

Recruitment and Selection

1. The Purpose

This policy sets out the Forestry Commission's (FC's) approach to the recruitment and selection of individuals for vacant posts.

2. The Principles

The principles of the policy are to:

- support the [People Strategy](#) aim of having the right people, in the right place, at the right time, to meet business demands;
- ensure recruitment and selection in the FC is consistent, transparent, fair and cost effective;
- minimise the need for redundancies among existing employees by considering redeployment before recruitment;
- comply with employment and equality legislation and the [Civil Service Commission Recruitment Principles](#); and
- ensure that management actions are objective, non-discriminatory and in line with the FC's commitment to equal opportunities.

3. The Policy

In line with [HR Policy and HR Procedure – Re-deployment](#), a FC employee at risk of redundancy will be considered for any approved vacancy, before the recruitment process may start.

In line with the [Civil Service Commission Recruitment Principles](#), and following the process set out in Section 6 of [HR Procedure – Recruitment and Selection](#), appointments in the FC are made on the basis of merit through fair and open competition:

- **Merit** - the appointment of the best available person judged against the essential criteria for the role. No one should be appointed to a job unless they are competent to do it and the job must be offered to the person who would do it best.
- **Fair** - there will be no bias in the assessment of candidates. The selection processes will be objective, impartial and applied consistently.

- **Open** - job opportunities will be advertised publicly. Potential candidates will be given reasonable access to information about the job and its requirements, and about the selection process. In open competitions, anyone who wishes must be allowed to apply.

The 'essential criteria for the role' will consist of any elements of experience and professional/technical expertise described as essential, along with **all** competencies and behaviours, in the person specification.

No employee will be permanently promoted to a higher pay band unless they are appointed on the basis of merit through fair and open competition and then continue to hold a post at this higher pay band for three years or more.

Appointments out-with this process can **only** be made in specific and limited circumstances, as set out in Section 7 of [HR Procedure – Recruitment and Selection](#).

3.1 Your responsibilities as an employee

You are expected to:

- make yourself aware of and understand this policy, and the associated procedure;
- fully participate in the recruitment and selection process if you wish to apply for a vacancy; and
- take responsibility for your own career development, understanding that career progression may require you to relocate, as set out in [HR Policy and HR Procedure – Relocation Expenses](#).

3.2 Your responsibilities as a manager

You are expected to:

- make sure that you and your team are aware of and understand this policy, and the associated procedure;
- implement this policy, and the associated procedure, effectively, fairly and promptly;
- encourage your team to consider their own career development and provide support and guidance, as appropriate; and
- participate as an independent board member in the selection processes of other cost centres, where required.

3.3 Human Resources responsibilities

Human Resources have responsibility for:

- co-ordinating recruitment and selection activities efficiently;

- giving advice and guidance on the application of this policy, and the associated procedure, and providing a range of support to vacancy holders (recruiting managers);
- regularly auditing samples of recruitment exercises to ensure that the principles of this policy are being followed;
- undertaking equal opportunities monitoring to assess the FC's delivery of its commitment to recruit people from a diverse range of backgrounds; and
- monitoring and reviewing this policy, and the associated procedure, in consultation with the FC Trade Unions.