



# Recruitment and Selection Procedure for Trade Workers

Document No. GP35a      Version: 4  
Responsible Officer: Chief Executive  
Date Approved: 21/07/2022  
Review Date: July 2025  
Regulatory Standard: 1,6



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## Definition of a Trade Worker

A tradesman, tradeswoman, tradesperson, skilled tradesman, skilled tradeswoman, skilled tradesperson refers to a worker who specialises in a particular occupation that requires work experience, on the job training and often formal vocational training.

Trade workers are covered by the recruitment and selection policy. The procedure for recruitment of trade workers is covered in this Trade workers recruitment procedure but are subject to the same recruitment and selection pre-employment checks as employees, for example receipt of satisfactory references, criminal checks and medical clearance (if appropriate).

### 1.0 Procedure

This procedure aims to give practical advice and guidance to managers and all those involved in the recruitment and selection of trade workers.

The Association recognises the need to employ trade workers to meet specific business needs. The employment of trade workers will be regularly reviewed by managers to ensure that it continues to be the most appropriate form of employment.

The overall aim of recruitment and selection is to match people to the work of the Association. Whilst the requirements will be for a specific job, a wider context is also important, including flexibility in a job role; fit with the culture, and suitability for the customer-focused side of the business.

### 2.0 Job Description and Person Specification

The Association will ensure that all posts within the organisation have an up to date and accurate job description and person specification.

The job description will be a statement of the purpose and main duties and responsibilities of the post.

The person specification will detail the essential and desirable skills and abilities necessary for the successful performance of the job. The Person Specification will be the tool used to evaluate candidates and to enable the short listing of candidates for interview. The person specification will outline both essential and desirable requirements.

Due to the nature of the construction industry this may vary when recruiting for trade workers.

**Required** criteria are those qualities which are necessary for performance of the job at a satisfactory level from the first day in the job.

**Desirable** criteria are those which would enable an applicant to perform the job more effectively. The setting of criteria covering personal qualities and circumstances must be justifiable in terms of the requirements of the post and be applied to all applicants.

A Job description and person specification will be created for each new post. These will be agreed by the line manager and the Senior Manager. All existing job descriptions and persons specifications will be reviewed prior to the post being re-advertised.

### 3 Application Forms

Applications must be made on Hjaltland Housing Association's Trade workers application form or by Curriculum vitae.

Each applicant will be given an Applicant Information Pack which will include

- Application Form
- Job Description
- Person Specification

The Applicant Information Pack can be collected from the Association's office at 6 North Ness Business Park can be sent out to applicants by post or can be emailed to an Applicant. The pack will also be included on the Associations website and can be downloaded.

Applicants must return a completed and signed copy of the application or CV to the Association prior to the closing date. The Association will accept emailed, scanned, or hard copies but these must be signed and legible. If the application received is illegible then the Association will not consider the application.

The Admin Officer will open an 'excel sheet' for each new post and will enter the names and addresses of those requesting an application detailing how the information pack was sent to them. All applications will be held by the Corporate Services Officer in a locked cupboard and will only be provided to the chair of the interview panel following closing date. For data protection reasons no other members of staff should seek or be provided with details of those who have applied for the post.

#### 3.1 Short Listing

Those who are to undertake the interview must carry out the short listing. The shortlist will be drawn up by evaluating the information provided in the application forms or CVs against the criteria set out in the Person Specification.

The Association has determined as part of Equal Opportunities that if a disabled applicant meets the minimum stated Essential Criteria, they will be guaranteed an interview.

Within 2 weeks of the closing date all applicants who have applied should have received written confirmation of whether they have been selected for interview.

### **3.2 Those Selected for Interview**

All applicants selected for interview must be informed of the interview process including any reports or practical tests that they may have to prepare or undertake.

Under the Asylum, Immigration and Nationality Act 2006 it is a criminal offence to employ someone who does not have permission to work in the United Kingdom. The successful candidates will therefore be asked to provide proof of citizenship, through a document showing the person's name and National Insurance number. Examples of relevant documents include a P45, a pay slip, a P60, a NI card, a passport or birth certificate. They will also be asked to supply original certificates of their qualifications.

