**VEEVE Recruitment & Selection Policy**

Purpose

This document sets out Veeve’s policy on recruitment and selection. Veeve is committed to a policy of treating all its employees and job applicants equally and to recruit the best person for each vacancy.

No employee or potential employee shall receive less favourable treatment or consideration during recruitment and selection on the grounds 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.

Related policies and procedures

This policy is to be read in conjunction with Veeve’s Equality & Diversity Policy, Equal Opportunities Statement and Data Protection Policy. No decisions regarding recruitment or selection should be made by a person who has not read and understood these or without the involvement of a senior manager.

Scope

This policy is applicable to the recruitment and selection of all employees engaged to provide services for Veeve, 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. The policy also applies to recruitment and selection of contractors for contracts for services.

Policy statement

This policy seeks to ensure that the best candidate is chosen for each job vacancy regardless of sex, race, disability or other personal characteristics. Existing employees will be invited to apply for transfer and promotion opportunities wherever possible.

Principles

The following principles will apply whenever recruitment or selection for positions takes place:

* Individuals will be screened against the job requirements as laid out in the job descriptions and person specifications.
* Any qualifications or requirements applied to a job that have or may have the effect of inhibiting applications from certain groups of the population should only be retained if they can be justified in terms of the job to be done.
* Information on ethnic origin, sex, disability and nationality will be collected in order to monitor the numbers of applications from different groups. This information will not be used in the selection process or for any other use other than this purpose.
* Selection tests should be specifically related to job requirements and should measure the person’s actual or inherent ability to do or train for work.
* Selection tests should be reviewed regularly to ensure they remain relevant and free from bias, either in content or in scoring mechanism.
* All recruiting managers taking part in recruitment and selection will have been trained in interviewing skills and equal opportunities.
* Written records of interviews, reasons for decisions made at each stage of the process and reasons for appointment or non‑appointment should be kept for six months, unless a longer period can be justified and is in compliance with the Data Protection Act 1998. Records should then be disposed of confidentially.
* Interviews will assess candidates against job-related criteria only.
* All information held about a candidate must be used only for the purpose for which the information has been collected.
* All candidates will be asked at the first interview stage to provide documentary evidence of their right to live and work in the UK, to ensure compliance with the Immigration, Asylum and Nationality Act 2006. A photocopy of the accepted documentation will be taken. Please refer to Veeve’s Employing Foreign Nationals Policy for more information.
* Reasonable adjustments should be made to reduce any disadvantage faced by disabled people in making an application in response to an advertisement.
* The recruitment and selection process for disabled candidates should take into account such adjustments to working arrangements or physical features of the work place/station/premises as are reasonable to accommodate their needs and be such that they are not placed at a substantial disadvantage compared with non-disabled candidates.
* Decisions to interview, shortlist or offer employment will take no account of an applicant’s trade union membership or non-membership.

Process

The recruitment process should be followed in accordance with the following steps:

* Authority to recruit must be granted by one of the following – Executive Chairman; Chief Financial Officer; Chief Executive Officer - before advertising a vacancy.
* A job description should be produced with full details of the position, tasks, reporting line, responsibilities of the jobholder and number of subordinates, if applicable. The skills, experiences, qualifications and competencies of the jobholder should be laid out in the person specification.
* Job advertisements will be based on the job and person specifications and/or competency profile. Vacancies will be advertised internally. For external positions a variety of advertising mediums will be used. Positions may be simultaneously advertised internally and externally.
* All external applicants will be pre-screened to ensure they meet the specified criteria by the relevant recruiting manager. Internal applicants’ details will automatically be sent to the recruiting manager.
* Veeve will pay reasonable travel expenses for candidates travelling to interview.
* When reviewing applicants based overseas, the first stage in the process will be a telephone interview. If the telephone interview is successful, a face-to-face interview must then be arranged.
* Prior to the interview candidates will be provided with information about the organisation, role and responsibilities.
* A question sheet will be designed by the recruiting manager based on the job description and person specification/competency profile.
* All interview documentation must be retained. Only those that require access for specific and authorised purposes will be able to access this information.
* Valid and reliable psychometric testing may be conducted on short listed candidates, as appropriate, including the use of Occupational Personality Questionnaires. This information will be stored securely together with other assessment data.
* Upon selection of a suitable candidate the recruiting manager will liaise with Finance to identify the appropriate starting salary. The Finance department will handle all offers to successful candidates. Under no circumstances should recruiting managers offer or infer to a candidate the outcome of the selection process.
* All offers are subject to two satisfactory references, medical clearance, a check on relevant qualifications and eligibility to work in the UK where applicable. Finance will apply for and verify all references, which will be requested once applicants have indicated acceptance (subject to the conditions highlighted above). 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.
* Finance will send out a copy of the written statement of terms and conditions of employment and all related new starter forms that need to be completed.

Appeals procedure

Employees who have concerns about any aspect of this policy or its operation should use the organisation’s Grievance Policy and Procedure.