



# West Warwickshire Sports Complex Recruitment Policy



Last updated	4 <sup>th</sup> July 2022
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West Warwickshire Sports Complex (WWSC) recognises its staff as being fundamental to its success. A strategic and professional approach to recruitment processes help enable us to attract and appoint staff with the necessary skills and attributes to fulfil our strategic aims and support the WWSC values.

We are committed to ensuring that the recruitment and selection of staff is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity.

Recruitment should be treated as a key public relations exercise as the way it is managed affects the Company's ability to attract and appoint good staff.

This policy has been designed to provide a flexible framework which promotes good practice, adopts a proactive approach to equality and diversity issues and supports fully the Company's core business.

The Company Recruitment and Selection Policy will apply to the recruitment and selection of all staff to the Company.

## Principles

The WWSC Recruitment policy will:

- be fair and consistent.
- be non-discriminatory on the grounds of sex, race, age, religion, or disability.
- conform to statutory regulations and agreed best practice.
- appoint the best person for each position.
- meet the Company's operational requirements and strategic aims.

All employees involved in the recruitment process will have had relevant training and will be fully abreast of their responsibilities under the relevant legislation.

Documentation relating to applicants will be treated with the utmost confidentiality and in accordance with the [Data Protection Act \(DPA\)](#). All applicants will have the right to feedback and to access any documentation held on them in accordance with the DPA.

## Advertising and Selection Criteria

The recruitment process will commence on completion of a full evaluation for the need for the role against the operational and strategic needs of the WWSC.

As a minimum all positions will be advertised internally.

Positions will be advertised externally, using the most appropriate and cost effective medium.

The selection process will be:

- Transparent
- Timely and cost effective
- Equitable
- Free from conflict of interest

Recruitment and selection will be conducted as an evidence-based process and candidates will be assessed against agreed selection criteria, based on relevant knowledge, skills, competencies, experience, and qualifications to perform the role as outlined in the person specification. All decisions will be recorded.

Interviews will normally be carried out by at least two people. Candidates who are required to carry out a skills test will be notified of the details of the test when they are invited for interview. Interview questions will relate to the job requirements and the candidate's suitability for the position.

The selection process will be determined by the majority view of the interviewers.

At the end of the recruitment process all records must be handed to the Human Resources function who will retain them for six months in case of requests for feedback.

Offers of employment will be conditional upon receipt of satisfactory references, medical assessments (where required) and any other appropriate checks.