



UKBHC Recruitment & Selection Policy and Process

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Queries about the interpretation or application of this policy:	Contact Email: secretary@ukbhc.org.uk

Purpose

This document sets out the policy of the UK Board of Healthcare Chaplains for recruiting and selecting new Professionals Directors, Lay Directors and other co-optees that support the work of the Board.

Also described is the process that the Board will follow to recruit and select new Directors and members.

Scope

This policy covers all activities that form part of the recruitment and selection process. It is applicable to all recruitment except casual staff and freelance contractors.

Core principles

The Board will seek to recruit the best candidate for the role based on merit. The recruitment and selection process should ensure the identification of the person best suited to the role and to the organisation.

The Board will ensure that all recruitment and selection is conducted in a professional, timely and responsive manner and in compliance with good practice.

The Board 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.

The Board will ensure that its recruitment and selection process is cost effective.

All documentation relating to applicants will be treated confidentially in accordance with the Board's Privacy Policy.

Recruitment and Selection Procedure

Preparation

The recruitment process should not commence until a full evaluation of the need for the role has been completed.

Formal authorization from the full Board to recruit a post will be sought before commencing the recruitment process.

The recruitment process will follow the Board's Equality, Diversity and Inclusion Strategy.

Role description and person specification

A role description and person specification will be produced or updated for any vacant post that is to be filled.

The role description will accurately reflect the elements of the post.

The person specification will state both the essential and desirable criteria in terms of skills, aptitude, knowledge and experience for the role and applied equally to all applicants. Care should be taken when writing the person specification to ensure that criteria used do not indirectly discriminate against certain groups of applicants.

Advertising

- Internally -

The Board will encourage applications from its own internal network of stakeholders.

- Externally -

All vacancies advertised externally will be placed on the Board's website, in addition to any other external platforms.

All advertising must be cost effective and agreed in advance by the full Board.

Selection of candidates

Shortlisting

Shortlisting will be carried out by a minimum of two people to avoid bias.

Notes of the shortlisting decisions for each candidate will be recorded by each member of the panel.

Shortlisted candidates will be provided with details of the selection process, including any tests, in writing, giving as much notice as possible before the interview. They will be asked to advise if there are any reasonable adjustments that need to be made to allow them to participate fully in the process.

All candidates will be assessed objectively against the selection criteria set out in the Person Specification and only candidates who meet all the essential criteria will be short-listed.

Assumptions about the qualities of candidates will not be made.



Selection and interview

Interviews will normally be carried out by a minimum of two people.

Selection is a two-way process: candidates are assessing the role and the Board. Interview questions and the structure of the interview will be consistently applied to all candidates and will be based on the person specification. Notes relating to the salient points will be recorded and retained for reference.

All interview candidates will be dealt with courteously. Unsuccessful candidates will, as a minimum, receive telephone or written notification of the outcome of the process.

Referees

Two references covering at least the previous two years of the candidate's employment and/or volunteering history will be sought. A follow-up phone call might also be made for clarification or further information.

Referees will not be contacted without the candidate's consent and their contact details will be treated as confidential.

Making the appointment

It is desirable to make a conditional verbal offer very shortly after the selection process. All posts covered by this policy and process are voluntary.

