

## Recruitment & Selection Process

The recruitment and selection process goes through the following main steps.

Equality Diversity and inclusion  
Vacancy  
Advertisement  
Short List  
Interview  
Appointment  
Induction

### 1) Equality Diversity and inclusion

Valuing the differences between people and understanding the positive benefits for the company of employing a diverse range of talented people is crucial. A positive approach to diversity allows the company to select the best person for the job based on merit alone and free from bias on the grounds of factors that are not relevant to the person's ability to do the job. It is essential to be aware of the legal requirements that underpin the recruitment and selection process.

Discrimination in recruitment may occur when decisions are based on arbitrary or irrelevant requirements or as a result of unconscious bias. Applicants are statutorily protected against discrimination by the Equality Act 2010 on the grounds of any of the following:

Age  
Gender Reassignment  
Disability Marriage or civil Partnership  
Pregnancy and Maternity  
Race  
Religion or Belief  
Sex  
Sexual Orientation

Direct Discrimination occurs when someone is treated less favourably because of a protected characteristic. Direct discrimination usually entail a deliberate act against an individual or group and disregards their ability or suitability for the job and is used as a basis for making a decision about that person and they are treated less favourably as a result.

Association and Perception direct discrimination can also take place because of a protected characteristic that a person does not personally have. A person can be discriminated against because of their association with a person who has a protected characteristic, or because they are wrongly perceived to have one, or treated as if they do.

Indirect Discrimination occurs when a condition or requirement is applied generally and equally to all groups, but may lead to discrimination because of the proportion of one group who can comply with it is much smaller than the proportion of people not in that group who can comply with it. The application of such a requirement or condition would be unlawful if it cannot be shown to be justifiable or necessary for satisfactory job performance.

Disability Discrimination under the Equality Act covers anyone with a “physical or mental impairment” that has a substantial and long term adverse effect upon their ability to carry out day to day activities. An employer cannot justify discrimination for a reason related to a person’s disability if a reasonable adjustment would have prevented that reason from arising in the first place.

## 2) Vacancy

Vacancies can arise for many reasons, resignation, maternity leave, employee transfer or increased commercial activity. When a vacancy arises the following questions need to be considered:

can the duties be relocated?

Are there any part time staff who wish to increase their hours?

## 3) Advertisement

If it is necessary to advertise the vacancy then in the first instance it will be placed on the company website and in the local job centre. If there is a lack of response then an advertisement should be placed in the local press. No advertisement should be placed in the national press, with an online job board or with an agency unless it has received board approval.

## 4) Short List

All applicants should be reviewed by the relevant manager and short list created. Candidates who do not meet all the essential criteria be assessed through interview or a skills test exercise or presentation.

## 5) Interview

The shortlisted candidates should be contacted inviting them to an interview and their referees contacted, if necessary. Enough evidence needs to be gathered from all the selection tools to allow the selection of the most suitable applicant. Ensure all questions are job related and questions relating to domestic circumstances are not asked. Ensure that a copy of the candidate eligibility to work in the UK is obtained. Each candidate should be reviewed against the criteria for the post. The above should be based on how well someone fits the job requirements and how well they meet the essential and desirable criteria of the post. The decision should be free of bias, stereotyping and assumptions.

## 6) Appointment

Once a selection decision has been made an oral offer of employment should be made to the candidate. This will be subject to the usual requirements including but not limited to:-  
Eligibility to work in the UK

receipt of   Satisfactory references  
                  Satisfactory medical clearance  
                  Confirmation of relevant qualifications

It is the responsibility of the recruiting manager to ensure that the candidate is eligible to work in the UK and that copies of all relevant documents has been obtained.

Once all the relevant paperwork has been received a contract of employment and employee handbook should be issued and signed for by the applicant.

## 7) Induction

The line manager is responsible for the induction of the new employee. The aim is to help the new employee to adjust as quickly as possible to the new working environment in order to achieve maximum working efficiency in the shortest possible time.

It is important to remember that induction is a process that should take place over a number of weeks. It is not a one day event. The length and content of the induction programme will vary depending on the nature of the new employee role.

If you have any queries or require guidance on any issue please contact the company secretary who will either be able to answer your query or direct you to the relevant professional guidance.

Signed \_\_\_\_\_



Dated \_\_\_\_\_

01.05.24