



Colloide



Recruitment & Selection Policy

CES IMS-POL14

Status: Ratified

Document Type: Policy

Document Control Sheet

Date	Rev	Amended By	Comments/Details
18/10/2021	1	P McGuinness	First Issue
20/10/2022	2	P McGuinness	Annual Review

Policy

Colloide is an equal opportunities employer, which means that we are committed to providing equality of opportunity in employment to all persons. When recruiting new employees or when affording our current employees with opportunities for promotion, we will-

- follow the good practice recommendations of the codes of practice and other guidance issued by the Equality Commission;
- Ensure a transparent, unbiased and consistent approach to recruitment;
- select the best person for the job in terms of qualifications and abilities.

To achieve these aims, we have developed a Recruitment and Selection Policy and Procedure. No position in the company may be filled unless this procedure has been followed. A copy is available from the company on request.

Whilst the Managing Director or designated authority has the responsibility for the implementation and review of this policy and procedure Colloide may outsource the operation of the Recruitment and Selection function.

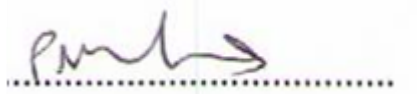
Colloide will apply the following general principles in implementing the Recruitment and Selection Policy and Procedure.

- This procedure will be applied fairly and consistently to all job applicants.
- Appointments will be made on the basis of merit.
- Assistance will be given, where needed, to job applicants who are disabled. This may require the company to make reasonable adjustments to some or all of those procedures and practices if that is needed to remove any disadvantages which they cause for any disabled job applicants. The adjustments need only be made for the disabled persons who require them and it may result in those disabled persons being treated more favourably than other persons; if so, that is lawful and permissible.
- Recruitment will be planned in advance and opened up to competition.
- A personnel specification and job description will be available for all posts.
- Casual or speculative requests for employment will not be accepted.
- Applicants must complete an application form in response to an advertised job vacancy, determined by the Managing Director or designated authority. The Managing Director or designated authority will determine the most appropriate method of advertising which may include, for example, media including paper and/or social media or through an agency.
- All applicants will then be assessed against relevant selection criteria to determine who the best person for the job is.
- All persons involved in selecting employees must read and apply the company policy and procedure, the company Equal Opportunities Policy, and the good practice recommendations of the codes of practice and other guidance issued by the Equality Commission.
- All persons involved in the Recruitment and Selection process will be competent in the process of recruitment and selection.

- The company will review the policy and procedures on a regular basis or as required to by changes in legislation and/or recommendations for change by the Equality Commission for Northern Ireland.

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

SIGNED BY:

A handwritten signature in black ink, appearing to be 'P. Smith', is written over a dotted line. The signature is cursive and extends to the right of the line.

Date Reviewed: 20th October 2022

Date of Next Review: 20th October 2023

Procedure

The Recruitment Process

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

Define the job. If it is an existing post - is an exact replacement required or is this an opportunity to revise the requirements. If it is a newly established post be clear on the exact requirements, draw up a job description and consult the appropriate Director / Human Resources Department in relation to the appropriate grade and / or salary.

Complete a Job Vacancy Form which confirms:

- details of the post
- final approval from the appropriate Director;

Send the Job Vacancy Form to the Company Administration Office for processing. No vacancy can be processed without this authorisation.

Ensure the **Job Description and Person Specification** are up-to-date and offer a true representation of the vacant post, and the person you are looking for to fill this post

Collate an information package appropriate for the post. This package should include:

- job description and if appropriate, the person specification
- information on Colloide Engineering Systems Ltd.
- terms and conditions of employment including salary

It is important that this pack is carefully put together in order to present a professional image of the Company, therefore out-of-date or poorly presented information is not suitable.

