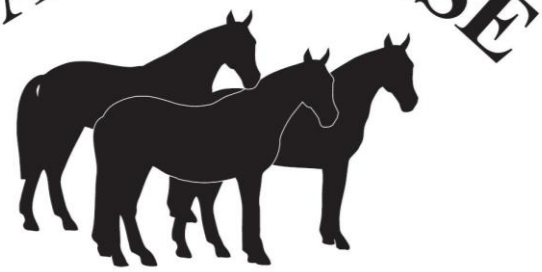
CART HORSE



PROTECTION ASSOCIATION

HR RECRUITMENT

AND

SELECTION POLICY

Created :	December 2022
Last Revised :	
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HR Recruitment & Selection

1. Objective of the policy

The objective of this policy is to:

1.1 Ensure compliance with relevant legislation, equitable, recruitment practices and consistent application within Cart Horse Protection Association (CHPA) with the aim of providing a structured framework for the advertising of vacant or new positions, the invitation of applicants, the short listing, interviewing and selection process and the appointment decision.

1.2 Ensure that CHPA always recruits, selects, appoints and retains the best available employees to ensure quality and sustainability of the organisation through its dependence on competent, efficient and motivated employees.

2. Application of the policy

2.1 This policy applies to all employees employed at CHPA.

2.2 The recruitment remains the responsibility of the General Manager and the relevant Team Leader.

3. Selection criteria

The following selection principles must be adhered to:

3.1 The recruitment and selection process should be based on an objective assessment of whether the candidate is suitably qualified for the specific post/vacancy in question;

3.2 A candidate may be suitably qualified for a specific job if he or she meets the competency criteria/inherent requirements of the job by virtue of any one or any combination of that candidate's:

- 3.2.1 Formal qualifications;
- 3.2.2 Prior learning;
- 3.2.3 Relevant experience; or
- 3.2.4 Capacity to acquire, within a reasonable time, the ability to do the job;
- 3.2.5 "Competency criteria/the inherent requirements of the job" may be defined as the core results to be achieved in a specific position and the knowledge, skills and personal abilities necessary to achieve such results; and
- 3.2.6 The selection criteria must be fair and reliable, and must be openly and consistently applied.

4. Vacancies

4.1 Details of any vacancies with a recommendation as to the filling of the position must be forwarded to the Management Committee by the General Manager for approval.

4.2 If filling of the vacancy is approved, the General Manager will advertise the vacant position/s in:

a. Local newspapers and / or other appropriate medium or;
b. Source candidates through a recruitment services provider subject to prior expenditure approval by the Management Committee.

4.3 All responses to the advertisement will go directly to the General Manager who will select suitable candidates for the first interview, in conjunction with the relevant Team Leader.

4.4 The General Manager will conduct the necessary reference checks on applications of potential candidates.

4.5 Suitable applicants will be short-listed and invited to return to the Epping Clinic Site for a morning of job observation and if necessary and required, a second interview.

4.6 The General Manager will advise all external and internal applicants of the outcome of their application.

4.7 Engagement will only take place once the “letter of appointment or contract of employment” has been finalised by the General Manager.

4.8 No person may be employed without first receiving written confirmation from the General Manager. A new employee may not commence working in the vacant position prior to the finalisation of the letter of appointment.

4.9 The General Manager is responsible for ensuring that all the necessary documentation is completed and relevant documentation forwarded to the Administrator immediately after engagement.

4.10 The General Manager and relevant Team Leader will ensure that the new employee is properly inducted into his/her position, as per the company policy.

5. New Positions

5.1 All motivations for the creation of new positions will be submitted to the Management Committee with details as to the need for the position, for final approval.

5.2 In the event of a newly created position, the General Manager and relevant Team Leader will compile a Job Description and motivate the creation of the position.

5.3 The recruitment procedure as above will apply.

6. Internal Applications

6.1 All internal applications must be forwarded to the General Manager.

7. Casual/Temporary Employees

7.1 This refers to employees who are signed on for a fixed term contract.

7.2 All applications for the appointment of a temporary employee must be forwarded with a full motivation to the General Manager. The General Manager must forward the application with his/her recommendation to the Management Committee for final approval.

7.3 The period of employment may not exceed three months from initial date of engagement unless specifically approved by the General Manager in conjunction with the Management Committee.

