



RECRUITMENT POLICY

The aim of Hessle Town Council's Recruitment Policy is to ensure that the Council selects the most suitable person for the job on the basis of their relevant merits and abilities and that no job applicant is treated unfairly on any grounds including disability, race, colour, ethnic or national origin, gender, sexual orientation, marital status, age, religion, or political belief.

Hessle Town Council accepts that although it may be necessary at times to appoint new employees at short notice, because of unforeseen circumstances, the recruitment process will always be approached in the same way to ensure the most suitable person is selected.

The Council will ensure it appoints suitable qualified and experienced staff by:

- Deciding what skills and qualities it requires in a new employee
- The preparation of Job Description
- The preparation of Person Specification
- Advertising the position internally and/or externally as widely as possible and in a manner that is designed to attract candidates with the required skills and qualities
- Ensuring the candidates are legally entitled to work in the UK (*Restriction on Employment*) Order 2007
- Drawing up a short-list of suitable applicants whose skills and abilities match those required
- Undertaking an interview process which ensures an objective assessment of the candidates suitability for the post
- Interviewing candidates fully, keeping detailed notes and a proper record of the interview

On completion of the selection process the Council will:

- Inform all those interviewed of the outcome
- Take up references and check them before confirming the appointment

