



CIMSPA

Standards
Professionalism
Advocacy

Recruitment Policy

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Recruitment Policy

Contents

Introduction	4
Scope	4
Purpose.....	4
Policy	4
Business needs	4
External Advertising.....	5
Recruitment Agencies.....	5
The Selection Process	5
Selection Methods	5
Short-listing.....	5
Interview	5
Selection of Candidates	6
Health and Safety	6
Review	6

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Introduction

The recruitment and selection decisions are critical in making sure CIMSPA employs and retains the best people, maintains a highly skilled and motivated workforce and is able to provide high levels of service and advice in a demanding marketplace. It is also increasingly important, that CIMSPA not only recruits the best people, but recruits them in a cost-effective way.

This Recruitment policy will help line managers to ensure that these goals are met.

Scope

The Recruitment Policy applies to:

- Hiring managers
- Director of Finance and Resources
- People Team
- Recruitment agencies
- Recruiting panel
- Internal candidates

Purpose

The aim of the Recruitment Policy is to correctly identify the business needs for new employees and or job roles in the most cost effective and efficient way for the organisation. CIMSPA aims to operate a fair and consistent approach to recruitment, set out through steps identified within this policy.

Policy

Business needs

Once it has been identified that the business need for CIMSPA is to recruit a new employee, a job description and person specification must be produced.

A job description and job advert should be written up by line and then shared with the People Team to adapt language and anything else that might be helpful in attracting the best candidates. The job description must include:

- The job role title
- Salary and benefits
- Responsible to
- Direct reports
- Location
- Employment status
- Job purpose
- Roles and Responsibilities
- Essential and Desirable Skills, experience, and qualifications
- CIMSPA Behaviours

The hiring manager must submit the job description and job advert to the People team and Senior Leadership team for approval.

External Advertising

The People team will ensure that roles are advertised across the most relevant sites for attraction purposes. They will communicate regularly with the hiring manager seeking feedback on applications received to see whether other sites or additional promotional costs need to be added to an advert.

Should you have a desired website for us to use please contact the People team and they will look into this, taking into account the recruitment budget.

Recruitment Agencies

Due to the high costs involved in the use of recruitment agencies, the People team must get agreement from the Director of Finance and Resources to engage a 3rd party recruiter.

Agencies will provide varying levels of candidate vetting and the Director of Finance and Resources should check what the agency will do for you for the quoted fee.

The service may include provision of CVs only or may include screening interviews and short-listing.

It is CIMSPA's responsibility to check the "right to work in the UK" credentials of any candidate. Therefore, if an agency claims to do this for CIMSPA, we must still check the evidence personally and ensure a copy is filed.

The Selection Process

Appropriate selection procedures must be used for each post.

CIMSPA operates an anonymous recruitment process meaning all candidates details such as name, age, gender, address etc. will be redacted for shortlisting purposes. This ensures that any discrimination, be it conscious or unconscious is removed and opens up a wider more diverse selection of interviewees.

The minimum requirement is a competency-based interview either face to face or via a virtual platform. If the hiring manager is unsure if their interview questions are competency based, please seek advice from the People team and recruitment ToolKITS.

Selection Methods

For more senior posts, psychometric testing, presentations to the interview panel on a chosen topic and other role-plays or exercises may be used. If the hiring managers are unsure of the appropriate selection methods to use, please seek advice from the People team.

Short-listing

Any short-listing of candidates must be objective by analysing the CV and cover letter against the job description and person specification. An application must not be rejected just because it does not feel right to the recruiter. If CIMSPA reject an applicant, documentary evidence must be retained of this analysis to justify the rejection should CIMSPA be subject to a claim of discrimination. In these instances, the burden of proof can end up with the hiring manager.

Please use the sifting document on the shared portal to ensure a fair recruitment process. All CV's and other application documents will be stored for 12 months under CIMSPA's recruitment privacy policy.

Interview

The candidate should bring with them to the interview valid proof of right to work in the UK.

The recruiter or a member of the People team must photocopy the documents and sign the copy to certify that the originals have been seen.

With regards to the proof of right to work, the People team must check that the photo resembles the employee and the date of birth appears correct. The recruiter must then photocopy the document, sign and date it stating "I certify that this is a true likeness of xxxxxxx. The document was checked on xx/xx/xxxx".

CIMSPA currently conducts right to works using a virtual phone call where a member of the people team calls the successful candidate and does the relevant checks.

At least two people must be included in any interview panel, ideally three with a mixture of experience and genders. When interviewing, the panel must ensure that questions are carefully chosen so as not to be discriminatory. For example, it is not acceptable to ask a female candidate about her plans for marriage and children and it is usually unacceptable to ask a candidate their age (unless there is a particular objective reason (e.g. statutory age limit) to do so).

Selection of Candidates

When all candidates have been interviewed, the panel will decide on the best person for the post. The hiring manager should make a provisional offer to the successful candidate as soon as possible by telephone and inform the candidate that the offer is subject to satisfactory references and to gain a verbal acceptance.

The people team will contact all unsuccessful candidates, or their agency, should also be contacted and given feedback on why they were not selected.

After the interview, the appointing manager must ensure that the interview notes and selection decision are written up clearly (preferably typed).

Interview notes for unsuccessful candidates should be kept for 12 months in case of a tribunal claim.

All interview notes should be stored within the Recruitment Site, the notes for the successful candidate will get transferred to their personnel file. Any unsuccessful candidates details will then be archived for 12 months.

The People team will:

- Write to the candidate with the job description, offer letter and contract for signature

A member of the People Team will:

- Initiate a personnel file and BreatheHR record for the new member of staff.
- Notify the Manager if the appointee refuses the offer, or if there are any other details to be cleared.
- Inform security and IT to ensure that a security pass is issued and system log in set up.
- Work with the hiring manager to begin onboarding the team member.

Health and Safety

All our recruitment activities will be carried out in accordance with our Health and Safety Policy

Review

This Recruitment Policy will be reviewed in December 2023 unless a change in policy, governance or other circumstance requires a review prior to this date.