

The Lomond Clinic Recruitment Policy

DATE April 2024 REVIEW DATE April 2027

Reviewer Name : Jill du Toit

Recruitment Policy

1. Purpose

The purpose of this recruitment and selection policy is to ensure we recruit:

- The best possible candidates, on the basis of their relevant merits.
- In an equal and inclusive way that is consistent with employment legislation and good practice;
- Through a process that supports our values;
- Positively promoting The Lomond Clinic as an employer of choice; • In a value-for-money way.

2. Scope

This policy applies to all candidates who are applying to work at The Lomond Clinic.

3. Policy Statement

Recruiting and selecting the best people is of paramount importance to the continued success of The Lomond Clinic. We want to constantly improve our performance as an organisation, to ensure we are doing all we can to protect and promote the interests of patients. To do this, we recognise we need to recruit from the widest possible talent pool and ensure we have the right balance of skills drawn from the health sector and/or other public or private organisations.

The Lomond Clinic's Resourcing and Recruitment team aims to ensure a flexible and business focused approach to recruitment, using a range of selection methods. Each recruitment campaign will be designed to identify the best person for the job, in the most time- and cost-efficient way, without compromising fairness, confidentiality or The Lomond Clinic's commitment to having a diverse workforce.

4. Recruitment Process

The Lomond Clinic's approach to each aspect of the recruitment process is outlined in sections

4.1 to 4.6 below.

4.1. Identification of a Recruitment Need

Before recruitment commences, the line manager for the role, in liaison with the Resourcing and Recruitment team, identifies the specific recruitment need and gains the necessary approval for the role.

4.2. Job Descriptions (including Person Specifications) A job description is prepared that will include:

- an outline of the job's main accountabilities; and
- a person specification, which details the criteria required to perform the job, against which candidates can be assessed throughout the recruitment process.

4.3. Advertising

The Lomond Clinic may choose to advertise through cost-effective external media in order to generate a diverse pool of potentially suitable candidates. Where appropriate, staff will be able to refer external candidates in line with the Employee Referral Policy. In certain limited circumstances, it may be appropriate to make an appointment without advertising the role internally or externally. An assessment of the potential impact should be made before deciding to appoint without advertising and approval should be sought in advance from the Executive Director of Organisation Transformation (or their nominee). In demonstrating that advertising should be waived, the assessment will need to show, amongst other things, that the equality and diversity implications have been considered and that there are no internal staff eligible for redeployment.

4.4. Applications and Shortlisting

All individuals regardless of race, age, disability, gender, gender reassignment, sexual orientation, religion or belief, pregnancy and maternity, marriage or civil partnership are encouraged to apply for vacancies. For further information about The Lomond Clinic's equality objectives, please refer to the Equality and Diversity Policy. Applications are treated with due confidentiality.

Shortlists will be determined by the extent to which a candidate's experience, knowledge and skills match the role requirements as demonstrated within their application.

Reasonable adjustments to the recruitment process will be made to ensure that no candidate is disadvantaged because of their disability.

Candidates will be notified of the decision made in respect of their application by phone or email. Due to the volume of applications, specific feedback will not generally be provided at shortlisting stage.

4.5. Selection (Assessments and Interviews)

The selection process will be as efficient and clear as possible in order to ensure a positive candidate experience within an optimum timescale. The expectation at the various stages in the process will be in line with the complexity of the job requirements. Candidates may be required to complete assessments such as case studies, presentations and/or other job-related exercises as appropriate for the job.

Interviews will focus on the needs of the job and the experience, knowledge, skills and competencies needed to perform it effectively. Candidates will be assessed consistently against the criteria.

All offers of employment will be made on merit following the selection process as outlined above.

4.6. Appointing New Employees

Before finalising an offer, The Lomond Clinic requires two satisfactory references (which may be taken at any stage of the process), completion of a work health assessment, and confirmation of the individual's right to work in the UK. For some roles, the offer will also be subject to a check of essential qualifications (e.g. legal practice certificate).

5. Data Protection/Confidentiality

Records relating to recruitment will be held and destroyed in accordance with the Data Protection Act. For further information, please refer to the Data Protection Policy.

6. Complaints

The Lomond Clinic strives to ensure that candidates understand the process and requirements and that they have a positive experience regardless of the outcome of their application. Where a candidate is dissatisfied with the handling of their application, external candidates can address their complaint to The Lomond Clinic's owner.