**Recruitment Policies**

**Purpose**

We realise that staff are fundamental to the company’s success. Therefore, the company needs to attain and attract employees of high quality.

The purpose of this policy is to lay out sound framework for recruitment and selection purposes based on the principles outlined below. These principles coincide to the Equal Opportunities Employment Policy, The Equality Act 2010 and other employment legislation that is relevant.

**Core Principles**

* The Company has a principle of open competition in its approach for recruitment.
* The Company will seek to recruit the based candidate for the job based on merit.
* The company will ensure that the recruitment and selection of staff is done in a professional, timely and responsive manner which is also in compliance with current employment legislation.
* The Company will provide appropriate training, development and support to those involved in recruitment and selection activities in order to meet this core principle.
* The Company will treat all candidates fairly, with respect and courtesy, with the aim to ensure that the candidate’s experience is positive, despite what the outcome may be.
* The Company 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 implemented.
* If a staff member 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.
* All documentation relating to candidates will be treated confidentially in accordance with the Data Protection Act. Candidates will have the right to access any data held on them in accordance with the Data Protection Act.
* All data used must be used lawfully
* All data must be used for limited and specifically stated purposes.
* All data must be used in an effective, relevant and non-excessive manner.
* All data used must be accurate.
* Data must not be kept longer than necessary.
* A job description and person specification must be produced or updated for any job vacancy that is needed to be filled.
* The description of the job should accurately reflect the elements of the post.
* The person specification should include the essential and desirable skills knowledge and experience needed for the position.
* All candidates should be accessed objectively against the clearly outlined selection criteria.
* Candidates who are shortlisted must be provided with details of the selection process five days prior to the interview.
* All candidates who meet the criteria for the post are offered an interview.
* Interviews will include a minimum of two interviewers to avoid possibility of bias.
* Interview questions and the structure of the interview should be consistently applied to each candidate and should be based on the specification required.
* Notes recording the most important points of the interview should be taken by the interviewers and these can then be referred to later.