

**Recruitment Policy**

**Advertising the Role**

Innov8 Sportz C.I.C operates clear and fair recruitment procedures in order to maintain a high quality team, best able to serve the needs of its partners and the wider constituency of sport.

**Job Descriptions**

Before any post is advertised or offered there should be an agreed Job Description. The Job Description will follow a format and will clearly and concisely describe the job on offer. All job descriptions will be drawn up in line with the requirements necessary for the effective performance of the individual post concerned. Standard requirements (eg requiring a degree / specific qualifications), which may exclude those from disadvantaged / minority backgrounds will not be used, unless their inclusion is a statutory requirement, or if the job could not be done without them.

**Advertising / Communication**

Where a Job has been agreed, Innov8 Sportz will aim to communicate the availability of this post throughout the networks available to it, bearing in mind any timeframes which may be imposed (for example by funders / partners). These networks may include newspaper advertising, internet advertising, Sport England, partners’ networks, individuals on Innov8 Sportz’s database, Innov8 Sportz C.I.C employees.

All advertisements should briefly describe the job in clear simple English and make it clear that they welcome all suitably qualified applicants. Where specific checks may be required (e.g. DBS checks) this should be mentioned in the advertisement, if at all possible. It should be clear to candidates where they should go for further information or to apply and when the closing date is. Interview dates should be included on the advert, if possible.

**Internal applicants should inform their Manager of their intention to apply.**

**Application forms**

Application forms should be sent out, together with appropriate background material, to give candidates the best chance of making a good application. It should be made clear that CV’s should not be submitted in place of filling in an Innov8 Sportz application form, although these may be appended for further information. Anyone who simply submits a CV will not be considered although this may be returned with a request that the candidate fills in the Innov8 Sportz C.I.C application form.

**Confidentiality**

All applications forms and other information provided will be regarded as confidential to the process and documents relating to the unsuccessful candidates will be dealt with in accordance with data protection/legal guidance.

**Documentation relating to the successful applicant should be kept in a personal employee folder for confidential filing.**

**Personnel records**

Successful applicants will be allocated an employee folder which will contain all the relevant information about their recruitment. This folder will be accessible to the employee during their employment and will be used to store other important records, such as appraisals, individual meetings and training and development undertaken.

**Data relating to staff is not to be revealed, verbally or in writing to anyone who does not have rights to such data.**

**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 being unsatisfactory, 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.
* An outline of their duty in regards to safeguarding and information on who to contact and how in the event of a safeguarding issue arising.

**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 adopted by: Innov8 Sportz CIC in September 2016, reviewed September 2018 with further review due September 2019. Signed: