

## **Screen Memories**

### **Recruitment and Selection Policy**

1. It is Screen Memories policy that line managers are responsible for recruitment. Where recruitment is planned to fill a vacancy created by a leaver, approval will normally be granted automatically. If, however, the line manager wishes to upgrade a post, or create a new post, justification for this must be presented.
2. It is Screen Memories policy that all vacancies will be posted on noticeboards throughout Screen Memories and placed on Screen Memories website. Existing employees are to be encouraged to apply for vacant posts if they have the appropriate qualifications, experience and skills.
3. Screen Memories always aims to recruit the person who is most suited to the particular job. Recruitment will be solely based on the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, experience and skills will be assessed at the level that is relevant to the job.
4. Before embarking on the process of recruitment, the line manager must ensure that there is an up-to-date job description for the post and a clearly drafted employee specification. The job description will describe the duties, responsibilities and level of seniority associated with the post, while the employee specification will describe the type of qualifications, training, knowledge, experience, skills, aptitudes and competencies required for effective performance of the job.
5. Where the job is to be advertised, the proposed advertisement must be submitted to the Chairman of Trustees for approval. Line managers should also consider placing the job advert with an approved employment agency or third sector periodical.

6. Screen Memories is committed to applying its equal opportunities policy at all stages of recruitment and selection. Shortlisting, interviewing and selection will always be carried out without regard to gender, transgender status, sexual orientation, marital or civil partnership status, colour, race, nationality, ethnic or national origins, religion or belief, age, pregnancy or maternity leave or trade union membership.
7. Any candidate with a disability will not be excluded unless the candidate is unable to perform a duty that is intrinsic to the role, having considered reasonable adjustments. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of a disability.
8. All disabled applicants who meet the minimum requirements of the job as set out in the job description and employee specification will be guaranteed an interview.
9. Line managers conducting recruitment interviews will ensure that the questions that they ask job applicants are not in any way discriminatory or unnecessarily intrusive. The interview will focus on the needs of the job and skills needed to perform it effectively. A record of every recruitment interview must be made and retained for a suitable period of time. On no account should any job offer be made during or at the end of an interview.
10. It is Screen Memories policy that the successful applicant will be asked to undergo a pre-employment medical examination with a doctor nominated by Screen Memories. Any offer of employment will be conditional on the result of this medical examination being satisfactory.
11. It is Screen Memories practice to seek the successful candidate's consent for it to seek two written references and to ask for documentary proof of qualifications and right to work in the UK. Any offer of employment will be conditional on these being satisfactory.
12. Screen Memories processes personal data collected during the recruitment process in accordance with its data protection policy. Data collected as part of the recruitment process is held securely and accessed by, and disclosed to, individuals only for the purposes of managing the recruitment exercise effectively to decide to whom to offer the job.

Inappropriate access or disclosure of job applicant data constitutes a data breach and should be reported in accordance with Screen Memories data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under Screen Memories disciplinary procedure.

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