

BÒRD NA GÀIDHLIG

POLICY ON RECRUITMENT

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1. STATEMENT

Bòrd na Gàidhlig recognise that the success of the Company depends upon the calibre of its people. We want to enable all our employees to reach their potential insofar as this is possible within the objectives of the organisation, to the mutual benefit of the individual and the organisation

Our recruitment policy therefore is to identify clearly the role and responsibilities of each job and its contribution to the business as a whole, being flexible where possible in our working practices in order to attract and retain a high calibre of employee.

To ensure that we integrate our staff development programme with the needs of the business, wherever possible we will offer newly available posts to internal candidates before seeking a wider range of candidates.

Our aim is to establish an effective workforce, instilling in our employees a desire for excellence, a willingness to take on individual responsibility, to be flexible and an acceptance of the importance of team co-operation. We take for granted personal integrity, a commitment to self-development and self-reliance. We will encourage innovation.

Our policy is to be fair and professional to both internal and potential employees.

2. SCOPE

This policy is applicable to all vacancies at whatever level whether a current post or newly created posts.

All recruitment will take place within the context of this defined and consistently applied policy.

3. PRINCIPLES

When a vacancy arises, the Chief Executive will review, in line with Bòrd strategy, whether or not the position is to be filled.

The review will cover points such as:

- The need for temporary or permanent position or consultancy role
- Potential shortfalls in skills and knowledge amongst existing staff
- Potential surpluses of staff and skills
- Information from career and succession planning, appraisal interviews and expectations of staff about career planning.

4. ADVERTS

We will ensure that information is openly available on jobs for which there is not already an identified successor. This will be by open advertising within the organisation

We recognise that a vacancy should wherever possible, create a career development opportunity for an existing employee.

If a current employee does not satisfy the required criteria for the vacancy, the position will be advertised outside the organisation.

All external advertising will be professional and portray the desired Company image in line with corporate advertising.

All adverts will be placed in Gaelic as a principal requirement of a job with the Company is that the applicant must be fluent and literate in Gaelic.

In the event of a job not requiring Gaelic then the adverts will be placed in English and Gaelic.

5. ADMINISTRATION

All identified vacancies will have a current job description and person specification available. Job descriptions will be reviewed and compiled using

relevant information from the line manager and from the exit interview of the previous incumbent if applicable.

Prior to applications being invited, the administration system will be in place to record all applications, correspondence and final decision. This will be an auditable document and as such retained for a minimum period of six months.

6. APPLICATIONS

All applicants, for any positions, will be required to complete an application form.

Applicants will be in receipt of the appropriate job description, person specification, Company recruitment policy and approximate timescale of the procedure.

All applications, regardless of gender, marital status, creed, colour, race, ethnic origin, nationality or disability, will be considered against pre-defined criteria as detailed in the job description.

Skills, experience, potential and motivation will be factors in selection for interview and only those meeting the majority of the essential criteria will be invited to attend an initial interview.

All applications will be acknowledged advising when they could expect further communication

Letters of regret will be sent to all applicants not being interviewed prior to the interviews being held.

7. INTERVIEW

Applicants attending for interview will be advised whether or not they will be required to make a presentation to the interview panel as part of the selection process. They will be given sufficient notice to prepare for this.

(Minimum 5 days).

Depending on the seniority of the position the interview panel should comprise a maximum of three people.

Only those interviewing will receive copies of the application forms.

The Company undertakes to ensure all interviewers are suitably trained in interview skills and fully aware of current recruitment legislation.

8. REFERENCES

References will only be taken up for the successful candidate.

References will be kept on file along with application details and the Company will fully comply with all requirements of the Data Protection Act.

9. APPOINTMENT

All unsuccessful applicants will receive a letter of regret within a period of fourteen days from the interview.

The successful applicant will be provisionally offered the position subject to the receipt of satisfactory references.

On receipt of satisfactory references, the successful applicant will be sent a contract of employment, employee handbook and details of induction (if applicant is external).

If references are not satisfactory the job offer will be withdrawn and the applicant advised accordingly. The content of the reference will not be made known to the applicant, as this information remains the property of the referee.

10. REVIEW

On a regular basis we will review the recruitment process to examine longer-term effectiveness of our recruitment strategy and make amendments where necessary.