

# Recruitment and Selection

## 1. The Purpose

We have written this policy to ensure we have a consistent, fair and cost effective approach to the way we recruit and select candidates for posts within the Forestry Commission.

This policy supports the Forestry Commission's People Strategy that aims to have the **right people** in the **right place** at the **right time** to meet our business demands.

## 2. The Principles

Appointments within the Forestry Commission will be made on the basis of merit through fair and open competition in line with these principles:

- **Merit** - the appointment of the best available person; 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 and selection procedures will be objective, impartial and applied consistently.
- **Open** - job opportunities will be advertised and potential candidates will be given reasonable access to information about the job and its requirements, and about the selection process.

## 3. The Policy

Our employees are fundamental to our success and therefore, whether we are filling a post internally or looking outside the Commission to fill a vacancy we aim to recruit and select the best available person for the job.

Our policy:

- complies with the Civil Service Commission Recruitment Principles;
- meets legal and departmental diversity and equality requirements; and
- promotes best practice.

### 3.1 Your responsibilities as an employee

You are expected to:

- be responsible for your own career development;
- fully participate in the selection process if you are interested in a vacancy; and
- understand and acknowledge that career progression may require you to relocate.

### 3.2 Your responsibilities as a manager

You are expected to:

- provide support and guidance to your team so that they fully understand the career options that may be available to them;
- comply with all recruitment authorisation procedures;
- understand and implement the policy and its procedures effectively, fairly and promptly when you have a vacancy; and
- support other areas of the business by participating in the interview process as an independent interview board member when required.

### 3.3 Human Resources responsibilities

Human Resources have responsibility for:

- give advice, guidance, support and training to line managers on applying this policy and its procedures;
- co-ordinate recruitment activities efficiently;
- advise managers on possible resource options; and
- advise managers on selection methods.