



## **Gaia Education Recruitment Policy**

### **Policy brief**

Our candidate hiring and recruitment policy describes the process for properly assessing and selecting external candidates. It is the organisation's policy to find candidates who meet the qualifications of the open position. Our organisation is committed to our [Equal Opportunities and Diversity policy](#) when conducting hiring processes. All involved hiring parties need to provide a well-executed and discrimination-free hiring initiative and procedure.

### **Scope**

This hiring and recruitment policy applies to all employees and contracted staff involved in the company's hiring process, including all departments of the organisation. It refers to anyone who is a prospective job candidate.

### **Job Descriptions**

The applicable team's Focal Point is responsible (as Recruitment Supervisor) for initiating job descriptions. The co-CEOs are responsible for approving their publication.

It is the responsibility of the team Focal Point, in consultation with their team members, to determine their team's hiring needs and identify the necessary qualifications for open positions with their department.

Job Descriptions must include:

- Overview of Gaia Education as an organisation
- Position title
- Purpose for opening the position
- Hours and shifts (if defined)
- Hourly rate range
- Employment Status
- Role responsibilities
- Qualifications, skills and experience requirements (essential and desirable)
- Who to write to for more details
- How to apply (CV, cover letter, references) and email to send to ([vacancies@gaiaeducation.org](mailto:vacancies@gaiaeducation.org))
- Deadline date and time for application
- A link to our [Privacy Policy](#), for GDPR purposes.

For an example job description, [click this link](#).

### **Intake meetings**

It is the responsibility of the applicable Recruitment Supervisor to arrange an intake meeting with the co-CEOs prior to posting an official position opening to discuss the details of the position, necessary requirements and the ideal candidate profile. It is during this meeting that the recruiting

parameters are to be set and key team members must be present to establish expectations of the job posting.

### **Open and Transparent Job Postings**

It is the responsibility of the Recruitment Supervisor to prepare job postings that succinctly detail the position and properly illustrate Gaia Education's brand and culture. The Recruitment Supervisor is to post all job openings both internally and to external web sources that are appropriate for filling the role, to ensure a fair and transparent process.

Examples of external web sources previously used include:

- The Gaia Education website
- Gaia Education social media (Facebook, twitter, Instagram, LinkedIn)
- Reed/Indeed (- not always as this can draw many inappropriate applications due to a lack of filter)

Job postings are to remain open until they are filled.

The Recruitment Supervisor is responsible for keeping track of all applicants, preserving applications and resumes as necessary, and keeping the co-CEOs informed of progress and completion. (See GDPR Data Protection requirements below).

### **Internal job candidates**

Current employees and contracted staff can qualify for an open internal position if they meet the requirements. Staff with less than a year of service with the organisation may need to gain consent from their team focal point.

All applicants seeking an open vacancy are to be taken into consideration solely on their qualifying capabilities and ability to fulfil the role successfully.

The Recruitment Supervisor is responsible for notifying internal candidates not chosen for a position.

### **Interview procedures and processes**

After the application deadline has passed, it is the responsibility of the Recruitment Supervisor to screen applicants and resumes against the role's skills and experience criteria in a standardised way, before scheduling interviews with selected candidates.

All those who have not made it to the interview can be contacted by email as long as the numbers do not exceed the recruitment supervisor's capacity to do so.

The recruitment supervisor must email the candidates who have reached the interview stage to schedule an appointment.

The hiring supervisor must conduct an initial interview that tests an applicant based on behavioural questions and a structured process. It is recommended that a second staff member join the supervisor to provide a second opinion.

The following procedure is recommended:

- Introductions and an overview of the parameters of the interview
- An introduction to Gaia Education and the role in question
- Go through a list of prepared questions, such as on [this list](#).
- Ask if they have any questions
- Indicate when they will find out if they are successful

After each interview, in selecting the successful candidate, the recruitment supervisor is responsible for the following procedure:

- Candidate evaluation forms should be collected and filed with the applications.
- Send offer email to successful candidate, pending references
- With positive response, send reference requests and verify that responses support the candidate's success
- Once the offer is accepted, notify applicants not chosen for the position, thanking them for their application

### **GDPR Data Protection**

Under general circumstances, unsuccessful candidates' application documents must be kept for a minimum of 6 months (in case of legal action), and then be deleted.

They must be filed within a password protected folder.

If a candidate showed promise for a future role, we can justify keeping their records for one year, as long as we have received their consent.

Please read our [GDPR Privacy Policy](#) on the website.

### **Onboarding**

All successful candidates must be given a thorough onboarding process, to ensure that they are given the best possible understanding of their role, the team, and Gaia Education as an organisation.

A standardised Onboarding Pack needs to be used for each newcomer.

Please modify [this onboarding pack template](#) to ensure it is up-to-date and matches each individual newcomer's needs, and follow the procedure.

### **Gaia Education**

**08/12/22**