### **3.3 Interview process**

The interview panel prior to the interview will ensure that appropriate interview questions are agreed. All candidates will be treated in a fair and consistent manner.

Applicant responses will be evaluated using the interview record sheet. All appointments will be made on merit and the post will be offered to the candidate who most closely met the requirements of the job description and person specification.

An interview decision sheet must be completed ranking the candidates, identifying the successful candidate and a reserve, if appropriate.

In the event that the post is offered based on certain conditions e.g., Disclosure check then the offer letter must clearly state this.

Where a conditional offer has been made a person cannot start employment until the conditions have been achieved.

### **3.4 Offer of Employment**

The successful candidate should be contacted by phone as soon after the interview as possible and verbally offered the post.

In the event that the successful applicant withdraws the post should be offered to the reserve candidate. Where no reserve has been identified the post should be re-advertised.

Where the post is being offered based on certain conditions e.g., Disclosure check then the candidate should be made aware of this and this should be confirmed in writing in the offer letter.

Where a conditional offer has been made a person cannot start employment until the conditions have been achieved.

### **3.5 References**

All appointments will be subject to satisfactory references. A conditional offer may be made subject to satisfactory references.

References will be sought from the most recent employer, and one other employer using the reference forms.

Where an applicant has not been employed they must provide references from individuals who will know them sufficiently well to comment on their skills and abilities.

### **3.6 Disclosure checks & Registered Body checks**

There are a number of posts that require Disclosure checks to be undertaken prior to appointment. In such circumstances the successful candidate will be required to complete a Disclosure Scotland form and provide proof of identity, such as a birth certificate and any certificates showing change of name, verified with a passport, driving licence as well as information detailing their home address.

Appendix 1 outlines the Association's policy on disclosure of criminal records and the employment of ex-offender.



### **3.7 Enquiries about Disability and Health**

The Association will not ask about a job applicant's health until that person has been offered a job (on a conditional or unconditional basis) except for the purposes of

- Finding out whether a job applicant would be able to participate in an assessment to test his or her suitability for the work
- Making reasonable adjustments to enable the disabled person to participate in the recruitment process
- Finding out whether a job applicant would be able to undertake a function that is intrinsic to the job, with reasonable adjustments in place as required
- Monitoring diversity in the applications for jobs
- Supporting positive action in employment for disabled people

### **3.8 Salary Scale**

The Association will set the salary in line with EVH pay scales.

The Direct Labour Pay Arrangements Policy covers all TOIL and Overtimes conditions

### **3.9 Probationary Periods**

A probationary period of 6 months may be applied to appointments where necessary. Clear achievable targets should be set and regular reviews undertaken during this period to support the individual to achieve these targets.

### **3.10 Confidentiality**

All information on applicants will be treated in confidence and restricted to those Committee Members and Staff involved directly in the recruitment process and its administration.

It is the responsibility of the panel member to ensure that copies of application forms and recruitment documentation are stored securely and confidentially whilst in their possession

#### 4 Complaints procedure

If an applicant feels that they have been treated unfairly they have the right to make a complaint.

This complaint should be submitted in writing outlining their reasons for feeling that they have been treated unfairly. This should be submitted to the Chief Executive who will undertake an investigation of the complaint.

Where appropriate, the findings may result in the review of the policy and procedures, additional training or if appropriate, action under the disciplinary procedures.

#### 5 Recruitment and Selection targets

Advert for post	Advertised for a period of two weeks. Closing date to be set as a minimum of 5 working days after the last advert
Issue of Application Pack	Same day as requested, or at the latest, the next working day
Advised of the outcome	Normally within 2 weeks of closing date of shortlisting applications for post
Notice of Interview	Appropriate notice of interview depending on the nature of the post, unless required to make presentation, when it will be at least 1 week
Written Offer of Appointment	Normally within 5 working days of the interview, reply requested no later than 5 working days
Advised if Unsuccessful	Normally within 2 weeks of interview.

