applied to all applicants, avoiding any form of discrimination from a sex, race, sexual orientation, religious, age or disability perspective. All candidates selected for interview should be contacted by telephone/email either directly or via the agency. This should be confirmed in writing.

Unsuccessful candidates should be advised by standard letter/email as soon as it is decided that they are unsuitable for the role.

If they may be suitable for alternative positions in the future, a standard letter/email should be used which, in line with the Data Protection Act, seeks the consent of the candidate to his/her details being held on file.

### **Interviews**

Candidates selected for interview will normally follow a one-stage selection process conducted as set out below:

#### **First Interview**

Person initiating the recruitment (usually a Manager or Director) will carry out the interview and make notes of the candidate's responses.

The focus should be on the applicant's competence and where one or more demonstrates the required competence the one who is more competent or offers the best skill mix should be appointed.

Ensure that all the personal data that is recorded and retained following interview can be justified as relevant to and necessary for the recruitment process itself or for defending the process against challenge. It must be remembered that prospective and actual employees have the right of access to such information from their personnel records.

#### **Making the Offer**

Once a decision has been made, an appropriately adapted offer letter/email together with a draft contract (clearly marked as such) and new starter forms such as personal details, bank details etc. should be signed by a Line Manager or as delegated by him/her and sent to the candidate.

Details of the offer should be advised to any agency if relevant.

Should the offer be accepted confirmation of start date should be sent to the applicant, references sought, appropriate documentation obtained in line with the Asylum and Immigration Act requirements.