

## Recruitment and Selection Policy

### Introduction

1. Effective recruitment and selection is central and crucial to the successful functioning of Expeditious Services. It depends on finding people with the necessary skills, expertise and qualifications to deliver the Company’s strategic objectives and the ability to make a positive contribution to the values and aims of the organisation.

### Advertisements

2. Vacancies will generally be advertised on an appropriate recruitment job board.
3. All vacancies will also be posted on the Company Intranet, and internal notice boards. Expeditious Services is keen to facilitate internal promotions wherever possible as development opportunities for its staff.
4. Expeditious Services may, on occasions, decide to restrict advertisement to internal candidates only. Furthermore, junior posts will always be advertised internally in the first instance, to provide continuous development of existing members of staff unless the Management team agrees that this is not appropriate due to the specialist skills required for the post involved.
5. Vacancies, which are restricted to internal candidates only will be clearly indicated on the advertisement. All internal candidates will be selected for interview on the same criteria as external candidates.
6. Employees on maternity leave will receive all advertisements for posts advertised in the Company during their period of maternity leave.

### Application

7. Candidates for all posts will, except on some occasions when a vacancy is restricted to internal recruitment, be asked to submit a CV in the first instance.
8. In applying for posts, all candidates will be provided with a job description, details of the appropriate conditions of service and details about the Company. A brief statement about the appointment procedure will also be provided and, if possible, an indication of the date (or week) when interviews will be held.

The job description will include a list of the main duties and responsibilities of the post, together with an outline of the qualifications and experience which candidates are expected to possess.

9. In drawing up the job description and conditions of service the Company will ensure that no job applicant receives less favourable treatment than another on the grounds of

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disability, gender, race, religion or belief, age, sexual orientation, marital status, parental status, caring responsibilities or hours of work, and that no applicant is placed at a disadvantage unjustifiably by requirements or conditions which have a disproportionately adverse effect on a particular group.

10. Applicants will be asked to specify whether they wish to declare any disabilities, and whether there are any reasonable adjustments needed for them to work. All applicants with a disability who meet the essential criteria for a job will be interviewed, and considered on their merits
11. Applicants will be required to supply the names and addresses of two people from whom references can be obtained, one of which should normally be the applicant's current or most recent employer.
12. Only references for short listed candidates for interview will be obtained. References will normally be sought prior to pre-screening, unless the candidate indicates otherwise.
13. References should normally be made in writing or email, but those received by telephone will be accepted, provided that a note of the conversation is recorded and placed on file.
14. Applicants will be asked to reveal details of 'spent' and 'unspent' convictions. Successful candidates for such posts will be required to provide the necessary documentation in order to complete a Disclosure and Barring check. Posts which require such a disclosure will be clearly indicated on the conditions of service and appointment procedure.
15. Applicants will also be required to declare if they are related to any member of staff within the Company. Canvassing of members of the Company is not permitted. No manager should be put into a position where he or she is asked to interview a person to whom they are related.
16. All CVs are private and confidential and should only be made available to those directly involved in the recruitment and selection process.
17. All CVs will be collated by the People and Culture Administrator and supplied to the appointing manager and interview panel for shortlisting purposes.
18. A shortlist of candidates will be drawn up for interview, based entirely on merit and suitability for the post but taking account of the Company's responsibilities in relation to Equality legislation.

A telephone interview for front line staff will be carried out by the People and Culture Administrator. For all other positions a face to face interview will be conducted.

### **Selection Methods**

19. Face to face Interviews will be held by a panel comprising of ideally two persons, gender balanced wherever possible. The interviewers will encourage candidates to be at ease during the interview, in order that they can give a fair and accurate impression of themselves.

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20. The People and Culture Administrator will be present on all interviews for posts below Director level. The C.E.O will be present on interview panels for posts of Director and above.
21. A set of questions will be agreed by the telephone interviewer/interview panel in advance and will be developed from the current job description for the post. The telephone interviewer/panel will seek to develop questions which ask the candidates to give examples of their previous relevant experience.
22. In addition to interviews, a range of other selection techniques may be used. In such circumstances reasonable notice and relevant information will be given to ensure that candidates have sufficient time and information to prepare.
23. All appointments will be made strictly on merit and related to the requirements of the job.
24. All interviewed candidates will be notified of the selection process.
25. All unsuccessful candidates' application forms and interview notes will be retained for one year from the date of interviews taking place. After this date they will be destroyed.

**Relevant Checks**

26. All offers of employment will be made conditional upon successful screening and vetting to BS7858 which include satisfactory results from the following:
  - two satisfactory references;
  - confirmation of the right to work in this country
  - Disclosure and Barring Service check (or the country equivalent) if appropriate.

**Probationary Period**

27. All appointments into Expeditious Services will be made subject to a probationary period. At the end of the probationary period, and subject to a satisfactory report by the appropriate head of section or line manager, employees will be notified in writing that they have successfully completed their probationary period. The probationary period can be extended should the individuals line manager consider this appropriate.

**Recruitment Monitoring**

28. The Company seeks to recruit employees on the basis of their ability and the requirements of the post.
29. The Company wants to ensure that no applicant receives less favourable treatment than another on the grounds of disability, gender, race, religion or belief, age, sexual orientation, marital status, parental status, caring responsibilities or hours of work.
30. In order to meet this commitment, all candidates are asked to complete a recruitment monitoring form enclosed with the application form. All completed monitoring forms will be treated as confidential. The form will be separated from the application form on receipt

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and those involved in the selection process will not have access to it. The information given by candidates will be solely used for the purpose of monitoring the recruitment process.

### **Exit Interviews**

31. All employees who leave the employment of Expeditious Services voluntarily will have an exit interview with their manager before their last day of employment.
  
32. Exit interviews provide the opportunity for departing employees to discuss their reasons for leaving. The information provided is useful in identifying trends, learning and development and evaluating the effectiveness of Company policies and practices. The appropriate line manager should record all appropriate information, such as recommendations made for change, or significant issues raised in the interview, whilst bearing in mind confidentiality issues.

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