

## RECRUITMENT POLICY & PROCEDURE

### TENNIS WALES LTD

#### 1. INTRODUCTION

Along with its volunteers, Tennis Wales Ltd (TWL) regards its staff as its most important asset and will therefore adhere to the following policy and procedure when recruiting for all positions.

The purpose of this process is to ensure that recruitment to job vacancies within TWL is carried out effectively, fairly and consistently.

This process shall be applied to all employees, prospective employees and appointees, of TWL regardless of gender, gender assignment, marital or family status, age, disability, ethnic origin, creed, religion/ belief, sexual orientation or any other condition or requirement which cannot be shown to be justifiable.

The process shall also be applied to both established and fixed-term colleagues.

Any questions regarding this process should be directed to the Chief Executive Officer (CEO).

#### 2. ADVERTISEMENT

When advertising for a position TWL will make it clear from the outset that they, along with any supporting partners are an equal opportunity employer and welcome applications from all sectors of the community regardless of background. Appointments are made on merit.

Job vacancies will be advertised both internally and externally or internally only. This decision, at the sole discretion of the CEO, will be based on a range of factors including the seniority and nature of the role, and the qualifications/knowledge, experience, skills and competencies needed for the role.

Where roles are advertised externally, this will be through the press and/ or web on various sites including Diverse Cymru.

All roles will be advertised for at least one week (5 working days), with the aim of advertising for 3 weeks.

#### 3. APPLICATIONS

Applications for vacant roles must be made by Application Form by midday on the closing date specified in the advertisement. If you require the Application Form in a different format, for example, spoken or Braille, please contact the Tennis Wales office.

Accompanying any advert will be an Equality and Diversity Monitoring Form. This is to be completed and returned along with any application.

A Job Description (the accountabilities of the role) and Person Specification (qualifications/ knowledge, experience, skills and competencies needed for the role) will be available to help in completing the Application Form.

#### **4. SHORTLISTING**

TWL will use a standard shortlisting matrix based on qualifications/ knowledge, experience, skills and competencies to select the most suitable applicants for interview.

Shortlisted applicants will be given as much notice as practical in respect of interview arrangements. Please expect to be contacted by phone and/ or email.

#### **5. INTERVIEWING**

The interview panel will consist of at least 2 representatives of TWL selected from the staff, board members and county committee members. In addition there may be an independent representative. At least one of the panel would have attended the three hour Equality, Diversity & Inclusion Training to sit on the panel. No individual with a perceived vested interest relating to any of the candidates for a position will be involved in the recruitment process.

Interview candidates:

- Can expect a range of questions regarding their qualifications/ knowledge, experience, skills and competencies.
- Will be asked to give examples of the above wherever possible.
- May also be asked to give a presentation or prepare a discussion topic/ undertake testing at the start of their interview (any special requirements will be advised when candidates are invited for interview).

The interview panel will keep notes of the interview to aid appointment decision-making.

Interviews are to be carried out at an appropriate and accessible venue and location. If an applicant is unable to attend their allotted time, TWL will work with them to re-arrange if possible.

#### **6. POST – INTERVIEW**

The interview panel will endeavour to contact all interview candidates, in person, within 2 working days to advise them of the outcome of the interview.

Where verbal job offers are made to successful interview candidates this will be followed up by a formal written offer and contract of employment on standard TWL terms and conditions, usually within one week.

It is important to note, that any verbal job offer made will be subject to a number of recruitment checks, including references and DBS checks as a minimum. TWL may contact you to discuss findings of these checks and to ask for further information in order to conduct a risk assessment. Receipt of unsatisfactory pre-employment checks may lead to withdrawal of offer.

Unsuccessful interview candidates will be offered the opportunity for verbal feedback.

## **7. UPON APPOINTMENT**

On appointment, all new staff members will complete a specific induction programme that is relevant to the position. After completion of the recommended Induction plan the new staff member and line manager will be required to sign the documentation. They will also complete a 6 month probation period, whereby at the end of this time, a meeting will be held with the relevant staff/board member to review performance.

## **8. CONSULTANCY ROLES**

The above policy and procedures will apply to all employed and appointed positions within TWL. Consultancy contracts will follow similar principles depending on the extent of the contract in question.