14 May 2018

Policy: Recruitment and Selection

# Introduction

OPFS recognises that our staff are fundamental to our success and we need to be able to attract and retain staff of the highest calibre. A professional approach to recruitment is essential to do this.

# Aim

The aim of this policy is to provide a framework for the recruitment and selection of staff which meet the requirements of the OPFS Equalities Policy, the Equality Act 2010 and all other relevant employment legislation. This policy aims to cover all activities that form part of the recruitment and selection process. It is applicable to all staff recruitment. In order for the policy to be effective it is essential that any employee who is involved in any aspect of the recruitment and/or selection of staff is aware of this document and follows it. It is the responsibility of the relevant manager, in conjunction with Head of Finance and Resources to ensure that this is the case.

# General Principles

* OPFS has a principle of open competition in its approach to recruitment.
* OPFS will seek to recruit the best candidate for the job based on merit.
* OPFS will treat all candidates fairly, equitably and efficiently, with respect and courtesy, aiming to ensure that the candidate's experience is positive, irrespective of the outcome.
* All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act (DPA) and General Data Protection Regulations (GDPR). Applicants will have the right to access any documentation held on them in accordance with the DPA and GDPR.

# Date for Review

14 May 2019