

# MINSTEAD PARISH COUNCIL

## Recruitment Policy

Adopted by resolution of the Council on 6 January 2014

[Reviewed 2 March 2015]

### 1. Introduction

During the recruitment process Council will comply with all current legislation relating to Equal Opportunities and Discrimination.

Any Councillor with an interest (in any candidate or the vacancy) will be excluded from the decision-making process.

### 2. Job Specification

Council will agree the Job Description and salary.

### 3. Advertising

The vacancy will be advertised on the Council website and via local media.

### 4. Applications

Short-listing of candidates will be carried out by a minimum of two Councillors to include Chairman (or representative).

### 5. Interviews

Short-listed candidates will be interviewed by panel comprising at least three Councillors, to include Chairman (or representative). On completion of interviews, this panel will rank up to three candidates deemed suitable for the job. In the event of an equal vote, the Chairman (or representative) will have a casting vote.

### 6. References

Candidates will be asked to provide two references (if possible one character reference and one from an employer); references will be taken up prior to offering the post to a candidate.

### 7. Appointment

The Chairman (or representative) will offer the post to the chosen candidate, subject to satisfactory references. The candidate will normally be informed of the post offer within two weeks of the interview.