

Recruitment Policy statement

- A.** We are an *equal opportunities recruiter*, which means that we are committed to providing equality of opportunity to all persons.
- B.** When recruiting new self employed coaches or when affording our current coaches with opportunities for promotion, it means that we will-
- follow the good practice recommendations of the codes of practice and other guidance issued by the Equality Commission and the LTA;
 - not discriminate unlawfully against any person.
 - select the best person for the job in terms of qualifications and abilities.
- C.** To achieve these aims, we have set up this recruitment and selection procedure. No position in the company may be filled unless this procedure has been followed.
- D.** The Club Manager, Lisa Wildman and Head Coach, Jon Wildman have the main responsibility for implementing this policy and procedure.
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The Procedure

1. General principles

- These procedures must be applied fairly and consistently to all job applicants.
- Assistance must be given, where needed, to job applicants who are disabled.
- All recruitment must be planned in advance and opened up to competition.
- All persons who wish to work with us must respond via email to an advertised job vacancy.
- All applicants must then be assessed against relevant selection criteria to determine who the best person for the job is.
- All persons involved in selecting coaches must read and apply this policy and procedure.

2. Helping job applicants who are disabled

- a. *Disability Discrimination Act 1995*: The general rule of good practice is that our procedures and practices must be applied fairly and consistently to all job applicants. But, it is especially important that those of our staff who are involved in recruitment are also aware that they may be required to make **reasonable adjustments** to some or all of those procedures and practices if that is needed to remove any disadvantages which they cause for any disabled job applicants.
- b. This is a legal duty and failure to comply with it is unlawful disability discrimination. The adjustments need only be made for the disabled persons who require them and it may result in those disabled persons being treated more favourably than other persons; if so, that is lawful and permissible.

3. Job descriptions

A *job description* must be drawn up for every post. This is a document that sets out the essential duties of the job, including the job title.

4. Personnel specifications

A *personnel specification* must be drawn up for every post. This is a document that sets out the selection criteria which will be used to assess job applicants to determine which one is the best person for the job.

5. Advertising the job vacancy

- a. All job vacancies must be advertised to welcome applications from as many eligible candidates as possible.
- b. The following statement must be added to all advertisements:

“We are an equal opportunities tennis club”.

6. Application process and forms

- a. All persons who wish to work with us must send their CV with a covering letter
- b. We will normally aim to keep open our application period for each recruitment exercise for an interval of around 3 weeks.

7. The Selection Process

After the application stage closes, our selection process consists of the following stages-

- a. Shortlisting
- b. Interviews
- c. Pre-employment checks

8. Shortlisting

- a. Shortlisting is an initial assessment of the applicants based solely on the information contained in their CV's. The purpose is to decide which applicants meet the essential and/or desirable job criteria so that they may be given more in-depth consideration at the next stage of the process.
- b. The criteria to be applied are those that are set out in the personnel specification for the job in question.

Rejection emails

- a. Applicants who are rejected at the shortlisting stage will be informed about this in writing as soon as possible afterwards.

9. Interviews

- a. Interviews are the main method by which we will assess the remaining applicants who have passed the shortlisting stage.
- b. The Selection Panel's primary aim is to select the best person for the job.

Prior to the interview

- c. The applicants will be sent written invitations to attend.
- d. In line with other commitments made previously in this procedure, appropriate reasonable adjustments to the interview arrangements will be planned and made for those disabled applicants who may need them.
- e. The Selection Panel will meet before the date of the interviews to decide how they will carry-out the interview and to draw up the questions they intend to ask.
- f. The questions should only be job-related and designed to assess the applicants against the essential and/or desirable criteria set out in the personnel specification for the job in question.
- g. The questions should not seek to obtain the following kinds of personal information about the applicants:
 - religious or similar philosophical belief or political opinion
 - ethnicity, nationality or national origins
 - age or date-of-birth
 - sexual orientation
 - health or disability
 - marital status or family status or whether the applicant has children or plans to have children
- h. The panel will decide how they will score and weight the answers and questions and prepare a standardised *interview assessment* sheet against which the applicants will be marked.¹

During the interview

- i. All applicants should be asked the same pre-set questions.
- j. All applicants should be treated fairly during the interview and the marks awarded to them should be fair and consistent.

After the interview - selection decision

- k. After every applicant has been interviewed, the panel will discuss their views and assessments and jointly draw up a list of the applicants in merit order.
- l. The vacant post, or posts, will be offered to the most meritorious applicant, or applicants, in accordance with that merit order.
- m. The panel may also decide that other applicants on the merit list will be offered positions on a reserve list to fill any vacancies that may arise for the same position within the following 12 months. Again, this will be done in accordance with the merit order.

After the interview – administrative matters

- n. The successful applicants will be sent conditional offers, subject to any satisfactory pre-working checks that are required.
- o. The “reserve list” applicants, if any, will be informed in writing of that decision.
- p. If a “reserve list” applicant is later offered a position, that too will be a conditional offer, subject to any satisfactory pre- working checks that are required.
- q. The unsuccessful applicants will be informed in writing of that decision.

10. Pre-Working Checks

Right to work in the UK

Health checks

Enhanced DBS check including barred lists

LTA or equivalent qualification check

First Aid Certificate

Safeguarding Certificate

Accreditation or own insurance

References

11. Confirmation of Offer

- a. After the pre-working checks have been completed and are deemed to be satisfactory, the successful applicant will be notified in writing that the offer of work is confirmed.
- b. The confirmation email will specify the following details:
 - job title
 - duration of post (permanent or temporary)
 - duration of probationary period (if any)
 - proposed or agreed start date
 - outline of main terms and conditions
 - details of how to accept the offer