

Recruitment and Employment Policy

Recruitment

When the Board undertake to recruit new members of staff, the following procedures will be followed:

The Board will appoint the members of the interview panel.

A job description and person specification will be prepared and an advertisement arranged.

Applicants initially screened using telephone interview questions – approved by panel.

Interview panel meet to agree interview questions.

Applicants are requested to attend an interview and bring following proof of:

- Qualifications
- Right to work in the UK, e.g. passport, visa, etc.
- References
- Driving license, if appropriate to position.
- Disclosure, if appropriate to position.

During interview, panel to complete part 1 of Pre-employment Checklist.

Discussion of each candidate and decision.

Successful applicants informed by appointed member of the panel, by phone then by letter – arranging a start date of employment.

Feedback to other candidates, by phone or by letter.

Interview panel report to Board of Directors.

Employment

Induction by line manager.

- Payroll information gathered and passed to payroll operators.
- Signed contract of employment filed.

Company policies given to employee.

Job description and day-to-day tasks specified.