#### 6 Emergency Cover

In the case of a bona fide staffing emergency, the Chief Executive has the authority to employ an individual without following the formal recruitment process.

The appointment is for a maximum of 28 calendar days and must be reported to the Management Committee at the earliest opportunity. This may be extended by a further 28 calendar days with permission of the Management Committee but may not be extended beyond this period.

#### 7 Deviation from the Recruitment and Selection Process



In exceptional circumstances and where there is a legitimate business need the Association reserves the right to deviate from the approaches laid out in this policy. To ensure there is no justifiable public perception of impropriety, The Associations Entitlement, Payments and Benefits policy continues to take priority over any deviation to this procedure. Managers must put in writing to the Chief Executive Officer any proposed changes and the business rationale behind such changes. Until authorisation is received, managers may not deviate from the approaches laid out in this policy. Any deviation to this policy will be reported to and noted by the Management Committee.

## **8 Induction Training**

The Association recognises that the induction process begins during recruitment and selection when contact is first made with potential employees. All new employees will be required to read and sign the GDPR privacy notice for Employees and Workers.

When new employees are recruited, the association will aim to help them adjust to their new situation as quickly as possible so that they become integrated and productive members of staff from the earliest opportunity. Senior managers will issue induction packs to new employees when they start work. Further information is provided in the Hjaltland Housing Association Induction Policy.

## **9 Equality Impact Assessment**

The Association is committed to promoting positive measures that eliminate all forms of unlawful or unfair discrimination on the grounds of age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion or belief, sex, sexual orientation. Our aim as landlord, service provider and employer is to recognise the needs of all individuals, and ensure these commitments are evident throughout every aspect of our business and our activities.

The Association assesses and reviews all new and revised policies and procedures, and an Equality Impact Assessment is available as Appendix 2.

## **10 GDPR**

The Association will treat your personal data in line with our obligations under the current data protection regulations and our own Data Protection Policy. Information regarding how your data will be used and the basis for processing your data is provided in Hjaltland Housing Associations Privacy notices.

## **11 Monitoring and Review**

- *Date approved by Management Committee: 21<sup>st</sup> July 2022*
- *This policy will be reviewed in 2025 and thereafter every three years*

## Appendix 1

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## THE DISCLOSURE OF CRIMINAL RECORDS AND EMPLOYMENT OF EX-OFFENDERS

Hjaltland Housing Association complies with the Code of Practice, issued by Scottish Ministers, in connection with the use of information provided to registered persons and other recipients of information by Disclosure Scotland under Part V of the Police Act 1997, for the purposes of assessing applicants' suitability for positions of trust. We undertake to treat all applicants for positions fairly and not to discriminate unfairly against the subject of a Disclosure on the basis of conviction or other information revealed. Hjaltland Housing Association will use the Care Commission who is a registered body to process the required Disclosure checks.

A Standard or Enhanced Disclosure will be requested only where this is considered relevant to the particular position. Where a Disclosure is deemed necessary for a post or position, recruitment documentation will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

The Rehabilitation of Offenders Act 1974, under certain circumstances, enables individuals with criminal record to 'wipe the slate clean' if he/she remains free of further convictions for a specified period. His/her convictions become spent; the individual is then legally entitled not to disclose such convictions.

The entitlement not to disclose spent convictions does not apply to certain occupations. The Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003 details employment groups to be considered in this category. Applicants for such posts are not protected by the Rehabilitation of Offenders Act 1974. For the purposes of the Exemptions Order applicants to such posts must when asked provide detail of all convictions whether 'spent' or not. Hjaltland Housing Association will obtain a Disclosure certificate for any applicant offered a post considered exempt. Such an offer will be conditional on consideration of any criminal record.

The posts in the Association, which will require disclosure of all convictions, are:

- Those involving contact with children, elderly and vulnerable clients.

At interview, an open and measured discussion on the subject of any offences or other matters that might be considered relevant for the position concerned will be undertaken. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

Any matter revealed in a Disclosure will be discussed with the subject of that Disclosure before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily debar an applicant from working with Association. This will depend on the nature of the position, together with the circumstances and background of the offences.

