

Procedure for Applicant wishing to make a Recruitment Complaint

If you are an unsuccessful external or internal* applicant and you feel aggrieved by the failure to be shortlisted or appointed, then you may wish to make a recruitment complaint. The complaint could be in relation to the conduct of the interview or the selection panel or the decision of the panel. In these circumstances, then this procedure will apply. Before making a formal complaint you should seek an explanation from the recruitment panel. If you are dissatisfied with the response then you should follow this following procedure to pursue your complaint.

(* Internal applicants may as an alternative raise a grievance under their respective grievance procedure.)

