

**Recruitment – Interviewing Procedure**

**Short listing**

Unless timescales do not permit and accepting ongoing recruitment opportunities for roles such as coaches / instructors short-listing of candidates and invitation to interview should not take place until the final closing date with all applications considered together. Unless otherwise agreed all those who will sit on the interview panel should be involved in the short listing, and the interview panel should agree the final list. Non-short listed candidates will be thanked for applying and notified through the issue of a standard letter.

**Interview panel**

All interviews should be conducted by at least two (preferably more) suitably experienced and qualified people, one of who should be the person who will line manage the successful candidate. External interviewers may be used where appropriate and approved.

**For management posts it will be normal practice to involve a Managing Director in the recruitment process and on the interview panel.**

**Interview procedures**

Innov8 Sportz C.I.C would expect to judge candidates suitability through:

• Initial application form / covering letter / CV

• Attendance of a session, during which the individual may be asked to prepare an activity, for which advance notice will be given

• A formal interview

• Feedback from team members (where they have been involved in meeting and observing candidates during their trial session)

• Where appropriate, a second interview

At the formal interview candidates will have the process of selection explained to them by the person leading the panel. Panel members should agree in advance the areas of questioning they will lead on. Although each candidate does not have to be asked an absolutely rigid set of questions, by the end of each interview the same main areas should have been explored in a manner, which gives each person an equal opportunity to present himself or herself.

Follow-up or supplementary questions will naturally vary depending on the candidates and their answers.

The interview will provide an opportunity for candidates to highlight their experience and seek to measure the demonstrable qualities against the Job Description.

Candidates should always be given a clear opportunity to ask questions themselves.

**Feedback**

Unsuccessful candidates may request feedback at any stage of the process. The feedback should only be given by the person leading the interview panel who may refer to notes taken and records of decisions made during the process. Feedback should be a one-step; one-off process and panel members should not enter into protracted dialogue with unsuccessful candidates.

**If a candidate feels they have been treated unequally or discriminated against during the process they should raise this through Innov8 Sportz’s Complaints Procedure.**

**Notification**

Successful candidates will be notified as soon as possible after the interview process, either by phone, e-mail or letter. In all cases a hard copy letter and copy of the job description will be issued. The letter will outline the basic terms and conditions on which the job is offered and will indicate that their line manager or a Managing Director will go over their formal contract of employment with them when the post is taken up.

A formal contract will be subject to receipt of satisfactory references together with any other checks that may be deemed necessary ie Disclosure and Barring Service Checks and medical clearance. In the event of these not being received, or beingunsatisfactory, the offer may be withdrawn, or employment terminated.

**Acceptance**

Candidates will be asked to indicate as soon as possible whether they are going to accept the employment offer.

**Induction**

All staff should have a clear programme of induction during their first week of employment. This should include:

• A meeting with their line manager or a Managing Director to confirm information re pay, bank accounts etc. At this meeting, the employee should also receive their contract and a copy of the Staff Handbook. This meeting will also introduce the employee to the main office routines and procedure, outline how their first few days will be spent and explain the induction period. The induction checklist should be followed to ensure all relevant matters are explained fully.

• An opportunity to meet each member of the core team.

**Disability**

The requirements of candidates and employees who have a disability (as defined under the relevant legislation) will be reviewed to ensure that wherever possible reasonable adjustments are made to enable them to enter, or remain in, the Company's employment.

**This Policy was approved by the Innov8 Sportz C.I.C Board on 31/8/2012, was reviewed 11 November 2013 and again in August 2015 is due for further review August 2016.**