

<p style="text-align: center;"><b>RECRUITMENT POLICY &amp; PROCEDURE</b> <b>DORCHESTER TENNIS &amp; SQUASH CLUB (DTSC)</b></p>
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## **1. INTRODUCTION**

DTSC regards its staff and volunteers as its most important asset and will therefore adhere to the following policy and procedure when recruiting for all positions.

The purpose of this process is to ensure that recruitment to job vacancies within DTSC is carried out effectively, fairly and consistently.

This process shall be applied to all employees, prospective employees and appointees, of DTSC regardless of gender, gender assignment, marital or family status, age, disability, ethnic origin, creed, religion/ belief, sexual orientation or any other condition or requirement which cannot be shown to be justifiable.

Any questions regarding this process should be directed to the Chairman of the GMC.

## **2. ADVERTISEMENT**

When advertising for a position DTSC will make it clear from the outset that they are an equal opportunity employer and welcome applications from all sectors of the community regardless of background. Appointments are made on merit.

Job vacancies will be advertised both internally and externally or internally only. This decision, at the sole discretion of the GMC, will be based on a range of factors including the seniority and nature of the role, and the qualifications/knowledge, experience, skills and competencies needed for the role.

## **3. APPLICATIONS**

A Job Description (the accountabilities of the role) and Person Specification (qualifications/ knowledge, experience, skills and competencies needed for the role) will be available to help in completing the Application Form.

## **4. SHORTLISTING**

DTSC will use a standard shortlisting matrix based on qualifications, knowledge, experience, skills and competencies to select the most suitable applicants for interview.

Shortlisted applicants will be given as much notice as practical in respect of interview arrangements. Please expect to be contacted by phone and/ or email.

## **5. INTERVIEWING**

The interview panel will consist of at least 2 representatives of DTSC. No individual with a perceived vested interest relating to any of the candidates for a position will be involved in the recruitment process.

Interview candidates:

- Can expect a range of questions regarding their qualifications/ knowledge, experience, skills and competencies.
- Will be asked to give examples of the above wherever possible.

- May also be asked to give a presentation or prepare a discussion topic/ undertake testing at the start of their interview (any special requirements will be advised when candidates are invited for interview).

The interview panel will keep notes of the interview to aid appointment decision-making.

## **6. POST - INTERVIEW**

The interview panel will endeavour to contact all interview candidates, in person, within 2 working days to advise them of the outcome of the interview.

Where verbal job offers are made to successful interview candidates this will be followed up by a formal written offer and contract of employment on standard DTSC terms and conditions, usually within one week.

It is important to note, that any verbal job offer made will be subject to a number of recruitment checks, including references and DBS checks as a minimum. DTSC may contact you to discuss findings of these checks and to ask for further information in order to conduct a risk assessment. Receipt of unsatisfactory pre-employment checks may lead to withdrawal of offer.

On appointment, all new staff members complete a specific induction programme that is relevant to the position. After completion of the recommended Induction plan the new staff member and line manager will be required to sign the documentation. They will also complete a 6 month probation period, whereby at the end of this time, a meeting will be held with the relevant staff/board member to review performance.