## Appendix 2

Policy proposal to be assessed, Recruitment and Selection Policy and Trade Workers

New Policy/Revision; Revision

Person responsible for the assessment; Kim Laidlaw

<b>Briefly describe the aims/objectives and purpose of the policy/proposal</b>	The policy is intended to outline the Association's approach and ensure managers appoint the best person to fill vacancies and to safeguard the interests of the Association.
<b>Who is intended to benefit from the policy/proposal? (e.g. applicants, tenants, staff, contractors)</b>	Policy seeks to ensure that the Association selects the best candidate for every job vacancy and achieves a fair and consistent approach in its Recruitment and Selection process by promoting equality of opportunity.
<b>What outcomes are wanted from this policy/proposal? (e.g. the benefits to customers)</b>	It is to ensure that all candidates/applicants in the recruitment and selection process are treated equally and that recruiting managers are aware of legal and regulatory obligations

<b>Describe the likely positive or negative impact(s) the policy/proposal could have on the groups</b>	<b>Positive impact(s)</b>	<b>Negative impact(s)</b>
Age	The policy applies to all regardless of age. Positive affect through the operation of a fair and consistent approach and demonstration of commitment to equality and diversity through its recruitment and selection process.	Unlikely to be any impact
Disability	The policy applies to all regardless of disability. It is available on intranet and therefore available in different fonts, text size and through assistive technology.	

	Positive affect through the operation of a fair and consistent approach and demonstration of commitment to equality and diversity through our recruitment and selection process	
Gender re-assignment	The policy applies to all regardless of gender reassignment. Positive affect through the operation of a fair and consistent approach and demonstration of commitment to equality and diversity through our recruitment and selection process.	Unlikely to be any impact
Marriage and civil partnership	The policy applies to all regardless of marital status. Positive affect through the operation of a fair and consistent approach and demonstration of commitment to equality and diversity through our recruitment and selection process.	Unlikely to be any impact
Pregnancy and maternity	The policy applies to all regardless if the woman is pregnant or is/has been absent previously on maternity leave Positive affect through the operation of a fair and consistent approach and demonstration of commitment to equality and diversity through our recruitment and selection process.	Unlikely to be any impact
Race	The policy applies to all regardless of race. Positive affect through the operation of a fair and consistent approach and demonstration of commitment to equality and diversity through our recruitment and selection process.	Unlikely to be any impact
Religion or belief	The policy applies to all regardless of religion or belief. Positive affect through the operation of a fair and consistent approach and	Unlikely to be any impact

	demonstration of commitment to equality and diversity through our recruitment and selection process.	
Sex	The policy applies to all regardless of gender. Positive affect through the operation of a fair and consistent approach and demonstration of commitment to equality and diversity through our recruitment and selection process.	Unlikely to be any impact
Sexual orientation	The policy applies to all regardless of sexual orientation. Positive affect through the operation of a fair and consistent approach and demonstration of commitment to equality and diversity through our recruitment and selection process	Unlikely to be any impact

Actions Required to Address Impact	
What actions are required to address the impacts arising from this assessment? ( <i>This might include; collecting additional data, putting monitoring in place, specific actions to mitigate negative impacts</i> ).	<p>Collection and analysis of statistical data on the age, disability, sex, gender reassignment, race, marital status, religion or belief and sexual orientation of all job applicants, full-time and part-time employees (including Pregnancy and Maternity);</p> <ul style="list-style-type: none"> <li>• information gained from the equal opportunities form used during the recruitment process;</li> <li>• Reports and Action Plans;</li> <li>• information gained from the use of exit Interviews;</li> <li>• feedback from the general staff through the consultative frameworks;</li> <li>• information gained through use of workforce profile;</li> <li>• recruitment and selection analysis reported every two years;</li> <li>• periodic use of focus groups; and</li> <li>• Recruitment and Selection complaints procedure.</li> </ul>

This policy is a staff management policy to prevent fraud and to ensure that all staff and Committee members are aware of what is required of them.