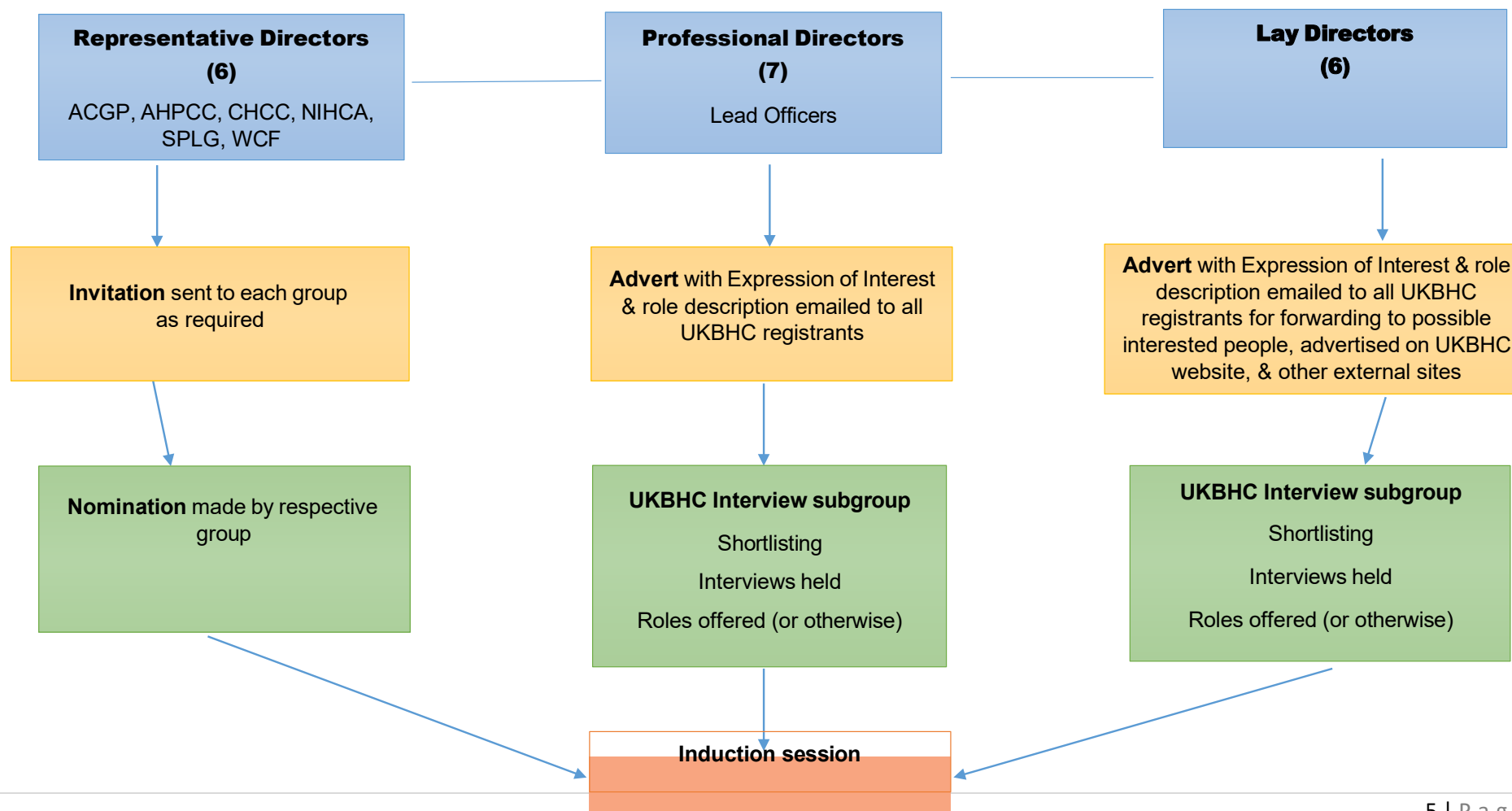
Once a conditional offer has been made and accepted, a written offer will be made, usually after receipt of satisfactory references and other checks have been made.

Induction

Induction is the final stage. Once the successful candidate has accepted the offer, a start date agreed and final checks such as identity checks have been made. The secretary and chair will prepare and implement an induction programme for the new director or member. The Induction Programme will include:

- Accountabilities of the role
- Meeting dates and format
- Introducing the new Director to other Board members

UKBHC Directors' Appointment process
Criteria for each set out in Standing Orders June 2024



The Governance subgroup or Interview subgroup shall have authority to put in place reasonable and transparent processes to fill vacancies and the authority to make appointments on behalf of the Board.