

## Recruitment and selection Policy

This policy sets out the recruitment process to be observed when identifying, assessing and Appointing human resources for OX Support Services Ltd, to ensure that a consistent methodology exist to appoint appropriately skilled staff into vacancies.

### Policy Statement

The recruitment and selection process plays a fundamental and crucial role in the functioning and Development of the Company and is therefore considered an integral part of the overall business Strategy.

OX Support Services Ltd is committed to establishing the following recruitment practice principles:

- To recognize that personnel selection decisions are an investment and that ill-considered decisions can lead to high employee turnover, inefficiency, disciplinary and ill health costs etc.
- To identify the criteria against which to select the most suitable candidate by use of an up to date job description and person specification, which determines the precise mix of qualifications, experience, aptitude and competencies needed by applicants and the appropriate customer.
- To use only appropriate, professional and effective interview techniques.
- To make employment decisions against pre-determined selection criteria ensuring the recruitment process, being both efficient and cost effective.
- Ensure consistency of treatment for all applications across the Company.
- Ensure that OX Support Services Ltd meets all legislative obligations arising through relevant employment legislation.

## **Recruitment Procedures:**

Prior to commencing recruitment, details of the post, customer requirements, the person Specification and the method of recruitment should be carefully considered.

## **Equal Opportunities:**

OX Support Services Ltd is committed to its Equal Opportunities Policy. Managers should therefore Ensure that they do not discriminate either directly or indirectly at any stage of the recruitment and Selection process.

## **Job Descriptions:**

Before the recruitment process commences, a job description should be drawn up which should Summaries the main responsibilities of the job and the contribution to the Company for which the Jobholder will be held accountable.

The following requirements should be identified:

- The qualifications necessary to do the job
- The skills, aptitudes, knowledge and experience
- The personal qualities relevant to the job, e.g. the ability to work as part of a team
- The person specification should not include unnecessary or marginal requirements that might in anyway discriminate.
- Overall competency to do the job as far as practicable.

## **Recruitment Sources:**

Internal Adverts/ Candidates OX Support Services Ltd policy is to encourage employee development and to promote from within the Company wherever possible. Vacancies may therefore be advertised internally in the first instance.

## **External Sources**

Unsolicited Applications – Unsolicited speculative applications may be received from time to time. The suitability of the applicants can then be ascertained if a vacancy arises.

Advertising – Advertisements should be clear and state briefly:

- The requirements of the job
- The necessary and desirable criteria for job applicants
- The job location
- The salary/wage rate
- The benefits package
- The application procedure
- The length of the contract if not permanent.

Advertisements may be placed in a variety of media including the Company website; trade press; Local/national press and the Company newsletter.

## Short listing

In reviewing applications each should be considered objectively and where applicable a short-list Drawn up (the company acknowledges that short listing may not always be necessary). The Following points should be remembered if short listing is to be used:

- Use objective criteria and only shortlist those who meet the selection criteria as outlined on The person specification.
- Avoid any form of discrimination on race, religion, sex, sexual orientation, disability, age, Trade union membership or other grounds.
- If the first short listing does not produce applicants meeting the criteria, consider a review of The specification or review the effectiveness of the media used.
- Carry out the short-listing as soon as possible after the receipt of all applications to preclude Unnecessary delays. A closing date for applications for certain roles is good practice.

## Referring Candidates for Interview

Candidates should be required to bring the following items to interview:

- Evidence of qualifications relevant to the role applied for.
- Birth certificate/passport or driving license and other documentation that satisfies the Requirements of BS7858 and prevailing UK legislation immigration/residency requirements.

All interviews must be confirmed in writing to the candidates. In order to avoid disability Discrimination, it is advisable for candidates to be given the opportunity before the interview to Indicate whether they have specific requirements and therefore any necessary and reasonable Adjustments, which need to be made in advance.

## Interviews

The purpose of the interview is to:

- Exchange information in order to predict how successfully the candidate would perform in the job and assess his/her suitability against predetermined criteria
- Provide the candidate with details of the job and the organization

During the interview, the interviewer(s) should:

- Put the candidate at ease and ensure they do not feel intimidated or threatened
- Question the information given in the CV or application form and be aware that it may be untrue and/or exaggerated
- Ask probing questions to verify facts and responses and not accept everything that is said at face value
- Ask open questions - avoid closed questions, which prompt a “yes” or “no” answer or leading questions, which indicate the appropriate answer
- Ask questions which are linked to the person specification and job description



- Investigate any gaps in employment
- Ask specific questions on health if these relate to the applicant's capability to do the job

Questions about health should be kept separate from questions about disability throughout the recruitment process. Disability is not synonymous with ill health. It may be helpful to ask 'If you have a disability that may affect the way you could do the job, are there any Reasonable adjustments which can be made?' (It is discriminatory not to employ someone Solely because of a medical condition if that condition meets the definition of a disability as Defined in the Disability Discrimination Act 1995, as updated by the Disability Discrimination Act 1999).

- Not ask any discriminatory questions.
- Offer the candidates the opportunity to ask questions.
- Also take the opportunity to verify professional registrations.
- Confirm the identity of the candidate by taking a copy of the identification they have brought To the interview e.g. passport, birth certificate, or driving license. [For the successful Candidate, this will later form part of their vetting file.]
- Take the opportunity to verify that the candidate possesses qualifications required for the Position by having sight of documentary evidence and/or taking copies for future reference.

All candidates should be advised how long it is likely to be before they hear about the outcome.

## **Appointment Procedures**

Candidates should be informed of the outcome of their application as quickly as possible.

Unsuccessful candidates at interview stage should be informed in writing that they have been unsuccessful. This should be done sympathetically. On occasions, it may also be appropriate to Offer unsuccessful candidate's constructive feedback.

Job offers should be made as soon as possible after the selection process has been completed. Offers should be made formally in writing and candidates should be told they are subject to the Receipt of satisfactory vetting covering the preceding 5 years.

OX Support Services Ltd accepts that there may be circumstances where an employee who has left its employment wishes to be re-employed. With the exception of employees who have been Dismissed for disciplinary reasons. When considering whether to re-employ an ex-employee Managers should give careful consideration to the reasons why he/she left OX Support Services Ltd

## **Communication and Review:**

This policy is communicated to all stakeholders including authorities and any member of public via published website, handbook and noticeboards and on request.

We undertake to continually review of this policy within the framework of our Integrated Management Systems in our Management Review meetings and on as and when required basis with the overarching aim of conducting our activities in a manner which does not affect the quality environment and health and safety of OX Support Services Ltd

# Ox support services Ltd



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