

**Administrative Officer
Recruitment Process 2008
Monitoring Report.**

Background Information

1. The Authority ran a recruitment competition for an Administrative Officer during the summer of 2008.
2. The Authority is committed to promoting equality and diversity and this report has been prepared and will be published as part of that commitment.
3. This report contains analysis of applicants at different stages of the recruitment process based on the themes of age, ethnicity, gender, sexual orientation and disability. The analysis is based on information provided on Monitoring Forms completed by applicants at the time their application was submitted.
4. Further information and analysis from that provided in this report may be requested by contacting the Police Authority office.

Advertising

5. The position was advertised internally on the Constabulary's Expert Intranet website.
6. The position was advertised externally in the Express and Echo, Torbay Herald, Mid Devon Gazette newspapers and on the 'This is Exeter' website, job pages.
7. The advert and associated information was displayed on the Authority's website.

Response to Advertising

8. 42 requests for application packs were received.
9. Each application pack included information about the Police Authority and benefits of working for the organisation, job description and person specification, details of the salary payable, the application form, and a separate monitoring form.

Recruitment Process

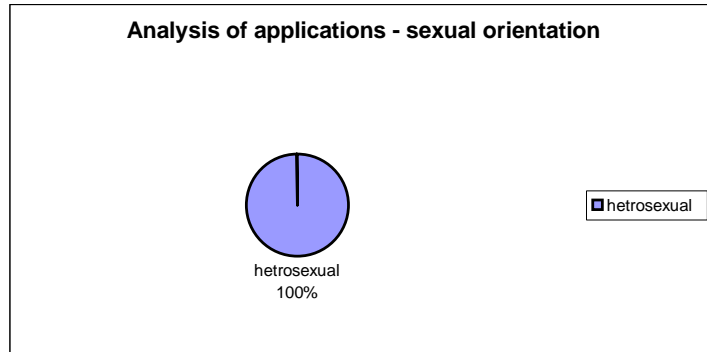
10. The Recruitment Process required every candidate to complete an application form. Each application form was then considered by the Office Manager and the Assistant Chief Executive and the skills, competencies and experience evidenced on the application form were assessed. A shortlist of candidates was invited to interview.

Data Collection

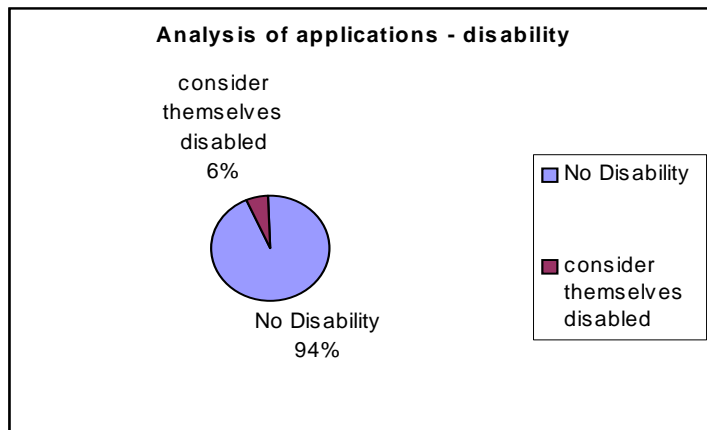
11. Every application pack contained a monitoring questionnaire which candidates were asked to complete and return with their application form. It was stated on the monitoring form that it would not form part of the selection process. A copy of the monitoring form is attached as Appendix 1 to this report.
12. When applications and monitoring forms were received in the office they were given matching reference numbers and then separated. The monitoring forms were kept by a member of the Administration Team and the application forms by the Office Manager who was co-ordinating the selection process. After the selection process was complete, the Office Manager was able to compile this report by matching information to reference numbers.
13. All applicants completed a monitoring form.

All Applications Received

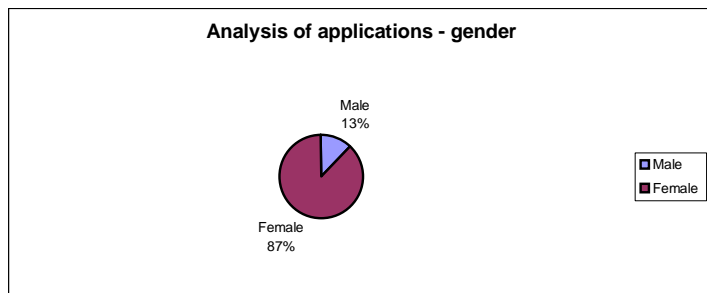
14. A total of 16 completed application forms were received.



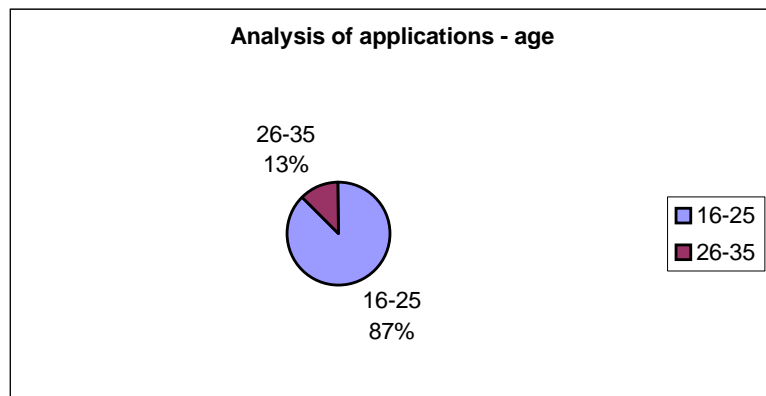
15. All of the applicants declared themselves as heterosexual.



