

Recruitment Policy

The recruitment and selection decision of new hires is of prime importance and directly links to the Museum's success. Effective recruitment and selection procedures will support this and ensure that we operate efficiently and identify talented and competent individuals in a timely manner.

Hertford Museum's recruitment policy will:

- ♦ be fair and consistent;
- ♦ be non-discriminatory;
- ♦ conform to all statutory regulations and agreed best practice.

Every effort should be made to attract applications from all sections of society and to ensure fair treatment throughout the recruitment process. This will include:

- ♦ Checking that job and person specifications are relevant and non-discriminatory
- ♦ Ensuring that the wording and images used in job adverts reflect and appeal to all sections of society
- ♦ Using advertising media that reach all sections of society
- ♦ Short listing only those candidates whose skills, qualifications and experience most closely match the person specification
- ♦ Asking fair and consistent questions at interview
- ♦ Keeping records of the recruitment and selection process, including interviews
- ♦ Monitoring recruitment and selection to ensure equality of opportunity throughout the process and, if necessary, taking steps to eliminate any discriminatory practices.
- ♦ An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

To ensure that these policy aims are achieved, the Curator will receive training in effective recruitment and selection.