



# Recruitment Policy

<b>Name of Author</b>	<i>Chief Executive Officer</i>
<b>Approved by</b>	<i>The Board of Directors</i>
<b>Approval date</b>	<i>7 April 2014</i>
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**Policy Applies to:** all staffing and Board Director recruitment and relevant voluntary / casual appointments.

## 1. Policy Statement

- 1.1 Hockey Wales is committed to recruiting the best quality people and recognises this has a direct impact on the success of both Hockey Wales as an organisation and Hockey as a sport. Hockey Wales is committed to ensuring that all relevant opportunities, paid or unpaid, are made available on a fair, consistent and equitable basis.

## 2. Scope

- 2.1 This Policy applies to the following Hockey Wales positions / programmes:
  - 2.1.1 Staff
  - 2.1.2 Hockey Agent
  - 2.1.3 Board of Directors
  - 2.1.4 Core programme of activity positions including Tier 2 360 Hockey centres and Tier 4 National Performance Programme positions, Workforce education and training delivery members
  - 2.1.5 Voluntary positions of significance including Regional Board roles and appointed sub groups of the Board

## 3. Exclusions

- 3.1 There may be occasions where this policy shall not apply, for example, but not limited to, the recruitment of specialist contractors, independent consultants, staffing restructures where jobs are at risk and relevant skills matches are evidenced or where it is deemed appropriate to advertise internally, short term or immediate vacancies. This decision will be made by the CEO or where the positions impacts on or conflicts with the CEO by the Chair of the Board.

## 4. Key Principles

- 4.1 Criteria - the criteria for selection should be based on the required skills, knowledge and competencies required for the role.
- 4.2 Authority for recruitment – all recruitments must be approved by the CEO, the Chair of the Board or for programme activities or voluntary roles by the Head of Sport.
- 4.3 Record Keeping and Management – A record of the full process of recruitment and selection should always be made and kept meticulously. It is the responsibility of the recruiting managers to ensure that records are kept, this includes notes of meetings, emails, telephone calls, copies of correspondence etc. These should include the names of those involved, dates, action taken and follow-up. All sensitive information should be treated confidentially and meet the requirements of the Data Protection Act.
- 4.4 Confidentiality – Throughout any proceedings under this policy, Hockey Wales will seek to ensure that confidentiality is maintained. However, this will not preclude Hockey Wales from disclosing information where necessary for the discharge of duties or as required by law, nor will this preclude Hockey Wales, where appropriate, from disclosing information about any outcome under this policy.
- 4.5 Disclosure and Barring Service Checks (DBS) – The Police Act 1997 provides a statutory basis for certain criminal record disclosures which may be used by employers according to the nature of the role. The requirement for a DBS check will be determined on a role by role basis. Failure or refusal to provide a DBS check may result in the individual not being appointed.

- 4.6 Permission to work in the UK – It is essential that a recruiting manager is fully aware of the legal obligations of the organisation when employing non-European Economic Area (EEA) nationals. All appointed persons must have permission to work in the UK.
- 4.7 Recruitment Monitoring – In order that the effectiveness of the recruitment policy can be monitored, applicants are asked to provide information for monitoring purposes. The information will not be used as selection criteria but it will provide information which is needed for monitoring and will not be made available to those selecting candidates to attend for interview.
- 4.8 References – satisfactory references are a core requirement of any appointment.

## **5. Roles and Responsibilities**

- 5.1 The CEO will act as the HR lead officer with overall responsibility. The recruiting manager will be responsible for developing relevant documents, seeking relevant authorisation and for the logistical aspects of the process. In the instance where the CEO is being recruited or has a conflict for any reason, the Chair of the Board or approved other will become the accountable officer. Fuller roles and responsibilities are highlighted in the procedures manual.

## **6. Advertisements and publishing the vacancy**

- 6.1 All staffing jobs will be advertised internally and in most cases externally at the same time.
- 6.2 All Board positions will be openly advertised, either on a rolling basis or fixed period of advertisement, unless there is a short term appointment required or a highly specialist skill. In this context, the required individual may be head hunted and appointed for the relevant period of time.
- 6.3 All other roles will be openly advertised either on a rolling basis or fixed period of advertisement.

## **7. Shortlisting**

- 7.1 The recruiting manager will lead the shortlisting process ensuring the job/role criteria are adhered to and used as the primary basis for selection/shortlisting. Those involved in the interview panel will normally constitute the shortlisting panel.
- 7.2 CVs will not be accepted on their own, the specified application process must be followed. Application forms or application instructions must be fully followed including the declaration of any criminal records or impending proceedings.
- 7.3 Any special requirements should also be outlined in respect of individual requirements which will be duly supported by the organisation.
- 7.4 All shortlisting will take place on merit using the evidence provided against the job/role criteria.

## **8. Selection Methods / Interviews**

- 8.1 The interview format will be agreed between the Recruiting Manager and the CEO. All interviews will be conducted by a panel of at least two people but preferably by a panel of an uneven number. The gender balance and profile of the selection panel will be considered when appointing the panel.
- 8.2 Varying methods of selection may be used depending on the role and may include, but not be limited to, competency testing, technical tests, psychometric tests, role plays, overnight stays, panel interviews and relevant presentations.

8.3 Travel costs are not generally provided for any role, employed or other.

## **9. Appointments**

9.1 All appointments will be made strictly on merit.

## **10. Relevant Checks**

10.1 All appointments will be made conditional upon satisfactory results from the following:

- 2 satisfactory references
- Confirmation of the right to work in this country
- Satisfactory Disclosure and Barring Service (DBS) disclosure (if relevant)
- Medical checks (if relevant)
- Declared conflicts (if relevant)

## **11. Probationary Period**

11.1 All staffing appointments will be subject to a probationary period which will be determined for each role.

11.2 Other roles may be subject to probationary periods and if so will be advised during appointment.

## **12. Recruitment Monitoring**

12.1 Hockey Wales seeks to recruit individuals on the basis of their ability and the requirements of the role. Hockey Wales will ensure that no individual receive less favourable treatment on the grounds of disability, gender, race, religion or belief, sexual orientation, marital status, parental status, caring responsibilities or hours of work.

12.2 All individuals are asked to complete an equality monitoring form which will be anonymous and only used for statistical analysis purposes to assist future recruitment.

## **13. Outcome and Making An Offer**

13.1 The recruiting manager will inform the successful candidate verbally and confirm offer details. Once the individual has verbally accepted, the recruiting manager will ask the CEO to authorise a formal offer letter.

13.2 The unsuccessful candidates will also be informed of the outcome.

13.3 Various employment checks will be necessary depending on the position. These are outlined in section 10.1.

## **14. Exit Interviews**

14.1 All employed staff are asked to complete a voluntary exit interview with their manager prior to leaving the organisation.

14.2 All other individuals are also asked to complete an exit discussion prior to leaving their role.

14.3 The purpose of exit interviews is to assist the organisation in making recommendations for change including any improvements but all information will

be dealt with sensitively and confidentially. Exit interview information will only be shared, where relevant, with the CEO or programme manager who in most cases will be the same individual conducting the exit interview/discussion.

## 16. Documentation Storage

- 16.1 All documents will be stored electronically where possible, occasionally paper copy documents may also be stored. In all cases documentation will be retained for a minimum of 12 months.

## 17. Further Information

- 17.1 For further information about any aspect of Hockey Wales Recruitment Policy, please contact:

Hockey Wales  
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