



Recruitment in Partnership

Your Potential... Our Passion...

RECRUITMENT AND SELECTION - POLICY & PROCEDURE

The recruitment and selection process are of prime importance to us at Recruitment in Partnership for obtaining the best possible person(s) to fit each vacancy which will, when aggregated, contribute significantly towards the Company's effectiveness. It is also becoming increasingly important, as the Company evolves and changes, that everyone who works for us show a willingness to learn, adaptability and ability to work as part of a team or as individuals as the jobs require. The Recruitment & Selection procedure should help consultants and other members of the team to ensure that these criteria are addressed.

This policy ensures our Recruitment and Selection Policy will:

- be fair and consistent.
- be non-discriminatory.
- conform to all statutory regulations and agreed best practice.

To ensure that these policy aims are achieved, all recruitment consultants will receive training in effective recruitment and selection.

PROCEDURE

The Recruitment Process

The following procedure will be used when a vacancy is to be filled. The appointing consultant must:

Define the job and obtain the full job Specification and Client Information

If it is an existing position/vacancy - you will need to find out if an exact replacement is required or if this is either a) an opportunity to revise a current vacancies requirement, or b) if it is a completely new Client with vacancies for us at Recruitment in Partnership. If it is a newly established position/vacancy be clear on the exact requirements, draw up a job description with the full company details and information. Consult the appropriate Manager/ Director or the Human Resources Department in relation to the appropriate information needed to find the right person for the job along with qualifications/certificates, experience required to fulfil the role(s) and the pay rate(s)/annual salary plus any enhancements etc. If it is a new Client and vacancy the consultant must draw up a New Client Application Form which will be emailed to the Client with our Terms and Conditions for the supply of Temporary and Permanent Staff to be signed and once returned will be added to the Client file and CRM/Database etc. The consultant will complete the Vacancy Registration Form obtaining the full job description so that we can place the right person for the vacancy, including any specialist skills, qualification, experience, licences etc; This will also include Hours of Work, Salary/Hourly Pay rate etc.



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Complete a **Vacancy Registration Form** which confirms:

- All the Client information/details.
- job description including any compliance i.e., licences, licence checks, certification, DBS Vetting, Drug & Alcohol Testing etc
- Is the vacancy temporary, permanent, contract or temp to perm?
- Approval from the appropriate Manager/Director or Human Resources Department for Recruitment in Partnership to deal with this vacancy on their behalf.
- In the event of the vacancy being Temporary, Temp to Perm, Contract or the client being new to Recruitment in Partnership Ltd, approval that funding is agreed by the Accounts Manager once a credit check has been completed and authorised. The Director(s) must give then final approval to move forward in the signing of our Terms and Conditions of Business for the supply of Temporary and Permanent staff and the Signed Rates Agreement.

The Vacancy Registration Form will be issued to the relevant consultant(s) who will deal with the vacancy for the entire process.

Ensure the **Job Description and Person Specification** are complete and offer a true representation of the vacancy, and the person(s) you are looking for to fill these roles.

Collate a **client information folder** appropriate for the post. This package should include:

- Job description and if appropriate, the personal specification
- Information on the Client with any brochures etc
- Recruitment in Partnerships' Terms and Conditions of Business for the Supply of Temporary and Permanent Staff that is signed by the Client.
- Recruitment in Partnerships' Signed Rates Agreement (temporary, permanent, contract or all of them if relevant) Signed by the Client.
- A copy of Recruitment in Partnerships Rate Calculator of which a copy must be given to the Accounts/payroll department.
- Terms and conditions of employment including salary/rate per hour.

It is important that this pack is carefully put together to present a professional image of the Company & Client, therefore poorly presented information is not suitable.

Discuss with the Operations Manager or the Director the most effective means of obtaining suitable candidates. The following options should be explored:

- Check the current list of available candidates on our CRM/Database to see if any of them meet the job requirements and are available
- Trawl all previous candidates to see if they are interested in the vacancy.
- Place an advert on the job boards



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- Place an advert on social media
- External advert in the appropriate technical / professional job boards

Design the advertisement.

All advertisements must contain as much information as possible about the vacancy and the Client to ensure the correct recruitment group is targeted and reduce unsuitable applications, while remaining as cost-effective as possible. You must give each Permanent Vacancy a Registration Number which needs to be recorded in the Permanent Vacancy Folder in chronological order with the names of all candidates submitted to the client and the results of all and any interviews or those candidates who were unsuccessful. External adverts should be submitted to the appropriate Director / senior manager with costings for approval before being placed.

