



RECRUITMENT AND SELECTION POLICY
Wolverhampton Wanderers Football Club

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| Author | Human Resources |
| Document Name | Recruitment and Selection Policy |
| Version | 2.0 |
| Source | Wolverhampton Wanderers FC – HR |
| Document Date | May 2019 |

RECRUITMENT AND SELECTION POLICY

This policy aims to provide a clear framework for recruiting and selecting appropriately experienced and qualified employees fairly and transparently and applies to all employees involved in recruitment and selection, as well as third parties who recruit and select on behalf of Wolverhampton Wanderers Football Club (the Club).

The Club is committed to appointing the best candidate for the job and to provide equality of opportunity. It is our policy to treat all job applicants, employees and workers fairly and equally, regardless of sex, pregnancy, trans-gender status, sexual orientation, religion or belief, marital status, civil partnership status, age or perceived age, race, colour, nationality, national or ethnic origins or disability (referred to as 'protected characteristics' throughout the Policy).

Safer Recruitment

The Club recognises that anyone may have the potential to harm or abuse children in some way and is committed to taking all reasonable steps to ensure that unsuitable people are prevented from working with children or young adults.

The Club will act reasonably in making decisions about the suitability of the prospective employee based on checks and evidence including the Disclosure and Barring Service (DBS), barred list checks together with references and interview information. The level of DBS certificate required, and whether a prohibition check is required, will depend on the role and duties of an applicant.

Statement on The Recruitment of Ex- Offenders

As an organisation using the Disclosure and Barring Service (DBS), to assess applicant's suitability for positions of trust, The Club complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

Please refer to The Safeguarding Child Policy for further information.

Procedure

All those involved in recruitment and selection must comply with this procedure.

The HR team will work with the recruiting manager to:

- Achieve signed approval to recruit
- Review the job description and person specification to ensure that it is current, accurate and does not unfairly discriminate against any individual or groups (e.g. unfair clauses in person specifications). If any changes constitute a 50% change to a role, any existing employees must be consulted with in relation to the changes
- Ensure that the content of any advertisement does not discriminate against any individual/groups and are advertised in appropriate media where relevant
- Ensure compliance with the recording, monitoring and auditing of all stages of recruitment as required by the Club

- Make arrangements for all applicants to receive the same information, which will be available in a range of formats

Advertising

All external vacancies must be advertised on the Wolves FC website for a minimum of 1 week. In addition to the website, the vacancies will be advertised on a number of different portals including Find a Job, Women in Football et al to ensure a more diverse pool of applications. Where vacancies are open to internal candidates only, these will be emailed out to the 'Wolves all' distribution list.

Consideration should always be given to enhancing the diversity of our workforce. The Club welcomes applications from individuals from Black and Minority Ethnicities, the LGBT community and anyone with a disability.

If there is a requirement to use a recruitment agency or another advertising platform, these costs will be picked up by the recruiting department. Only those on an approved supplier list will be used.

Any employees in Acting Up or Maternity Cover positions must go through the same application and interview process as any other external candidate in the event that the role becomes a vacancy.

Shortlisting

It is the recruiting manager's responsibility to ensure they shortlist only against the criteria on the person specification, and record decisions in enough detail to show why each applicant was/was not short listed.

Disabled applicants who meet all the essential criteria are guaranteed an interview, even if desirable criteria are used to supplement the essential criteria for non-disabled candidates. Applicants must only be rejected due to their application or performance at interview and not due to any reasonable adjustments that they may require.

Assessment and Selection

It is the recruiting manager's responsibility to ensure that assessment and selection methods, including interview questions and tests, are fair and related to the requirements of the criteria on the job description and person specification. The HR team can provide advice and guidance.

Candidates should bring evidence of their right to work in the UK to their assessment. A copy should be made and retained by the HR department.

A member of the HR team should be involved in at least one of the interview stages. A minimum of two panel members should be involved in any assessment.

Interviews should be consistent and all candidates asked the same questions on the same core areas to be explored. Consider telephone interviews to screen an initial long list.

Supplementary questions should be asked where appropriate to clarify 'gaps' in the candidates' CV, or responses to questions asked.

Interview questions must be objective and enable candidates to demonstrate how their knowledge and experience meet the key elements of the job.

For safeguarding roles, applicants will be required to undergo an interview to acceptable protocol and recommendations that includes questions relevant to Safeguarding Children.

Assessment of disabled candidates should be based on their performance after reasonable adjustments have been made or specialist equipment provided.

The response to each question should be recorded in enough detail to show how the successful candidate was chosen.

Having completed the interview process, the recruiting manager and panel should:-

- consider candidates' responses to the questions individually;
- discuss any inconsistencies between panel members in the ranking of candidates;
- consider the references and the results of the separate assessment process (if used); and consider whether this support the appointment of the highest ranked candidate.

All documentation should be forwarded and retained by the HR team at the end of the selection process. It should be apparent that fair selection procedures have been adhered to.

Offering the Job

Offer the job to the most suitable candidate. Offers may be made verbally, and must be confirmed in writing as soon as possible.

The Club requests two weeks from offer to start date to ensure checks can be made and equipment ordered.

Feedback

The recruiting manager is responsible for providing feedback to the unsuccessful candidate(s).

References and Other Checks

Safeguarding Roles

When recruiting for a position that involves significant contact with children or young adults, the Club operates a comprehensive recruitment procedure that includes:

- Completion of an Application Form that elicits information regarding an applicant's past
- Completion of a Self-Disclosure Form, which requires any applicant to declare past offences
- Verification of identity and eligibility to work in the UK
- Verification of professional qualifications
- Screening via the Disclosure and Barring Service
- Two references, including one regarding the applicant's most recent post working with children
- Registration with the appropriate professional body (if applicable)

If the DBS check reveals undisclosed offences or issues are raised in the references and pre-employment checks, an interview will be convened at the earliest opportunity by the Safeguarding Services Manager and/or the HR Department. An offer of employment can be withdrawn if this interview fails to satisfy the interviewers of the employee's suitability to work with children.

If an applicant commences work prior to their DBS disclosure being received, they will be restricted from working with children and young adults unsupervised.

Non-Safeguarding Roles

Offers of employment are made subject to two satisfactory references being received, one of which must be from the current/last employer.

Documentation

Arrange for the collation and return of all documentation at the end of the selection process and ensure that it is apparent that fair selection procedures have been adhered to.

Joining

It is important to welcome all new starters with a well-planned induction. Each individual should attend the Corporate Induction and every effort should be made to help the individual settle well and become fully operational as soon as possible.