

Recruitment and Selection

In the more recent past, a considerable amount of new legislation has been introduced to the area of recruitment and selection, covering such topics as disability, sex and race discrimination. It is, obviously, essential that the company can satisfy all the relevant criteria and "be fair and seen to be fair" in its selection process. The purpose of this policy, therefore, is to provide guidance in the selection process to be adopted by all Russell Group employees involved in recruitment and selection.

It is vitally important that all staff employed are capable of delivering a high standard of customer service, whether this be for the internal or external customer. Emphasis is therefore high on recruiting the right staff in the first place.

The procedure as set out in the Human Resources Manual shall be followed that incorporates the following elements.

1. **Job description** - Existing Job Description must be reviewed to ensure it is still valid with any amendments made at this time. In the event the position to be filled is a new one, the Department Manager concerned must prepare a Job Description and forward this to the HR Department.

2. **Person Specification** - In order to ensure that the selection process is properly focused, a person specification needs to be prepared and attached to the job description.

3. **Candidates** - Candidates can be obtained in the following ways: - Internal Advertising, Internal Promotion, External Advertising, Website, Jobcentres, Employment Agencies, Letters and Recommendations

5 **Vacancy File** - A separate file should be opened for each vacancy. This shall contain all application forms received, all replies and acknowledgment's, interview assessment forms, assessment reports / tests and correspondence relating to the appointment.

6. **Application Forms** - All external candidates must complete the Russell Group 'APPLICATION FOR EMPLOYMENT' Suitably qualified applicants then receive a letter inviting them to attend an interview.

7. **Interviews**- Each prospective employee shall undergo two interviews. Interview comments are then entered to a checklist. Road tests, Lift Truck Tests or Psychometric tests may be used at interview.

8. **Unsuccessful Candidates** - At all stages of the selection process unsuccessful candidates shall receive notification thanking them for their interest in the Company but that on this occasion they have not been selected for further consideration.

9. **Short List** - As soon as possible after the initial interview and applying the relevant interview assessment and comparing notes, the first Interviewer and the

Assessor shall produce a short list of candidates for further consideration. These candidates would be invited for further interview.

10. **Successful Candidate** - An offer of employment will not be made to the successful candidate until, a) 2 x Personal references have been taken up. b) The candidate is required to provide evidence of character through completion of the relevant form from his / her local police office. c) Where considered appropriate the successful candidate will be advised that a medical examination may be required. d) All driving candidates will be asked to sign a 'Mandate for Release of Information' under the data subject access provisions of the data protection act. This mandate is then forwarded to DVLA who release to this Company all licence details for the candidate.

11. **Offer of Employment** - Once the above procedure has been completed an offer of employment shall be made detailing terms and conditions of employment.

12. **Review** - The vacancy file shall be reviewed by confirming that all applications have received a response. The file should be closed by an indication of the successful candidates name and date of appointment