



## **Recruitment and Induction Policy & Procedure**

## **1. PURPOSE**

To ensure that the best talent available is recruited and retained efficiently and effectively. It is also to retain and improve DCCC's image in the recruitment market to that of a professional and preferred employer and to ensure opportunities are open to all with decisions based on an individual's ability alone.

Derbyshire County Cricket Club follows the ECB Safer Recruitment practices to ensure all staff and volunteers in cricket are suitable for their role, appropriately vetted and supported by their club.

## **2. SAFER RECRUITMENT**

As part of the ECB Safer Recruitment practice, the Club takes the following measures:-

- Clearly identifies the role we are recruiting for;
- Identifies the skills and knowledge required for the role;
- Holds interviews and explores why the candidate is interested in the role and why they want to be involved in cricket;
- Collects references from a suitable organisation such as an employer, community organisation or sports club;
- Asks to see certificates and evidence of qualifications;
- Supervises trial session for coaches;
- Discusses with the individual any gaps in their skills and knowledge and what training may be appropriate to address these;
- Supports the individual on an ongoing basis, including probationary meetings, one to one check-ins, making observations and recognising achievements and training needs;

Carries out DBS checks for those in ECB regulated activity.

## **3. RECRUITMENT POLICY**

Successful recruitment supports the achievement of business objectives by ensuring the highest calibre of individuals with the right experience; skills, knowledge and values join the staff at DCCC. However, it is not restricted to external hires and in its broadest sense must include ensuring that all employees have the opportunity to achieve their full potential.

Recruitment is conducted in the public domain and affects the reputation of DCCC in the eyes of potential employees and customers. Therefore, DCCC is committed to ensuring that all our recruitment processes represent a high degree of professionalism in dealing with candidates, its compliance to statute and in the standard of advertising used.

## **4. REFERENCES & RELATED DOCUMENTS**

The records listed below are held on the Employee file for the duration of employment in line with Data Protection Act and thereafter in line with General Data Protection Regulation (GDPR) legislation: -

- Recruitment Checklists
- Probationary Review forms
- Induction Documentation/checklist

## **5. RESPONSIBILITIES**

**5.1.** The Line Manager is responsible for identifying the vacancy and determining the requirements for the role, ensuring there is a job description and that the correct authority to recruit is obtained. Job description templates are available from the HR and Wellbeing Manager

The HR and Wellbeing Manager is responsible for: -

- Ensuring that the administration is correctly carried out
- Supporting the line manager in the preparation of the job description
- Drawing up and placing an advertisement in the agreed medium.
- Collating and forwarding applications to the relevant Line Manager.
- Arranging interviews in association with the Line Manager
- Checking Right to Work documentation in advance of any job offer
- Checking that, upon conclusion of the interviews, unsuccessful applicants are advised
- Ensuring that written references are obtained for the potential employee before the start of employment
- Ensuring offers of employment are presented in a timely and professional manner

**5.2.** The Line Manager and HR and Wellbeing Manager are responsible for ensuring that the induction process is carried out and that the Induction checklist is completed, signed and returned to HR to be scanned to the individual's personal file.

## **6. REQUIREMENTS**

### **6.1. Vacancy specification**

All vacancies shall be properly specified to ensure that candidate search and subsequent selection processes are as rigorous as possible. The specification should include: -

- Job description
- Proposed salary banding
- Minimum criteria for the purposes of filtering applications

- Type of Contract i.e. full time, part time, casual, fixed term

## **6.2. Authorisation**

- All vacancies shall be pre-authorised by the CEO to establish budget limits and avoid wasted recruitment effort.
- In all circumstances it is the Line Manager's responsibility to check that appropriate authorisation to recruit is obtained and forwarded to HR prior to sourcing applicants for the vacancy.
- In order to proceed in appointing an individual, the manager must ensure that the applicant's CV, interview notes / assessments and right to work documentation are returned to HR.

## **6.3. Applicant Sourcing and Advertising**

- All staff recruitment activity will be co-ordinated through the HR and Wellbeing Manager to ensure the most economical and effective approach to advertising and agency searches where necessary.
- Vacancy opportunities will be offered to potential internal applicants in advance of, or simultaneously with, external advertising
- No recruitment should take place solely, or in the first instance, through recommendations of employees, as this conflicts with the principles of the company's Equal Opportunities Policy. A vacancy must exist and alternative sources of applicants sought so as to allow selection of the best candidate.
- Applicants from outside the European Economic Area, who do not hold an appropriately endorsed passport, can be considered for employment under certain, tightly controlled circumstances. In all instances, the interviewer should identify if a requirement for a work permit exists. It is the ultimate responsibility of the recruiting line manager to ensure that the applicant has the legal right to work in the UK.
- The Line Manager should discuss with HR the dates for the advert to appear. In all cases, unless explicitly specified to the contrary, applicants will be given two to three weeks to apply. The manager will agree with the HR and Wellbeing Manager dates for short listing and interviews at this stage. The scope and choice of advertising will be co-ordinated by HR to ensure consistency and economy.
- Roles may be advertised using:
  - Indeed
  - DCCC website & Social Media (HR will send advertisements to the Media & Marketing Manager to display)
  - The Caterer for hospitality roles
  - The Cricketer for cricket roles
  - UK Sport
  - BMEjobs.co.uk
  - Sporting Equals

