

Recruitment Policy Template

A guide to recruiting staff and volunteers fairly, safely, and effectively

1. Overview

[Organisation Name] is committed to recruiting staff and volunteers through a process that is fair, transparent, and consistent. We aim to attract a diverse range of candidates and ensure that all appointments are made on merit, based on the skills, experience, and values required for the role.

We recognise the importance of safer recruitment practices to protect our organisation, our staff and volunteers, and the people who use our services. This policy applies to all recruitment activity within the organisation.

2. Establishing a Vacancy

When a vacancy arises, the organisation will take time to consider the need for the role and how it contributes to delivering our aims. A role description and person specification will be prepared, setting out the responsibilities, skills, and experience required.

For paid roles, consideration will also be given to available funding, working hours, and any other relevant conditions. A clear and realistic timetable for recruitment should be agreed.

3. Advertising the Role

Vacancies should be advertised in a way that is accessible and encourages applications from a wide and diverse range of people. Information provided to applicants will normally include a role description, person specification, and details of how to apply.

Recruitment materials should present the organisation clearly and accurately, and the application process should be straightforward and inclusive.

Volunteer roles can be advertised on: [Volunteering – Slough CVS](#) or [WAM Get Involved & VCS Partnership – Slough CVS](#)

4. Applications and Shortlisting

Applications will be handled securely and confidentially. Candidates will be assessed against the person specification or volunteer role to ensure a fair and consistent approach.

Where possible, more than one person should be involved in shortlisting. Decisions should be based on evidence provided in the application, and care should be taken to ensure fairness and consistency throughout. The organisation is committed to equal opportunities in line with the Equality Act 2010.

5. Preparation for Selection

Those involved in the recruitment process should prepare appropriately. This includes reviewing applications, agreeing interview questions, and ensuring the process is consistent for all candidates.

Anyone with a conflict of interest, such as a personal relationship with an applicant, must declare this and step back from the process.

6. Selection Process

Selection will usually involve an interview or, in the case of some volunteer roles, a more informal discussion. The process should be structured so that each candidate is given a fair opportunity to demonstrate their suitability.

The same core questions should be asked of all candidates applying for the same role. Notes should be taken to support decision-making, and candidates should be given the opportunity to ask questions about the role and organisation.

7. Making a Decision

Following the selection process, those involved will assess candidates against the role requirements and agree on the most suitable person for the role.

Decisions should be based on evidence from the application and selection process. Feedback should be prepared and made available to candidates on request.

8. Appointment and Pre-Engagement Checks

Offers of roles will normally be made subject to appropriate checks. These may include references, proof of identity, and, where required, checks through the Disclosure and Barring Service.

For paid roles, right to work checks must be carried out. All personal data collected during recruitment will be handled in line with the UK GDPR and the Data Protection Act 2018.

Unsuccessful candidates will be informed in a timely manner.

9. Induction and Support

All new staff and volunteers will receive an appropriate induction to help them understand their role and the organisation. This may include training, supervision, and ongoing support to ensure they can carry out their responsibilities effectively and safely.

10. Equality, Diversity and Inclusion

[Organisation Name] is committed to promoting equality, diversity, and inclusion in all aspects of recruitment. We aim to remove barriers to participation and make reasonable adjustments where needed to support applicants.

11. Record Keeping and Confidentiality

Information collected during recruitment will be kept securely and treated as confidential. Records will only be retained for as long as necessary and in accordance with data protection requirements.

12. Review

This policy will be reviewed regularly to ensure it remains effective, relevant, and in line with current legislation and good practice.

Review Date: