

Office Staff Recruitment Policy

Introduction

1. As the Organisation is a small business positions within the office staff team are restricted in number and as such are limited in availability.
2. Office staff are recruited based on their CV, administrative qualifications, level of IT and professional office experience, general availability, and their skills meeting the specific requirements of the job vacancy within the Organisation. Recruitment is also based on the applicant being complementary to the office team as a whole at the time of recruitment, and their level of counselling experience if applicable to the role.
3. The Organisation's policy is not to provide feedback to unsuccessful applicants, and this is made explicit on all advertising material and in emails inviting applicants to attend an interview.
4. The Organisation's staff members who carry out the recruitment procedure which includes shortlisting, interviewing and selection are the Centre Director and Counselling Service Manager &/or Clerical Administrator.
5. For the purposes of equal opportunities, the position for an office vacancy is advertised in the form of a leaflet detailing the requirements of the position. Applicants are invited to apply in writing via a covering email which explains how they meet the essential vacancy requirements and details their availability, along with a full C.V. which includes all their qualifications and their full administrative experience.

Recruitment Procedure

Stage 1

The Centre Director initially select applicants who have addressed the job criteria in their covering email and CV, and then reviews these by cross referencing the contents in more detail with the job description essential requirements and record the findings on a Stage 1 Selection Procedure Cross Reference Table. The applicants' CVs are then placed in a sequential number order and the top 3 who meet the highest proportion of criteria in relation to what most suits the needs of the role are short-listed and contacted by the Centre Director who checks their information and current work situation and if still applicable invites them to an interview.

Stage 2

The 3 selected applicants then attend an interview with the Centre Director, and Counselling Service Manager &/or Clerical Administrator as applicable, who conduct an administrative skills-based assessment, monitor the overall process, record each applicant's test score according to a points system out of 10, and complete an Interview Questions Form. As such they are able to evaluate the applicant's suitability to meet the criteria of the position. The top applicant is then offered a position, subject to a satisfactory one month's trial and references, followed by the offer of the position on a permanent employed basis. In the event of equal scores and comments, discussion takes place between the staff members in order to determine the most suitable applicant who most meets the needs of the office team. The completed application documents of the successful applicant are securely stored by the Office for a period of 6 years, after they leave the Organisation, upon which they are destroyed by shredding.

Unsuccessful Applications

1. For unsuccessful applicants, all information that has been provided during the recruitment process will be treated as confidential and will be safely stored for a period of up to 1 year for reference purposes in a locked filing cabinet and then destroyed by shredding.
2. Unsuccessful applicants who are dissatisfied with the outcome can request a copy of the Centre's Team Office Recruitment Policy and related documents, which will be provided in order to demonstrate that the Centre's ethos and selection procedure is conducted in a fair, ethical and professional manner. This document can also be viewed on the LIFE-FORCE website under Job Vacancies.