Discuss with the Company Administration Office/appropriate Director the most effective means of obtaining suitable permanent candidates. The following options should be explored (in this order):

- Internal advert within the Company, if a more Senior post becomes available
- Examination of previous applications (received up to 12 months prior to new post becoming available), held on file within the Company Administration Office
- External advert within the job centre
- External advert in the press
- In senior posts the use of a recruitment agency

Design the advertisement. All advertisements must contain as much information as possible to ensure the correct recruitment group is targeted and reduce unsuitable applications, while remaining as cost-effective as possible.

External adverts should be submitted to the appropriate Director / senior manager with costings for approval before being placed.

The Selection Process

Appropriate selection procedures must be used for each post. Procedures may vary, at its simplest this may involve a straightforward interview. For more senior posts, 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 application forms 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 Company Administration Office, 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 least one week prior to the interview, each panellist will receive an interview pack containing:

- copies of application forms / CV's
- blank interview report forms;
- a copy of the job advertisement;
- a copy of the job description;

The appointing manager will:

- decide on the interview format and determine which areas to concentrate on with the questioning;
- decide on who will chair the Interview Panel;
- receive the references and pre-employment checks for candidates from the Company Administration Offices, and be responsible for ensuring the confidentiality of these, and for their safe return to the Company Administration Offices.

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.

All interview packs should be returned marked "private & confidential" to the Company Administration Offices for filing for future reference if necessary.

Upon return of the Interview Report Form, the Company Administration Offices will:

- telephone/email/write all unsuccessful candidates with outcome of interview within one working day of appointment being agreed
- telephone/email/write to the appointee, offering the post providing satisfactory references and pre-employment checks have been received
- initiate a personnel file and computer entry for the new member of staff;
- notify the Manager if the appointee refuses the offer, or if there are any other details to be cleared.

The Company Administration Offices will arrange, in conjunction with the appointing manager an individual programme of induction for the new start which will be arranged and agreed at least one week before the appointee commences.

Appointing Manager's Checklist

Recruitment

1. Review the post - is it necessary, does it need changed, can the duties be adequately covered elsewhere. If significant changes are required or it is a new post, please discuss the details in relation to grade and salary with the HR Department /appropriate Director
2. Complete a Job Vacancy Form ensuring approval of appropriate Director. If post is newly established, then confirmation of funding from the Director of Finance.
3. Review / complete the job description and person specification.
4. Put together an information pack for the vacancy.
5. Decide the most effective way to recruit to the post. For example internal advert / job centre / I press etc.
6. Design the advert. This should be done in conjunction with the Company Admin Office. Decide on a closing date, method of application (e.g. C.V. or application form), whether a pre-interview visit will be required and who should be contacted for applicant enquiries.
7. The Company Admin Office will process the advert, send out information packs and collate applications ready for short-listing.

Selection

8. Decide on the interview panel as soon as possible and arrange a suitable date with them.
9. Applications will be forwarded to you from the Company Admin Office on the closing date. These may be inspected at any time prior to this.
10. With at least one other member of the interview panel shortlist for the post against the person specification.
11. Decide whether it would be appropriate to use alternative selection methods, for example psychometric or skill testing and make arrangements for this
12. Let Company Admin Office have short-list, they will arrange to contact the candidates and set up the interviews / tests etc. They will also contact unsuccessful applicants.
13. At least one week before the interviews, the panel will receive an interview pack containing the applications and other details.

14. References should be collected from the Company Admin Office immediately prior to the interviews.
15. Ensure arrangements are in hand to welcome candidates as they arrive, to escort them to the interview and any other events during the day e.g. testing.
16. Complete the interview, and taking account of the outcome of any testing, decide on the most suitable candidate. Contact them by phone and offer the post (conditionally when details such as references, medical etc. have to be confirmed) agreeing verbally the salary and proposed start date.
17. Return all interview packs and references to the Company Admin Office with the Interview Report Form. They will Contact all other unsuccessful candidates by phone/email/in writing interview within one working day of appointment being agreed
18. Set up an individual induction programme for the new appointment.