
RECRUITMENT POLICY AND GUIDELINES

If an additional contract for delivery of service is identified by the Committee, the following considerations will be taken. Additional considerations may be taken if the role is fully or partially financed by an external funder. The contract will be advertised in the first instance through the TEG newsletter. A clear brief and application guidelines for the contract including fees, outcomes and length of commitment with a clear deadline for submission, will be available to download as a PDF from the TEG website, and can be provided in alternative formats on request.

Receipt of completed application forms

Applications are confidential and the identity of applicants is only seen by the shortlisting committee. Members of that committee are obliged to declare any conflicts of interest and if necessary remove themselves from the panel.

The deadline for receipt of completed application forms will be clearly stated, and include a time of day. Late applications will not be accepted.

A secure folder will be set up by the Chair on Dropbox, with an invitation extended only to members of the panel. All completed application forms will be added to this folder at least 5 working days before shortlisting deadline. Members of the panel should read all applications and develop a shortlist of up to 4 candidates, according to a marking form, created to address the specific characteristics of the role. Immediately after the shortlisting deadline, the Chair will compare shortlists from the panel and discuss any discrepancies, before creating a shortlist based on the marking scheme. The top 4 scoring candidates will be invited for interview.

Shortlisting

Standard applications which do not pay any attention to TEG's requirements, as stated in the application pack, are simply acknowledged on receipt but eliminated automatically at the shortlisting stage.

The contents of any monitoring forms are not divulged or made available to the interview panel, except in the form of a statistical analysis (i.e. without names or any other reference to individuals).

All applications are considered together at the shortlisting stage. Names and contact details are deleted from applications, in order to be as fair as possible to everyone.

Applicants invited to interview will be able to claim travel expenses for a standard rail ticket or equivalent, on presentation of receipts provided. In exceptional circumstances, accommodation and subsistence will be allowed with prior agreement. References will be taken up after interviews.

Invitation to interview

When TEG allocates interview times, candidates who have to travel a long way will normally be offered a later time.

When scheduling the interview day, allow 10 minutes between candidates and make sure you allow enough time for tours and tasks.

If there is a task that the candidate needs to prepare for, this will be explained to them in writing, and they will be given adequate time to prepare.

When contacting candidates, ensure that they know how to get to the venue, and what time they will be needed.

Candidates should advise TEG if they have any access requirements that we need to be aware of. TEG will arrange accommodation for interview in a fully accessible venue and support suitable interpretation if required.

TEG will reimburse reasonable travel, also any child or dependent-care (e.g. for a relative with Alzheimer's), costs incurred directly in connection with attending an interview. In the case of travel, candidates should use the cheapest form of transport at off-peak rates and standard class travel where possible.

Subject to prior approval, they may use their own car for travel if it is cheaper than public transport, at the rate of 45 pence per mile of a return journey. Subsistence costs may be reimbursed if the interview requires the candidate to stay overnight away from home. When no meal is provided, the allowance will cover breakfast (only when not provided in a hotel or Bed & Breakfast) luncheon and dinner at a rate agreed in advance. Claims for reimbursement of expenses, together with relevant receipts, should be sent to the TEG Administrator.