



SECTION	People and Culture
PROCEDURE	Recruitment
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1. Introduction

This document outlines the procedure in which Club Doncaster Employees should follow in the recruitment of either volunteers, permanent staff or casual staff.

2. Volunteer process

1. Requests for volunteers should be sent to People and Culture Department with the Chief Executive Officer copied in for sign-off.
2. Once approved, the People and Culture department will coordinate requests for volunteers:
 - a. Advertising
 - b. Collating CVs/Expressions of Interest
 - c. Sharing responses with department leads
 - d. Organising interview dates (where necessary)
3. Before successful volunteers can begin work at the Club, the following checks need to have taken place with People and Culture:
 - a. Any e-learning tasks that may need completing to start their position
 - b. Any health and safety requirements before volunteering commences
 - c. Any certification requirements
 - d. Two references to be made
 - e. Enhanced DBS Check to be completed
 - f. Social media background checks to be completed
4. On approval of all stages applicable on step three, People and Culture will confirm a start date for the volunteer and, if necessary, any additional requirements:
 - a. IT equipment
 - b. Email
 - c. Protective workwear
5. People and Culture will confirm any processes that need to take place as part of the start date:
 - a. Induction
 - b. Policy sign-off
 - c. Health and safety induction

3. Permanent/casual Employee recruitment process

1. Requests for recruitment for positions to begin are to come to People and Culture, with the Chief Executive Officer copied in. These requests can only be made by senior executive officers, or middle management who report into a member of senior management.
2. People and Culture will begin the recruitment process by:
 - a. Advertising
 - b. Collating applications
 - c. Sharing good applications with the member of senior management or manager.
 - d. Organise date(s) for interviews to take place
3. Before the successful candidate can begin working at Club Doncaster, they must complete:
 - a. E-learning tasks on: ACT, Prevent, Playing for Inclusion and Safeguarding. These are to be updated regularly during the course of employment.
 - b. Checks on any relevant certificate requirements.
 - c. At least two references to be made (one professional, one character)
 - d. Enhanced DBS Check to be completed.
 - e. Social media background check.
4. On approval of all stages applicable in step three, People and Culture will confirm a start date for the new Employee and, if necessary, will arrange:
 - a. IT equipment
 - b. Email/Cloud
 - c. Add to All Users
 - d. Protective Workwear
 - e. Uniform
 - f. An induction timetable
5. People and Culture will meet on the first day to go through the induction process of the Club for new Employees, which includes, but is not limited too.
 - a. Stadium tour
 - b. Introduction to key staff
 - c. Introduction and sign off to key policies
 - d. Health and safety induction

4. Compliance

No Employee is to start at Club Doncaster without the sign-off of the People and Culture department, which will come once all legal background checks are completed.

Employees who do not follow this Company procedure will be subject to appropriate disciplinary action.

5. Review

This procedure will be reviewed and updated on an annual basis. The procedure could be updated throughout the year where deemed appropriate in response to ideas to further strengthen the process.

