

PPSS Group of Companies – Recruitment Policy

Purpose

PPSS Group of Companies recognises that its staff are fundamental to its success. We therefore need to be able to attract and retain staff of the highest calibre and a professional approach to recruitment is essential to do this. The purpose of this policy is to provide a sound framework for the recruitment and selection of staff based upon the 10 core principles outlined below, which also meet the requirements of the Equality Act 2010 and all other relevant employment legislation.

Scope

This policy and procedure cover all activities that form part of the recruitment and selection process, it is applicable to all staff recruitment. For the policy and procedure to be effective it is essential that any employee who is involved in any aspect of the recruitment and/or selection of staff is aware of this document and follows it. Ultimately it is the responsibility of the senior management at PPSS Group of Companies, in conjunction with the Operations Director to ensure that this is the case.

Core principles

1. PPSS Group of Companies has a principle of open competition in its approach to recruitment.
2. PPSS Group of Companies will seek to recruit the best candidate for the job based on merit. The recruitment and selection process should ensure the identification of the person best suited to the job.
3. PPSS Group of Companies wishes to encourage the recruitment of staff with disabilities and will make reasonable adjustments to all stages of the recruitment process and as required for a successful candidate with a disability to undertake the post.
4. PPSS Group of Companies will ensure that the recruitment and selection of staff is conducted in a professional, timely and responsive manner and in compliance with current employment legislation.
5. PPSS Group of Companies will provide appropriate training, development and support to those involved in recruitment and selection activities in order to meet this core principle. Any member of staff

involved in the selection of staff should satisfy him or herself that he/she is appropriately trained and can comply with the requirements of this policy and procedure.

6. Recruitment and selection are a key public relations exercise and should enhance the reputation of the PPSS Group of Companies. All candidates will be treated fairly, equitably and efficiently, with respect and courtesy, aiming to ensure that the candidate experience is positive, irrespective of the outcome.
7. PPSS Group of Companies will promote best practice in recruitment and selection. It will continuously develop its recruitment and selection practices to allow new ideas and approaches to be incorporated.
8. PPSS Group of Companies will ensure that its recruitment and selection process is cost effective.
9. If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant, they must declare this as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.
10. All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act (DPA). Applicants will have the right to access any documentation held on them in accordance with the Data Protection Act (DPA).

Recruitment and selection procedure

There are a number of key stages in recruiting and selecting for a post. This procedure outlines the key stages. PPSS Group of Companies will take an 8-stage approach, outlined below.

1. **Identifying the need for a new role:** gap or new role has been identified by a head of department or manager.
2. **Completion of Authority to Recruit Form (ATR):** which will be authorised/declined at Director or CEO level.
3. **Advertise:** using company website, social media, job sites, job centre+
4. **Create shortlist & arrange interviews:** shortlisting should be carried out by 2 people where staff are available to mitigate bias, ideally the direct line manager of the candidate should be one.
Shortlisted candidates should be provided with details of any selection processes, including any tests, in writing giving as much prior notice as possible.

In accordance with the Equality Act 2010, they should also be asked to advise if there are any arrangements or reasonable adjustments that could be made so that they can participate fully in the selection and interview process.

5. **Conduct Interviews:** Interview questions and the structure of the interview should be consistently applied to all candidates and should be based on the person/job specification.

Notes recording the salient points of the interview should be taken, ideally by the interviewers, so that they can refer to these when assessing candidates against the person specification and making decisions. Notes of the interview and any other notes on the candidate taken during the recruitment and selection process should be passed back to the Operations Director following the selection process and will be kept for a minimum of 6 months following the selection process. If a candidate requests feedback about their performance in the selection process this should be arranged by the interviewers. Unsuccessful interview candidates should be dealt with courteously and sensitively and will, as a minimum, receive telephone or written notification of the outcome of the selection process.

6. **Preferred selection:** Once a choice on the preferred selection has been made from the pool of candidates, the interviewer or direct line manager will make a verbal offer. This will be followed by a written offer of employment.

7. **Reference checked:** Information sought from referees should be structured around the requirements of the job and the job description should be provided. It should be noted that many organisations have a policy of not providing personal references and therefore references provided may only confirm details of current appointment.

A sample reference request letter will be available from the Operations Director.

If the appointment is urgent, the staff handling the recruiting may seek to obtain a verbal/telephone reference for the successful candidate, providing this documented and all relevant information is obtained.

Referees should not be contacted without the candidate's consent and the information provided should be treated as confidential by the panel members.

8. **Induction to PPSS Group of Companies:** Induction is the final stage of the recruitment process. Once the successful candidate has accepted the offer of employment and a start date has been agreed the Operations

Director is responsible for preparing an induction programme for the new employee.

Responsibilities

Head of Department/Manager:

- a) Identify the gap for the post
- b) Complete ATR form
- c) Liaise with Operations Director for advertising
- d) Select potential candidates
- e) Arrange interviews (remembering to ask if any reasonable adjustments are needed (Equality Act 2010))
- f) Make preferred selection (preferably with one other)
- g) Make verbal offer
- h) Reject remaining candidates by phone or letter
- i) Liaise with Operations Director for pre-employment checks
- j) Liaise with Operations Director for induction of new employee

Operations Director:

- a) Prepare a job description and person specification based on ATR form
- b) Advertise the post
- c) Assist with interviews & selection of candidates if available
- d) Assist with making preferred selection if available
- e) Carry out pre-employment checks
- f) Send formal job offer
- g) Plan and complete induction

Marketing:

- a) Assist with advertising the post