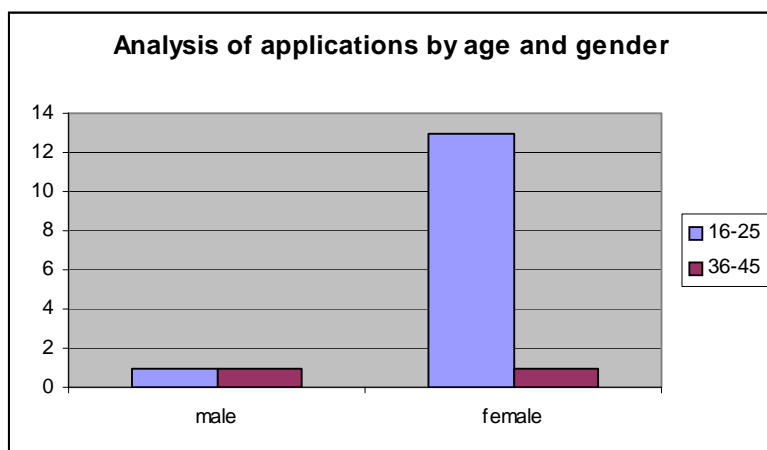
16. As can be seen from the chart above 6% of applicants who applied considered themselves to be disabled. This equates to 1 candidate.



17. The chart above which shows all the applications received analysed by gender shows that there were more female than male applicants.
18. Of those who applied, 100% defined themselves as white. As 99% of people in Devon, Cornwall and the Isles of Scilly defined themselves as white in the 2001 census the comparison with the number of applicants is proportional. It is however a cause for concern that no applications were received from anyone defining themselves as being from any other ethnicity than white.



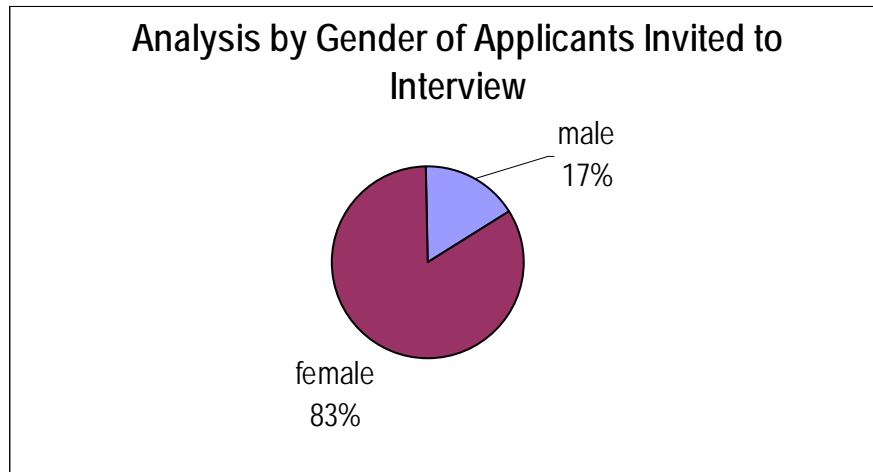
19. As can be seen from the chart above 87% of the applications received were from candidates aged between 16 years and 25 years.



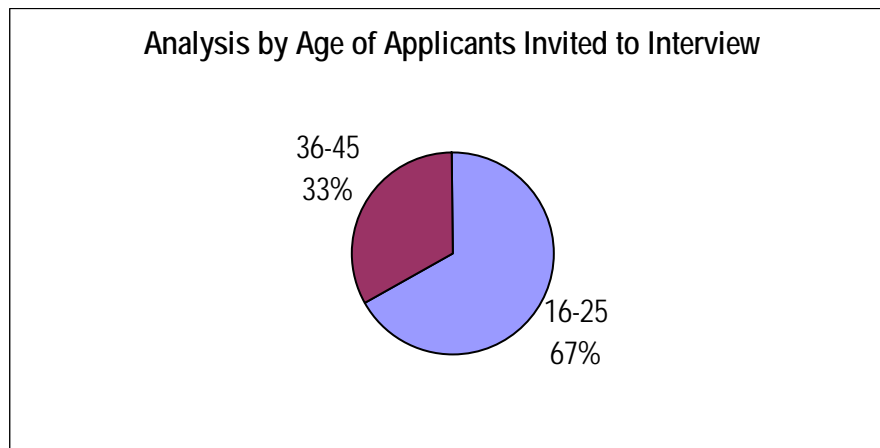
Applicants Invited for Interview

20. 6 candidates were invited for interview. On the day, only 3 candidates presented themselves for interview. The data below is based on the 6 applicants invited.

21. None of the candidates selected for interview considered themselves to be disabled.



22. One of the two males who applied was invited for interview.



23. As can be seen from the chart above, applicants from both the age ranges who applied were invited for interview.

Appointed Applicants

24. The applicant appointed as Administrative Officer was female and under the age of 25.

Conclusions and Suggestions

25. All applicants declared their sexuality as heterosexual. Consideration needs to be given as to how members of the LGBT community can be encouraged to apply for positions with the Authority.

26. No applications were received from anyone defining themselves as being from a minority ethnic community. Consideration needs to be given as to how people from minority ethnic communities can be encouraged to apply.

27. Few applications were received from anyone defining themselves as disabled. Consideration needs to be given as to whether people with a disability might perceive any barriers to employment with the Authority, and to promote the Authority as a considerate employer.
28. The majority of people who applied were under 25. The salary being offered for the post was £12,138 rising to £15,327 and could be considered to be an entry level position thereby attracting applicants at the early stages of their career.