

OPPORTUNITIES AT WMPF

RECRUITMENT PROCESS

Our People are our greatest asset and its through their development and commitment to our customers that the Fund achieves success.

Having the right people with the right skills, knowledge and behaviour is fundamental to the work of the Fund to ensure our organisation is able to respond to our wide range of both internal and external customer needs.



West Midlands Pension Fund

APPLICATION

We are committed to ensuring that we recruit from the widest possible field and appoint on the skills and behaviour requirements of the post detailed in the job description.

All vacant posts are advertised within the City of Wolverhampton Recruitment process open to initially redeployment employees, internal and external and advertised on **WMJobs**.

All online applications received are anonymised and therefore will not include any personal information to ensure its a fair, consistent, and unbiased process.

SHORTLISTING PROCESS

It is important that applicants are treated fairly and courteously at every stage of the recruiting process. The panel will shortlist the candidates who best match the person specification, ensuring they meet the essential criteria and hold the required qualifications and/or experience., the aim of the selection is to predict how likely a person is to succeed in a particular job and to identify and understand what support a person may need to support their development into post. This prediction will be more successful if it is based on a systematic approach that is fair, unbiased and objective.

To ensure shortlisting is consistent, the panel complete a shortlisting matrix of skills outlined in the essential/desirable criteria of the Job Description.

The panel initially complete the shortlisting individually and then agree a collective final shortlist.

Candidates are shortlisted if they meet all the essential criteria of the personnel specification. Following the initial shortlisting exercise, and depending on the number of applications and quality of applicants, the panel may look to shortlist further based on the desirable criteria.

GUARANTEED INTERVIEWS

City of Wolverhampton Council (CWC) operates a Guaranteed Interview Policy for people with disabilities, care leavers and or veterans if they meet the essential criteria for the role.

Reasonable Adjustments

Opportunity is available on the application form to detail any reasonable adjustments or support required at the interview

Reasonable adjustments can be put in place to support the candidate during the interview process. i.e hard of hearing an interpreter can be present at the interview or extra time provided for tests/interviews if required.

THE PANEL

The panel will consist of three people. One of these will be the Manager of the relevant department. All panel members will have undertaken unconscious bias training and represent as many protected characteristics as possible., race, gender and ethnicity.

INTERVIEW QUESTIONS

Interview questions are based on the skills and behaviors required for the role which are detailed in the person specification of the Job Description. Each candidate is asked the same set of questions and will be scored independently of their answers by each panel member. Once all interviews are complete, the panel will reconvene and confirm scores. The post is offered to the highest scoring candidate that exhibits the skills and behaviors that meet the requirements of the role.

POST-INTERVIEW

At the conclusion of the interview, candidates will be provided with an expected timeline of the recruitment process and when expected to be informed of the outcome.

All candidates, whether they are successful or unsuccessful, will receive constructive feedback to enhance their performance with future interviews.

Successful candidates, will be contacted and conditionally offered the position following completion of the recruitment checks. The conditional offer of employment will be subject to suitable references, a medical assessment and pre-employment checks.

It is advised not to hand in notice at this stage until all checks are completed.

Whilst employment checks are taking the place, the Fund will prepare a robust induction programme that begins before a person starts, ensuring they are informed and prepared for their first day. This support continues throughout their role with individual development plans, supported monthly 1-2-1 and annual appraisal to ensure everyone has the opportunity to set personal goals and to seek opportunities for development achieving success in their roles.

PROBATION

All employees are required to satisfactorily complete a six-month probationary period. New employees or those that have changed roles will have a bespoke Personal Development Plan which link individual goals into expectation of role, performance and behaviour to provide regular opportunity for constructive feedback at regular discussions on individual performance during 1-2-1 and appraisal meetings.

The probation policy helps new employees establish their suitability for the post to which they have been appointed to and to provide a 'settling-in' period. Probation review meetings will be carried out at one, three and six months for all employees.

People are proud to work for the Fund and feel valued, supported and included in our focuses and priorities. Having the right environment that supports our people and customers is critical to the service we provide including how we work now and in the future.



People Services
WMPF