**Scope**

This policy applies to all employees of COMPANY

**Purpose & Aims**

COMPANY actively seeks to attract, recruit and retain the highest possible calibre of individual to work in our organisation. The Company recognises the key role that an individual employee can make to the overall success of our enterprise and to enhancing our reputation. The purpose of this policy is to ensure that COMPANY attracts recruits and retains the highest possible calibre of personnel.

**Governance – Roles, Responsibilities & Accountabilities**

The right recruitment processes are vital to ensure that a new employee has the appropriate skills and capabilities to succeed in their role.

The company have an obligation to ensure that at no stage in the process will discrimination of any kind occurs with regards to the grounds outline in the Employment Equality Act.

**Recruitment Policy**

*Selection Criteria*

When it is decided to recruit a person to fill a vacancy or new role the POSITION will facilitate the development of a job description / role specification document, which will outline the relevant and justifiable criteria, as well as identifying the responsibilities and duties of the position.

This document will outline the relevant qualifications, skills, experience and attributes needed to conduct the role. In some cases, this may be expressed as a set of competencies. The criteria may be classified as essential or desirable.

*Advertising*

Advertisements will adhere to equality guidelines and clearly identify a position as being open to all qualified applicants. Advertisements will outline the Selection Criteria for the position.

*Shortlisting*

Short-listing is required for some positions and should take place as soon as possible after the closing date for applications. The purpose of short listing is to select for interview those candidates meeting the selection criteria. This involves a careful examination of the information in each candidate's application against the criteria only. Candidates not meeting the essential criteria will not be shortlisted. All candidates for employment will be treated fairly and selections for shortlisting will be applied based on merit.

*Interviews*

The selection interview provides the opportunity for a formal discussion with applicants regarding their ability to perform well in the key areas identified as critical to job performance. All interviews should be carried out in a structured manner and be applied equitably.

*Selection*

Each candidate interviewed should be evaluated based on merit and the alignment of their experience to the outline selection criteria.

*Reference Check and Offer*

All offers made to external applicants are subject to satisfactory references being received and some offers are subject to the validation of qualifications.

All employees must provide a DETAIL REFERENCE REQUIREMENTS for reference checking purposes. This will be completed within the first 3 months of employment.

Failure to provide reference details, or, the provision of a purposely inaccurate information with the intention to deceive, may result in a withdrawal of an offer of employment, a failure to pass probation or be considered an act of Gross Misconduct should the matter be reviewed in line with the company’s Disciplinary policy.

*Notification to Unsuccessful Candidates*

Unsuccessful candidates should receive appropriate written notification to that effect within two weeks of interview.

**Abuse of this Policy**

Any abuse in the application of this policy will be dealt with in accordance with the Company’s Disciplinary Policy and Procedure and may result in disciplinary action being taken, up to and including dismissal if proven to have occurred.

**Related Policies, Procedures & Processes**

This policy should also be read in conjunction with the following:

• Equality Policy

• Disciplinary Policy

• Grievance Policy