

Recruitment, Selection and Assessment Policy

Guidelines to candidates

Recruitment Policy Statement

This statement is aimed at providing guidance to candidates who may make an application for employment to the Chamber of Commerce Herefordshire and Worcestershire, (hereafter referred to as: 'the organisation'). Additional information regarding the recruitment process or details of the Equal Opportunities Policy can be obtained from the Human Resources Department, by telephoning 01905 673600 between 9:00am and 16:30pm Monday to Friday.

Recruitment

The organisation endeavours to provide a high standard of service and expertise through our professional Human Resources team. The organisation aims to deliver a highly effective recruitment process through adopting best practices. Our aim is to recruit the most suitable candidate for the vacancy, regardless of age, sex, disability, sexual orientation, religion or ethnic background.

Our recruitment process is externally monitored and controlled under given timescales in line with our Equal Opportunities Policy and our Investors in People standard.

The Recruitment Process

Following the advertisement in an appropriate publication, a closing date is always given and will be strictly adhered, due to the volume of response. The advertisement will state the method by which applications should be submitted.

The organisation will acknowledge the receipt of all applications.

A Job Description, a copy of our Recruitment Policy and relevant company literature are sent out to those candidates who are shortlisted for interview.

As part of our recruitment process it is not company policy to reimburse candidates who attend interviews or assessment centres, unless otherwise stated at the time of the recruitment.

Interviewing

All short-listed candidates will be given at least 5 days notice of the interview. The organisation aims to apply best practice in terms of interviews and use, amongst others, the following techniques when recruiting:

- Full panel interviews and second stage interviews
- Assessment Centres
- In-tray exercises
- Psychometric assessment or DISC profiling
- Presentations

You will be advised in your interview letter which of the above-mentioned styles the recruitment process will feature. Our Human Resources team is qualified in psychometric testing and licensed by the British Psychological Society to undertake appropriate testing, should this form part of the interview process. If DISC profiling is required, this will be outsourced to a reliable provider.

Feedback

Whilst the organisation wholeheartedly supports the development of individuals, it regrets that due to the large volume of applications, it is unable to provide feedback to all candidates who apply for posts unless otherwise stated at the time of recruitment. However, interview feedback will be provided verbally for short-listed candidates if requested. Also, if the recruitment process includes an assessment centre, then full feedback will be provided to all short-listed candidates on any psychometric testing undertaken.

All candidates will be notified of the outcome of the interviews within 7 working days, unless otherwise stated.

Offer of Appointment

Successful candidates will receive an offer letter from the organisation outlining the main terms and conditions of employment as soon as possible after a decision has been reached, but usually within 5 working days after the interview. This offer will be subject to the receipt of 2 satisfactory references and a medical examination (if required) that we find to be acceptable.

Equal Opportunities Policy

"The organisation aims to actively promote and implement Equal Opportunities to every individual without bias or prejudice and encourage, develop and support staff commitment and realisation of their full potential".

The organisation's Equal Opportunities Policy aims to treat all applicants for employment fairly, irrespective of disability, race, colour, creed, religion, ethnic or national origins, marital status, age, gender or sexual orientation.

The Equal Opportunities monitoring of applications, aims to assist the organisation in monitoring of our policy. The information requested on the application form will be treated in the strictest of confidence and is used only for statistical purposes. (It does not form any part of the selection process and will be removed from the application on receipt at the organisation, prior to short listing).

A full copy of our Equal Opportunities Policy is available from our Human Resources Department.

The organisation advertises posts for employment both internally and externally.

If any applicant requires any special equipment or facilities in connection with the progression of their application please do not hesitate to contact our Human Resources Department who will be happy to assist you wherever possible.

The organisation would like to thank all applicants for the time and effort they have taken to submit an application and for the interest they have shown in the organisation.