



## **Recruitment and Selection Policy and Procedure**

### **POLICY**

The recruitment and selection decision is of prime importance for obtaining the best possible person-to-job fit and will contribute significantly towards Healthy Arts' effectiveness. It is also important, as the organisation evolves and changes, that new artists should be able to adapt and work co-operatively as part of a team. The Recruitment and Selection procedure should help Project Co-ordinators to ensure that these criteria are addressed.

This ensures our Recruitment and Selection Policy will:

- be fair and consistent;
- be non-discriminatory;
- conform to all statutory regulations and agreed best practice.

### **PROCEDURE**

#### **The Recruitment Process**

The following procedure will be used when an artist submits an expression of interest to the organisation:

- the Secretary will send information on Healthy Arts to the artist and ask her/him to complete a HA4 Associate Artist Registration Form;
- the Secretary will present the completed form at the next HA Management Committee meeting;
- the HA Management Committee will vote on whether or not to accept the artist as a HA Associate Artist;
- the Secretary will notify the artist of the HA Management Committee's decision;
- if accepted, the artist's HA4 Associate Artist Registration Form will be filed for any future employment opportunities.

The following procedure will be used when a post in a project is to be filled or a Private Workshop is requested by an external organisation. The Project Co-ordinator must collate an information package which should include:

- job description and, if appropriate, the person specification
- information on the project
- terms and conditions of employment including fee

It is important that an up-to-date pack is carefully compiled using the appropriate standard documents in order to present a professional image of the organisation.

Discuss with the Management Committee the most effective means of obtaining suitable artists. The following options should be explored (in this order):

- internal advert within the Organisation made available to all Full Members
- external advert in appropriate arts jobs newsletters

## The Selection Process

Appropriate selection procedures must be used for each post.

If the post can only be filled by one artist (Full or Associate Member) within the Organisation due to specific skills required and/or availability then the Project Co-ordinator must:

- send the artist the appropriate forms and information package

If the post can be filled by more than one artist (Full or Associate Member) within the Organisation then the Project Co-ordinator must:

- ask the Management Committee to select, by vote, one artist based on her/his skills, experience and any previous work done on behalf of the organisation.
- it is the responsibility of the Secretary to record (in writing) the reasons why a particular artist is selected.

If the post cannot be filled within the Organisation then the Project Co-ordinator must:

- ask the Management Committee to assist with short-listing and, if necessary, interviewing. At least two people should sit on the Interview Panel and be involved in short-listing.

The expressions of interest received by the closing date will be forwarded to the appropriate Management Committee members for short-listing. Applicants must be chosen against the Person Specification. It is the responsibility of the Project Co-ordinator at this stage to record (in writing) the reasons why an applicant is not short-listed. All papers must be returned to the Secretary who will invite the candidates for interview, obtain references and make the necessary housekeeping arrangements for the interview. This will include timetabling the interviews and arranging any pre-employment checks if appropriate. Candidates who have not been short-listed will also be informed.

The Project Co-ordinator will:

- decide on the interview format and determine which areas to concentrate on with the questioning;
- decide on who will chair the Interview Panel;
- receive the references and pre-employment checks for candidates from the Secretary, and be responsible for ensuring the confidentiality of these, and for their safe return to the Secretary for destruction.

At the interview, the Project Co-ordinator will ensure that the Interview Report Form is completed as fully as possible. When interviewing, they will ensure that Equal Opportunities legislation is strictly adhered to, with no discrimination shown on any grounds.

When all candidates have been interviewed, the panel will score them appropriately and, based on this, decide on the most suitable person for the post. The Project Co-ordinator will arrange to inform the successful candidate as soon as possible, agreeing a commencement date.

Upon return of the Interview Report Form, the Secretary will:

- email or telephone all unsuccessful candidates with the outcome of the interview within one working day;
- email or telephone the appointee, offering the post providing satisfactory references and pre-employment checks have been received;
- ask the new artist to complete a HA4 Associate Artist Registration Form;
- notify the Project Co-ordinator if the appointee refuses the offer, or if there are any other details to be cleared.
- if the appointee does refuse the offer then the Secretary will, after discussion with the Project Co-ordinator, contact the person who scored the second highest during the interview or re-advertise the position.



## Interview Record

Post:

Date:

Panel Members:

Summary of Panel's comments on interviewees (including recommendation to appoint).

NAME	COMMENTS

Signed ..... Interviewing Officer/Panel Chairperson