



Royal Association for Deaf people

Recruitment Policy

Please click here for a BSL version of this policy
<https://www.youtube.com/watch?v=pavYQF3gvol>

Scope

RAD aims to recruit in a manner which is seen as fair and professional by both internal and external candidates.

RAD recognises that its success depends on the skills, abilities and dedication of its employees and volunteers.

The recruitment process is designed to attract and retain those who will make the best contribution to the achievement of its goals.

Equal Opportunities

All candidates will be treated with the same high standards of objectivity, courtesy and efficiency regardless of any factor that is not relevant to the requirements of the job.

To encourage applications from as wide a group of candidates as possible, RAD will look sympathetically at requests for flexible working patterns and job sharing arrangements. However, the needs of the organisation must be the main consideration in deciding whether or not such working patterns will be suitable for specific posts.

Guaranteed Interview Scheme

RAD is committed to the employment of Deaf people and disabled people.

We guarantee an interview to any candidate who is Deaf or who has a disability within the meaning of the Equality Act 2010 and who meets the minimum job requirements listed in the column headed "Essential" on the Person Specification.

Candidates may request that their application is considered under the terms of the Guaranteed Interview Scheme by completing the declaration on page 1 of the Application Form.

Internal Applicants

To ensure that current staff are aware of opportunities within the organisation, vacancies will be posted on the staff egroup (RAD Announce). Staff are actively encouraged to apply for posts for which they feel they have the necessary skills and abilities.

Advertising of Posts

All roles will have a job description and a person specification approved by the recruiting manager. Permanent posts will normally be advertised internally and externally in a variety of

different ways, this will include Deaf media, sector specific media and social media, each post will be reviewed and the advertising media we use will be determined by the job role.

However, there are two exceptions:

1. Existing members of staff may be offered temporary or permanent additional hours provided that the work is similar to that already being done by the directorate.
2. In some cases funders require us to advertise all jobs publicly and recruit strictly on the basis of the best available person who presents themselves for employment. This is to comply with their equal opportunities policies. In these cases the funder's requirements will be followed.

Department Restructures or Redundancy Situations

In cases where there are department restructures or redundancy situations, any members of staff directly affected will be considered first for permanent and temporary posts, prior to wider advertisements, except where funders require the job to be advertised publicly, in which case staff facing redundancy will not be given preference, but will be treated equally with other applicants.

Making the Selection Decision

Interview panels will normally consist of three people who have a variety of knowledge and experience (including sector specific and business to ensure there is a balance in the interview panel).

If interview panel members know any of the candidates selected for interview, they must disclose their relationship (for example friend, family member, etc) to the recruiting manager.

The interview panel must arrive at a decision after the interviews are completed. The assessment sheet will give a score to each candidate and this should provide a strong guide as to who the successful candidate might be. The highest scoring candidate may not always be the candidate the panel thinks is most suitable for the post however as there may be factors not included on the assessment sheet or information which arises in the interview itself which should be taken into account.

Where the highest scoring candidate is not the preferred candidate, the panel must be able to explain why this is so, taking care not to base the decision on any factor which might be discriminatory.

Factors which might indicate that the highest scoring candidate is not successful might include commitment to RAD's aims, attitudes towards employment and personal motivation.

The reasons why candidates were not successful at interview are systematically recorded by the interview panel; these records will be retained by the Human Resources administration assistant in accordance with our document retention procedures. On request, this feedback will be given to candidates by the recruiting manager.

Author: Chief Executive
Reviewed: June 2017