



Interview and Selection Procedures Policy

1. Introduction

1.1 Empowered To Thrive CIC is dedicated to maintaining a rigorous and fair interview and selection process for all staff and volunteers. This policy outlines the procedures in place to ensure that recruitment is conducted in a manner that prioritizes safety, transparency, and equal opportunity.

2. Purpose

2.1 The purpose of this policy is to establish clear guidelines and procedures for conducting interviews and selection processes for staff and volunteers within Empowered To Thrive CIC.

3. Compliance with Legal and Ethical Standards

3.1 Empowered To Thrive CIC is committed to adhering to all relevant legal and ethical standards governing the recruitment and selection of staff and volunteers. This includes compliance with anti-discrimination laws, safeguarding regulations, and data protection laws.

4. Job Descriptions and Person Specifications

4.1 Prior to advertising a position, clear and accurate job descriptions and person specifications will be developed. These documents will outline the responsibilities, qualifications, skills, and experience required for each role.

5. Advertising and Promotion

5.1 Vacant positions will be advertised through a variety of appropriate channels to ensure maximum visibility. These may include the organization's website, relevant job boards, social media platforms, and professional networks.

5.2 All promotional materials will include information about Empowered To Thrive CIC's commitment to equal opportunity and diversity.

6. Shortlisting

6.1 Applications received will be reviewed by designated recruitment personnel against the established job descriptions and person specifications.

6.2 Shortlisting decisions will be based on objective criteria, ensuring that all applicants are assessed fairly.

7. Interview Process

7.1 All interviews will be conducted in a professional and structured manner. Interview panels will consist of at least two members, and interviews will be documented for record-keeping purposes.

7.2 Questions will be based on the job description, person specification, and the candidate's suitability for the role.

8. Assessment and Selection Criteria

8.1 Assessment methods, such as practical tasks or written exercises, may be used in addition to interviews, especially for roles that require specific skills or competencies.

8.2 Selection decisions will be based on merit, ensuring that the most suitable candidate is chosen for the position.

9. Reference Checks

9.1 Reference checks will be conducted for all candidates before an offer of employment or volunteer position is made. This will include obtaining references from previous employers or relevant individuals.

10. Offer and Induction

10.1 Once a candidate has been selected, they will receive a formal offer letter outlining the terms and conditions of their role.

10.2 All staff and volunteers will participate in a comprehensive induction process to familiarize them with Empowered To Thrive CIC's policies, procedures, and organizational culture.

11. Continuous Improvement

11.1 Empowered To Thrive CIC will periodically review and update these procedures to ensure they remain effective, compliant, and in alignment with best practices.

Review and Monitoring:

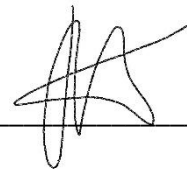
This policy will be reviewed annually and updated as necessary to ensure its effectiveness and compliance with legal requirements.

Date of Adoption: 01/04/2025

Reviewed By: Jo Gray - Director

Next Review Date: 01/04/2027

Signed: _____

A handwritten signature in black ink, consisting of a stylized, overlapping loop and a long horizontal stroke extending to the right.

Revised: Oct23