

Recruitment and Selection Policy and Procedure

Policy

The recruitment and selection decision is of prime importance as the vehicle for obtaining the best possible person-to-job fit which will, when aggregated, contribute significantly towards Lift Specialists Ltd's effectiveness. It is also becoming increasingly important, as the Company evolves and changes, that new recruits show a willingness to learn, adaptability and ability to work as part of a team. The Recruitment and Selection procedure should help managers to ensure that these criteria are addressed.

This policy ensures our Recruitment and Selection Policy will:

- be fair and consistent;
- be non-discriminatory;
- conform to all statutory regulations and agreed best practice.

To ensure that these policy aims are achieved, all appointing managers will receive training in effective recruitment and selection.

Procedure:

The Recruitment Process

The following procedure will be used when a post is to be filled. The appointing manager must:

- **Define the job.**
- **Complete a Job Vacancy Form** which confirms details of the post
- **Complete a Job Description and Person Specification**
- **Advertise for post** exploring the following options (in this order):
 - Internal advert within the Company
 - Examination of previous applications, or those held on file
 - External advert within the job centre
 - External advert in the local press
 - External advert in the National press
 - In senior posts the use of a recruitment agency

The Selection Process

Appropriate selection procedures must be used for each post. Procedures may vary, at its simplest this may involve a straight forward interview and skills testing. For more senior posts psychometric testing, presentations to the interview panel on a chosen topic and/or a series of individual interviews on various topics may be included.

The appointing manager will approach relevant people to assist with **shortlisting and interviewing**. At least two people should be involved in shortlisting and sit on the Interview Panel.

The CVs received by the closing date will be forwarded to the appointing managers for shortlisting. Applicants **must** be chosen against the Person Specification. It is the responsibility of the appointing manager at this stage to record (in writing) the reasons why an applicant is not shortlisted. All papers must be returned to the Office Administrator, who will invite the candidates for interview, obtain references and make the necessary housekeeping arrangements for the interview. This will include timetabling the interviews and arranging any pre-employment checks if appropriate. Candidates who have not been shortlisted will also be informed.

At the interview, the appointing manager will ensure that the Interview Report Form is completed as fully as possible. When interviewing, they will ensure that Equal Opportunities legislation is strictly adhered to, with no discrimination shown on any grounds.

When all candidates have been interviewed, the panel will score them appropriately, and based on this decide on the most suitable person for the post. The appointing manager will arrange to inform the successful candidate as soon as possible, agreeing a commencement date and starting salary.