- Agencies to be contacted only when these options have been explored and a suitable candidate has not been found

#### **6.4. Receipt of Applications**

- Applications are received via the [jobs@derbyshireccc.com](mailto:jobs@derbyshireccc.com) email address
- Screening of applications and short-listing should be carried out fairly and rigorously using the vacancy specification or role profile.
- Rejected applicants will receive notification via HR
- Interview invitations will be arranged by HR

#### **6.5. Interviews**

Line managers will carry out interviews together with one of the senior management team or the HR Manager. In readiness for any interviews, an interview pack will be prepared by HR this will include:

- Job description
- Interview note template
- CV of candidate
- Schedule of interviews with timings
- Assessment documentation if required for the role
- All the interview notes, CVs etc to be returned to HR once a candidate has been chosen

#### **6.6. Offer of Employment**

- The HR and Wellbeing Manager is responsible for sending out contracts, offer letters and payroll/personal details forms. Applicants will usually be asked to notify their response within seven days. If this is not forthcoming HR will follow-up with a letter or phone call.
- HR will be responsible for initiating all reference enquiries and ensuring speedy response.
- References will be taken up once the conditional offer has been accepted.
- The employee will not be permitted to start until written references have been received and checked by the Head of Department
- A start date will be agreed between the Line Manager and the candidate and HR
- Qualifications and Training documents necessary will be requested by HR to verified on the first day of employment.

### **7. INDUCTION PROCESS**

- The HR and Wellbeing Manager and Line Manager will keep in touch with the successful candidate by email or telephone to ensure that the induction to DCCC begins from the date of the acceptance of the role.

- HR and Wellbeing Manager to contact IT to request new starter set up and organise laptop or PC and mobile phone if applicable with the Finance team.
- The Head of Finance will arrange to contact IT to inform them which laptop or PC the new starter will be using or if necessary to arrange the purchase of a new machine
- HR to inform reception of new starter name and date of start in readiness for staff pass and tickets to be issued
- Site/Local Inductions are arranged and conducted locally, to be completed on the first day of employment by the Line Manager and HR and Wellbeing Manager
- An Induction Checklist to be completed by the Line Manager and HR and Wellbeing Manager (Appendix A)

## Appendix A

### NEW STARTER INDUCTION CHECKLIST

Name: -----

Job Title: -----

To be completed by Line Manager & HR Manager	
1. Absence policy and procedure explained	<input type="checkbox"/>
2. Appraisals process and probationary reviews	<input type="checkbox"/>
3. Building access, security procedures, car parking	<input type="checkbox"/>
4. CEO meet and greet	<input type="checkbox"/>
5. Safeguarding policy issued and receipt received	<input type="checkbox"/>
6. Safeguarding Officer induction organised, where applicable	<input type="checkbox"/>
7. Emergency arrangements: fire exits and assembly area	<input type="checkbox"/>
8. Employee handbook issued and receipt received	<input type="checkbox"/>
9. Expenses process	<input type="checkbox"/>
10. Facial recognition log in	<input type="checkbox"/>
11. First Aid Boxes (locations) First Aiders, Accident book	<input type="checkbox"/>
12. Health & Safety Policy issued	<input type="checkbox"/>
13. Holiday form issued & process explained	<input type="checkbox"/>
14. Inform of IT Support and provide contact details	<input type="checkbox"/>
15. Inform of payroll processes – pay dates, lieu / process etc	<input type="checkbox"/>
16. Issue key fob	<input type="checkbox"/>
17. Issue password for PC	<input type="checkbox"/>
18. Organisation Chart	<input type="checkbox"/>
19. Passport or right to work copied and verified	<input type="checkbox"/>
20. Player Match Official Area (PMOA) explained	<input type="checkbox"/>
21. Qualification & training certificates to be verified & copied for personal file	<input type="checkbox"/>
22. Role profile/job specifications agreed	<input type="checkbox"/>
23. Signed receipt for laptop & mobile	<input type="checkbox"/>
24. Staff pass and complimentary tickets to be issued by Reception	<input type="checkbox"/>
25. Tour of ground – meet staff & colleagues	<input type="checkbox"/>
26. Working hours, break times and location of facilities explained?	<input type="checkbox"/>

Signed (Employee) -----

Date -----

Signed (Manager) -----

Date -----

Signed (HR) -----

Date -----