

# RECRUITMENT POLICY

## 1. POLICY STATEMENT

- a. This document sets out the Company policy on recruitment and selection. The Company is committed to a policy of treating all its employees and job applicants equally and to recruit the best person for each vacancy.
- b. No employee or potential employee shall receive less favourable treatment or consideration during recruitment and selection on the ground of race, colour, religion or belief, nationality, ethnic origin, sexual orientation, gender, age, disability, marital status or part-time status or will be disadvantaged by any conditions of employment that cannot be justified as necessary on operational grounds.
- c. Existing employees will be invited to apply for transfer and promotion opportunities wherever possible. The company understands that ensuring the highest standards in recruitment will provide the best results both for employees and for the development and growth of the company.

## 2. POLICY SCOPE

- a. This policy is applicable to the recruitment and selection of all employees engaged to provide services for the company, irrespective of whether such a contract is for a temporary or fixed term or is of a permanent duration. The policy will be made available to all employees and applies to both internal and external recruitment.

## 3. PRINCIPLES

- a. The following principles will apply whenever recruitment or selection for positions takes place.
- b. Line managers are responsible for recruitment, in conjunction with the CEO.
- c. Authority to recruit must be granted by the CEO in writing (email acceptable) prior to advertising a vacancy.
- d. All vacancies will be advertised internally initially, unless there are extenuating circumstances which make this impractical or inappropriate. Existing employees are to be encouraged to apply for vacant posts if they have the appropriate qualifications, experience and skills.
- e. Positions will, on occasion, be simultaneously advertised internally and externally. If a vacancy is open to external candidates, employees may refer friends or relatives in line with the 'Refer a Friend Scheme' outlined at the end of this policy.
- f. The Company aims at all times to recruit the person who is most suited to the particular job. Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job.
- g. Qualifications, experience and skills will be assessed at the level that is relevant to the job.

## 4. EQUAL OPPORTUNITIES

- a. The Company is committed to applying its equal opportunities policy at all stages of recruitment and selection.

- b. Short listing, interviewing and selection will always be carried out without regard to gender, sexual orientation, marital status, colour, race, nationality, ethnic or national origins, religion or belief, age or trade union membership.
- c. Any candidate with a disability will not be excluded unless it is clear that the candidate does not meet the minimum criteria outlined in the employee specification. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of his/her disability.

## **5. INTERVIEWS**

- a. The Company will pay reasonable travel expenses for candidates travelling to interview and should be agreed with the CEO before interview is arranged.
- b. Interviews will at all times be conducted in a professional manner. Line managers conducting recruitment interviews will ensure that the questions they ask job applicants are not in any way discriminatory or unnecessarily intrusive. The interview will focus on the needs of the job and skills needed to perform it effectively.
- c. A written record of every recruitment interview must be made and passed to the CEO where it will be retained for a suitable period of time.

## **6. JOB OFFER**

- d. On no account should any job offer be made during or at the end of an interview.
- e. All offers are subject to two satisfactory references, medical clearance where appropriate, a check on relevant qualifications and proof of the right to live and work in the UK.
- f. On occasion, dependent on service delivery requirements, it will be necessary to carry out Disclosure and Barring Service checks.

## **7. PROCESS**

- a. The recruitment process should be followed in accordance with the following steps and the principles detailed above.
- b. A line manager who wishes to recruit someone must provide a justification to their manager and the CEO to obtain approval before commencing any part of the process.
- c. Before embarking on the process of recruitment, the line manager must ensure that there is an up-to-date job description for the post and a clearly drafted employee specification. The job description will describe the duties, responsibilities and level of seniority associated with the post, whilst the
- d. Employee specification will describe the type of qualification(s), training, knowledge, experience, skills, aptitudes and competencies required for effective performance of the job.
- e. Job advertisements should be based on the job and person specifications. Internal vacancies will be communicated via email. For external positions a variety of advertising mediums will be utilised.
- f. An interview panel will be decided prior to interview being arranged this will consist of no less than two interviewers.

- g. Prior to the interview candidates will be provided with information about the company, role and responsibilities.
- h. To ensure the questions posed are assessing only relevant criteria, a question sheet will be designed by the recruiting manager based on the job description and person specification.
- i. Upon selection of a suitable candidate the CEO will define a suitable salary and benefits package and approve all offers. The Office Manager will liaise with the candidate (or agency) to make the job offer.
- j. The Office Manager will apply for all references, which will be requested once applicants have indicated acceptance of an offer. References will ideally come from current and/or previous employers, if applicable. If the references or medical clearance are not satisfactory, the offer may be revoked.
- k. The Office Manager will send out a copy of the Employment Contract, Employee Handbook and all related new starter forms that need to be completed.
- l. The Line Manager should organise an appropriate induction schedule, including ensuring that appropriate IT access and equipment are ready prior to the new employee's start date.
- m. The Office Manager will ensure that the new starter provides evidence of their right to live and work in the UK to ensure compliance with the Asylum and Immigration Act 1996 and that a copy of this is kept on file.

## **8. POLICY REVIEW**

- a. This policy does not form part of an individual's contract of employment and may be amended from time to time.