

Lubenham Parish Council RECRUITMENT POLICY

This Policy applies to the recruitment of: employees and appointees to other bodies where the appointee is not necessarily a Parish Councillor. Lubenham Parish Council is an equal opportunities employer and applies a professional approach to recruitment.

Advertising of vacancies

Any vacancy will be advertised using one or all of the following:

- Parish Council website

- Parish Council

- Noticeboard

- Local publications such as the Lubenham News and Harborough Mail

Applications

All prospective applicants will be given a Job Description.

All applications for a position must be in writing. Where appropriate references and a curriculum vita will be requested.

Applications will be sorted against the job description and candidates fitting the criteria most closely will be invited for interview.

Interviews

All applicants will be interviewed by the Chair of the Council and at least one other councillor. Interviews will be conducted to a prescribed set of questions.

All candidates will be scored against a set scoring criterion depending on answers to questions and scores averaged to define the best candidate for the job.

Unsuccessful applicants will be notified and offered feedback on interviews.

Employment

Successful applicants for employment will be provided with a Contract of Employment.

Employees will be subject to a 3-month probationary period.