

THE COAL AUTHORITY

RECRUITMENT POLICY

Introduction

It is the Authority's policy that line managers and the Human Resources Department are jointly responsible for the recruitment of new employees. Line managers should ensure their departmental director has up to date information about future recruitment intentions. Responsibility for the recruitment of Grade CA7 employees lies with the Chief Executive in consultation with the Chairman.

Procedure

When there is a need to recruit a new employee into the Authority, the following procedure should be followed:

1. Subject to the role having previously been evaluated the line manager must first complete a Recruitment Authorisation Form (which can be obtained from Human Resources) and ensure it is discussed with and signed off by the relevant director and the Chief Executive. This form requires a justification for the post as well as:
 - An up-to-date job description
 - Grade and salary band (determined through Job Evaluation)
 - Advertisement wording and medium for publication
2. The form must then be forwarded to the HR department who will then deal with the necessary recruitment administration, including placing advertisements, arranging interviews etc.
3. Selection of candidates for interview must be decided jointly by the line manager and HR.
4. A member of the HR team should be included on the panel for all interviews.
5. All offers of employment, whether written or verbal, must have the prior approval of the relevant director and Chief Executive.

It is the Authority's policy that vacancies will be advertised internally (on notice boards/intranet) as well as externally and existing employees are to be encouraged to apply for vacant posts if they have the requisite skills, qualifications and experience.

The Authority aims at all times to recruit the person who is most suited to the particular role. Recruitment must be solely on the basis of the applicant's abilities, qualifications, experience and merit as measured against the job description and person specification. The guidelines in the Authority's equal opportunities statement must be followed at all stages of recruitment and selection. Each candidate will be asked to complete an Ethnic Monitoring Form. This will be separated from the applications before the selection process begins. An analysis of the ethnicity of all the applicants will be carried out at the end of the recruitment process. Line managers conducting

recruitment interviews must ensure that questions asked of job applicants are in no way discriminatory or personally intrusive. The interview should focus on the needs of the post and the skills, qualifications and experience needed to perform effectively.

A record of the interview must be kept and passed to HR. A job offer should not be made during or at the end of an interview. Selection testing may be used as part of the recruitment process.

Once the interviewers have made their selection, the terms of the offer of employment must be discussed and agreed by the relevant director and Chief Executive.

It is the Authority's policy to seek at least two written references, one of which must be from a previous employer, and documentary proof of qualifications and eligibility to work in the UK to meet legal requirement. Any offer of employment must be conditional on this documentation being satisfactory to the Authority.

Documentation held from the recruitment process will be destroyed after thirteen weeks with the exception of the successful applicant's application form which will be held in their personal file.

October 2008

EQUAL OPPORTUNITIES MONITORING

This information is confidential and will be treated as such.

Personal details

Name

Date of birth

Sex: male/female

Do you consider yourself to have, or have had a disability, as defined under the DDA

(please tick one box only)

Yes No

Please describe the nature of your disability

Disability

If you have a disability and have special needs with regard to the interview or the post, please indicate this in the space below.

Ethnic monitoring details

We ask this question based on the advice of the Commission for Racial Equality, following their guidance on the monitoring of an Equal Opportunities policy.

Please choose ONE section from A to F, and then tick the appropriate box to indicate your background.

A. Asian (Including Asian British, Asian English, Asian Scottish, or Asian Welsh)	Bangladeshi		TICK
	Indian		
	Pakistani		
	Any other Asian Background (please state)		

B. Black (Including Black British, Black English, Black Scottish, or Black Welsh)	African		
	Caribbean		
	Any other Black background (please state)		

C. Chinese (Including Chinese British, Chinese English, Chinese Scottish, Chinese Welsh)	Chinese		
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D. Mixed	White and Asian		
	White and Black African		
	White and Black Caribbean		
	White and other Mixed background (please state)		

E. White	British	English	
		Scottish	
		Welsh	
		Irish	

F. Other ethnic group	Any other Ethnic background (please state)		
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