



## **Recruitment Policy**

### **Policy Statement**

Revolution Performing Arts Ltd is an Equal Opportunities Employer and is committed to recruiting the best person for the post. We will ensure fair and equal opportunities for all potential and existing employees. This relates to gender, marital status, family status, age, disability, race, sexual orientation, membership of the Travelling Community and religious belief. Revolution Performing Arts recruitment policy will be delivered in compliance with safer recruitment procedures.

### **Principle**

This policy is underwritten by the Childcare Act (Early Years Services) Regulations, the Employment Equality Acts, Freedom of Information Act and Data Protection Act.

### **Rationale**

Our recruitment policy outlines how Revolution Performing Arts Ltd will recruit and select the best candidate for a role. Having a transparent recruitment policy will ensure that we adhere to a lawful process, that job descriptions meet the needs of our service, and that candidates are assessed against consistent selection criteria.

### **Procedure**

This policy specifies the procedure we follow when hiring employees and unpaid workers.



### 1. Review job description and person specification.

The job description will explain the role that is being advertised including the main duties and the person specification will describe the person we want to fill the job including the required qualifications and characteristics. Ensure that all candidates have a copy of the job description and person specification in advance of the interview.

### 2. Advertise (internally/externally)

Where will positions be advertised? Are all services advertised externally or will they be advertised internally for a certain period of time? How will staff on leave be informed of any vacancies arising. The job advertisement will include information on how candidates should apply, whether it should be through email or in writing and whether they have to include a current curriculum vitae.

### 3. Shortlist

- A scoring sheet will be developed based on the criteria set out in the job description and the person specification.
- A short-listing panel consisting of the owner and manager will select the candidates using these criteria.

### 4. Interview

- A suitable interview panel. Consider having more than one person as this helps to ensure a balanced outcome of the process. (Where possible, the panel should be a representative of both sexes).
- Prepare a list of questions to assess all candidates based on the competencies, skills and experience set out in the job description and person specification.



- Maintain a scoring sheet outlining the criteria required for the role and how each candidate scored under each question. Detailed notes from each interview will be maintained to show how marks were allocated.
- Confirm that candidate is happy for you to contact the two references named in their application.
- Records of the shortlisting and the interview process will be maintained for 12 months.