



Halstead Town Council

Recruitment policy

Overview

If a vacancy arises at Halstead Town Council, the council will seek to recruit the most appropriate candidate for this post without bias, and while at the same time applying its Equality and Diversity policy. Before the post is advertised, the Staff Advisory Committee will review the current job description for the post and identify anything which should be added or removed. It will not discriminate in any way against a candidate on grounds of age, gender, disability, race, religion or sexual orientation. In recruiting the most appropriate candidate, decisions will be based on how well the candidate's qualifications and experience match the job description for the post.

Advertising the post

All posts which become available at the council will be advertised on the council website, on the council facebook page, on the official noticeboards and through an appropriate online site if necessary. A deadline for applications should be given on the job advert, and if possible, the date of interviews, and the band on the council salary scale. Applications will normally be requested in the form of a CV, to be sent by email to the Town Clerk.

Applicants are asked to provide the contact details of 2 referees at the time of application, and to explain any gaps in their CV.

Selection

After the deadline for applications has passed, SAC will meet to assess the suitability of the candidates for the post, and to make a shortlist for interview. Due diligence will follow for candidates on the shortlist. Factors to bear in mind will be:

- Qualifications
- Experience
- How well their experience matches the job description
- Self presentation at the interview

The Council should do its utmost to avoid a long delay between the deadline for applications and the interviews.

Interviews

The interview panel should be made up of 3 members of SAC and the Town Clerk. It may also be agreed to set an appropriate task to be carried out in the office, depending on the

post to be filled. Questions for interview will normally be designed by the Clerk, and will be asked by all members of the panel. Standard questions will be along these lines:

- What attracted the candidate to the job?
- How do they feel their previous experience equips them to do the job?
- Can they give an example of how they handled a problem in the past which is relevant to this post?
- How much do they know about what the Town council does?
- What questions would they like to ask about the job?
- If they were offered the post, what period of notice would they have to give?

After all candidates have been interviewed, SAC and the Clerk will discuss who they consider most suitable for the post. The Clerk must be allowed to state their opinion as they will have to work closely with whoever is appointed.

Offering the job

As soon as a decision has been made, the Clerk will be asked to contact the candidate by phone and/or email. It may be that the job is initially offered over the phone, but the offer must also be made formally in writing. The Clerk will follow up references and will send out the contract, policies/Staff handbook. Once the chosen candidate has accepted the offer, and suitable references have been received, the Clerk will advise the other candidates that they have not been successful. Full Council will be informed of the SAC's decisions. All appointments will be subject to a probationary period of normally 3 months, but this may be extended if the candidate does not appear to be coping well with the job.

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