The Selection Process

Appropriate selection procedures must be used for each post. Procedures may vary, at its simplest this may involve a straightforward interview and skills testing. For more senior posts psychometric testing, presentations to the interview panel on a chosen topic and/or a series of individual interviews on various topics may be included.

All applicants details/CVS must be reviewed and if suitable invited to complete the Application forms and provide relevant Right to Work Documentation and if not suitable for the advertised vacancy those candidates will be informed and alternative options for securing them future employment will be explored.

The consultant will approach all applicants for a telephone interview. During the telephone interview the Candidates will be given all information on the client and the vacancy including pay rates, timesheets, holiday pay etc and the consultant must find out as much detail about the candidate as to their qualifications and skills etc. Where they are suitable, candidates will be invited for a 'face to face' interview or alternative such as Skype, Teams etc

At the end of the second interview all candidate(s) will be given the following documentation (which will vary depending on if the candidate is applying for a Permanent or a Temp or Contract Vacancy) of which copies will be kept with the Candidates Application Pack and contains the following:

- Key information Document
- Copy of our Terms of Engagement for all Temporary Workers and/or our Terms of Engagement with work seekers for permanent or contract staff (to be directly engaged by the Client)
- Confirmation of Assignment
- Employees Handbook
- Client Handbook/Hi-Viz/ID Badge



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- Timesheets

The appropriate consultant will create the candidate application pack which will include the following:

- Copies of the Application Form, Skills Checklist, Policies, Terms of Engagement, and the Candidates CV
- Interviewers Comments completed in full
- A copy of the Candidates Right to work Documentation
- A copy of any licences, driver licence checks, certification, DBS Vetting Forms, and all DBS Vetting Certificates etc

The appointing consultant will:

- Discuss with the client about all suitable candidates.
- Proceed with the next steps depending on whether the vacancy is Temporary, Temp to Perm, Permanent or Contract. If a permanent or contracted vacancy the consultant will forward all relevant CVs to the client and if it is a temporary or a temp to perm vacancy the consultant will confirm the name(s) of the candidates with the client and arrange any training/inductions if needed or if not they will ensure that the Candidate(s) have been provided with all of the information needed to start the Assignment.

At all interviews (including telephone, skype/teams and/or face to face), the appointed consultant will ensure that the Interviewers Comments section of the application form is completed as fully as possible. When interviewing, they will ensure that Equal Opportunities legislation is strictly adhered to, with no discrimination shown on any grounds. The candidates must be informed of how they are paid depending upon the type of vacancy, if a Temporary or Temp to Perm Assignment payments are made every Friday weekly in arrears and Holiday pay is accrued on hours worked which is payable on request.

When all candidates submitted for Permanent, Contracted or as with certain Temp to Perm vacancies have been interviewed by the Client the consultant will discuss the clients results on each candidate and based on this the Client will decide on the most suitable person or persons for the vacancy. The consultant will arrange to inform the successful candidate(s) as soon as possible, agreeing a commencement date and starting salary.

All Candidate packs for Permanent Vacancies should be filed and marked "private & confidential" with the Clients file and details recorded on the CRM for future reference if necessary and will include the Interview Comments form.

(a) For Permanent, Temp to Perm or Contracted Vacancies, the consultant will:

- telephone all unsuccessful candidates with outcome of interview within one working day, this will be confirmed in writing.



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- Confirm the acceptance from the Candidate including the start date etc and the consultant will telephone the client and the candidate on the start date to confirm that the candidate has arrived, and all is satisfactory. The consultant will check in weekly with both client and candidate to ensure there are no issues and to ensure both parties are happy with the services provided.
- Once the consultant has confirmed with both the client and candidate on the start date that everything is working out for both parties, they will send invoice details to the Accounts Department who will in turn invoice the client for the relevant introduction fee.

(b) For Temporary vacancies, the consultant will:

- The consultant will telephone the Client on the first date of the Assignment to ensure that the Candidate has arrived on site at the correct time and is confirmed as working.
- Add the Candidate to the relevant CRMs for payroll, uploading all compliance documentation including Right to Work, Licences, Certification, ID Badges and DBS Vetting and add the candidate to the correct booking for the Client.
- The consultant will telephone the Candidate(s) at the end of the first day of the Assignment to discuss how their first day went and to ensure they are happy to return the following day or to resolve any issues
or questions the candidates may have and remind them on how to record working hours (depending on the client this may vary but will have been explained to the candidate before starting work, and may include timesheets, clock cards or signing in/out sheets etc) and emailed to accounts for payroll each Monday morning and that payslips will be sent every Thursday with monies paid into the nominated account every Friday.

The consultant will put the candidate file in full into the 'working file' and ensure that all licences and certification are checked, and the results recorded and added to the candidates working file and uploaded to the CRM.