



Recruitment and Selection Policy

Introduction

This policy reflects our approach to employee recruitment and selection and describes our process of attracting and selecting external job candidates or progressing suitable internal candidates. It is critically important that our workforce reflects the diversity of our customer base and the communities in which we operate, and that candidates are chosen on the basis of merit and potential.

All employees are valued and should have equal opportunity for career development. This should be a central consideration within the development of a new post and the recruitment and selection process which follows. In line with our determination to achieve quality in our outputs, an effective Recruitment and Selection process will ensure: efficiency - cost effective in both methods and sources; effectiveness - attract and retain suitable candidates; the 'best-fit' individual to be identified for the job role and the company; and fairness - ensuring that throughout the process, decisions are based on competency alone and meet our commitments to equality and diversity.

Vision

To positively and proactively select and recruit the best candidates to ensure that we support equality, diversity and inclusion in all of our recruitment process ensuring that we hire the best candidate for the vacancy, whether internal or external

Elements of the Recruitment Policy

- 1.** Identify the need for an opening (and internally, present a business case for the new hire). Consider the future of successful applicant in terms of promotion, static or temporary position.
- 2.** Decide whether it is best to recruit externally or internally
- 3.** Review the job description and person specification and identify how this post integrates with the existing organisational chart then compose a job advertisement, In addition to this, applicants should be encouraged to read the Employee Code of Conduct, available at this link: <https://hindsbuilding.co.uk/careers>
- 4.** Select appropriate sources for advertisement - all jobs should be advertised as widely as possible and will be advertised on the company website, social media pages and the government's portal
- 5.** Where there is a collection of resumes in the company's database, we will contact the candidates inviting them to apply for the job
- 6.** Shortlist candidates
- 7.** Proceed through selection stages
- 8.** Run background checks
- 9.** Select the most suitable candidate
- 10.** Make an official offer

Where possible (and dependent on seniority of the post), Hinds Building Services will aim to hire from within the local community. This does not mean that local candidates are more likely to be shortlisted where they are equally competitive to other candidates but that the environmental impact will be considered in determining the best candidate. This consideration will be secondary to whether the applicant is suitable for the job.

Employee Selection Stages

Hinds Building Services has a standard hiring process that may be tweaked according to the requirements of the role. Our standard process may include resume screening, phone interview, assignment/assessment and/or interview.

Recruitment and Selection

All application documents should reflect our status as an equal opportunity employer. Candidates will be considered fairly regardless of protected characteristics. These documents should also reflect that each post is subject to a probationary period.

All shortlisting and interview processes should be carried out by at least two persons (where possible). This may include an independent panellist where relevant. Depending on the level of the post, one interviewer may be acceptable. To ensure fairness across the application process, structured interview techniques will be applied. This will ensure that candidates are asked the same questions and given the same assessment. All follow up questions should be connected to the applicant's response, rather than creating the possibility that the applicant is being asked a different question to competing applicants. Discussion of personal circumstances should only be raised with all applicants if they relate to the successful completion of the job (for example, where there is little to no flexibility in starting time and the applicant has caring responsibilities - we intend that most jobs are flexible, but this is not always possible).

At the end of the interview process before the best candidate is selected, a pool of three candidates should be shortlisted. All of the candidates should be informed as soon as reasonably possible in line with the terms of the policy of the outcome of the interview. The best candidate will be contacted and if the offer is accepted and all checks have been made, the next best two candidates should be informed.

All interviewers should be familiar with the company's Equality, Diversity and Inclusion and Confidentiality and GDPR Policies along with this policy.

Interview Feedback

Once a candidate has been invited to interview, the candidate should be informed within three working days of the outcome of the interview. If candidates request further details, this should be processed by one of the senior managers. Where the candidate has been unsuccessful, this feedback should be brief but supportive, enabling the candidate to perform stronger in the next interview.

Any candidate who feels that they have been unlawfully discriminated against has a right to make a complaint, which can be exercised in writing to the management. This should be sent to contact@hindsbuilding.co.uk where this will be treated confidentially.

Equality in Remuneration

In sending the offer of employment, the employee signing off on the recruitment should ensure that this candidate is offered equal pay and benefits in line with other employees in the organisation. This is in line with the Equal Pay Act 1970 and our Fair Pay Policy, which can be found at <https://hindsbuilding.co.uk/salary-scales>. Further, we are a committed Living Wage employer.

Conditions

After a formal offer is made, the candidate is still subject to certain checks and it is possible that a formal offer may be revoked. There are a wide range of reasons, but three legitimate reasons include:

- Candidate has not provided evidence that they are allowed to work in the United Kingdom
- Candidate has falsified references or failed to disclose some material fact during an interview
- Candidate does not accept the offer within the stated deadline

- Candidate's DBS discloses some mitigating circumstance (a candidate may commence work before the DBS is returned in line with management policy but may be dismissed if the DBS discloses any information which shows that the candidate is no longer suitable for the role)

Data Protection

A full set of records for each successful candidate will be kept. This will form the basis of their Personnel Record during their time with Hinds Building Services. A set of records will be kept for each unsuccessful candidate for 12 months only. They will then be destroyed. All records will be kept in line with requirements of Data Protection Act and Freedom of Information Acts. All written or typed notes from the interview and/or assessment should be kept in their original form.

Policymaking

Hinds Building Services will regularly monitor this Charter to ensure that acceptable equality, diversity and inclusion practices are consistently enforced by our employees in the recruitment process.

Accessibility

All information, which supports equality, diversity and inclusion, will be provided in an accessible format. Where relevant, clients can request alternate accessible formats. As a Disability Confident Committed employer, we will ensure that candidates with disabilities are provided with opportunities for apprenticeships, traineeships or internships.

Legal Compliance

Hinds Building Services will ensure compliance with all legislation, regulatory instruments, standards and internal policies, including this policy. Breaches of this policy will be subject to disciplinary policy and procedures, contractual terms and conditions and civil and criminal law as appropriate. If you do not understand the implications of this policy or how it may apply to you, please seek advice by contacting your line manager at your earliest convenience.

To ensure compliance with Immigration laws, all external candidates called for interview must therefore be asked to provide proof of citizenship. To find out whether you can work for us, visit <https://hindsbuilding.co.uk/can-you-work-for-us%3F>

While every effort has been made by this company to ensure that the information contained in this policy is accurate and up-to-date, the contents of these pages should not be relied upon as a substitute for independent Human Resources or other legal advice. No responsibility or liability is accepted by Hinds Building Services for any errors or omissions in this policy or for any use of this information.

Management Team, Hinds Building Services

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