7.4 The General Manager will monitor such engagements, and prior to the expiry of the three-month period, will advise the Management Committee who must give their approval for such an employee to be considered for a permanent position. Any permanent appointment will be subject to the continued need for such position.

7.5 The contract for any casual/temporary employee not required on a permanent basis will be terminated.

8. Selection Process

8.1 Selection Phases

There are two selection phases:

8.1.1 Selecting candidates sourced from the adverts for interviews; and then
8.1.2 Selecting candidates after interviews for the position.

The same criteria and factors must be considered for each of these phases. Records must be kept of reasons for not selecting a candidate at any stage of this process. Such record must be kept for a minimum of twelve months in terms of the current legislation.

8.2 Process of Selection

The subsequent steps must be followed:

8.2.1 The General Manager will receive all applications and will screen the applications against the established minimum criteria as listed in the job specification. This screening includes, but is not limited to, document review and telephonic or initial interviewing. The purpose is to screen out applications that do not meet the minimum criteria for the position as specified. Where applications do not meet the minimum criteria, the General Manager must inform the candidate/s of this.

8.2.2 The next stage of the selection process is where the General Manager reviews screened applications in order to assess the extent to which they meet or exceed the requirements for the position.

8.3 Selection for an Interview

When selecting job candidates for an interview, the subsequent process must be followed:

8.3.1 Determine whether the candidate is suitably qualified to perform the inherent requirements of the job as defined in the job description;

8.3.2 All the candidates who do not receive a positive answer with regards to the specific job specification and the rest of the selection criteria can be rejected, unless the disqualifying factor can reasonably be accommodated;

8.3.3 Only if all the suitably qualified candidates are from the same group and no potential for unfair discrimination exists, can advantageous issues beyond the inherent requirements of the job be considered;

8.3.4 Reference checking may be used to assess whether a candidate is suitably qualified for the position. Reference questions may relate to an objective assessment of whether the candidate meets the competency criteria of the job in question.

8.4 Interviewing

8.4.1 The General Manager with the relevant Team Leader, will interview short-listed candidates, using standardised assessment data and interview guides as the basis for the interviews.

8.4.2 The General Manager and the relevant Team Leader must achieve consensus on the results of the interview process. The reason for the need to achieve consensus is to ensure consistency and to avoid any allegations of arbitrary decision-making.

8.4.3 In the event that consensus is not achieved, the details may be referred to the Management Committee. The Management Committee's decision will be overruled

only in the event that the selection decision would contravene any South African employment law.

8.4.4 Every interview should have a panel of at least two persons from the Association present, one of whom must be the General Manager.

8.4.5 Following the interview, the General Manager and the relevant Team Leader must evaluate the interviewee in terms of whether or not they meet the competency criteria set out in the job specification.

8.4.6 All notifications to unsuccessful candidates and all job offers must be in writing and will be issued by the General Manager.

8.4.7 Once the candidate has been selected, the General Manager will draw up the letter of appointment, based on negotiations between the Association and the candidate.

8.4.8 The General Manager will contact the successful candidate and make the offer.

8.4.9 The General Manager will ensure that the letter of appointment is signed and returned to the Association prior to the employee commencing employment and that the documentation is processed for Payroll purposes.

9. **Equal Employment Policy:**

It is the policy of the CHPA to provide equal opportunity for all qualified persons and not discriminate against any employee or applicant for employment because of race, colour, religion, sex, age, national origin, veteran status, disability, sexual orientation or any other protected status.

This policy applies to recruitment and placement, promotion, training, transfer, retention, rate of pay and all other details and conditions of employment.

Employment and promotion decisions will be based on merit and the principle of furthering equal opportunity. The requirements we impose in filling a position will be those that validly relate to the job performance required.

All other personnel actions including compensation, benefits, transfers, layoffs, recalls from lay-offs, training, education, tuition assistance and recreation programs will be administered without regard to race, colour, religion, sex, age, national origin, disability, veteran status, sexual orientation or any other protected status, in accordance with appropriate law.

10. **Employment of Relatives**

Employment of relatives or friends is permitted, except in circumstances where an appointment would place related people in supervisory and subordinate roles within the same office or department or in a situation where influence could be exerted, directly or indirectly, on future decisions concerning the status of employment, promotion, or compensation.