

Recruitment Policy

This policy sets out the process and key legal requirements for Recruitment and Selection in Alstons. It applies to all those involved in the Recruitment and Selection process.

Approval to recruit

When a vacancy has been identified the Line Manager must first obtain approval to recruit from the Managing Director. Where recruitment is planned to fill a vacancy created by a leaver, approval will normally be granted automatically. If, however, the line manager wishes to upgrade a post, or create a new post, a business case for this must be presented.

Before embarking on the process of recruitment, the Line Manager must ensure that there is an up-to-date job description for the post and a clearly drafted person specification. The job description will describe the duties, responsibilities and level of the role, while the person specification will describe the type of qualifications, training, knowledge, experience, skills, aptitudes and competencies required for effective performance of the job.

Selection

The Company aims at all times to recruit the person who is most suited to the particular job. Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, experience and skills will be assessed at the level relevant to the job.

Applicants are encouraged to apply using the Company's application form which is available on the website. This enables the Company to gather full information on the applicant. The Company will also accept CVs from agencies or other third parties who have been engaged to identify suitable candidates.

HR will work with managers to identify the most appropriate selection methods for each role. This will normally include a selection interview and appropriate work-based skills tests. All interviews will be conducted by a panel of at least two interviewers in order to help avoid bias. Questions used will be prepared in advance and based on the job description and person specification for the role. Wherever possible the same question structure will be used for all applicants to enable objective comparison of evidence gathered.

Line managers conducting interviews will ensure that the questions they ask job applicants are not in any way discriminatory or unnecessarily intrusive. The interview will focus on the needs of the job and skills needed to perform it effectively. Interview notes and a record of decisions made must be completed and passed to HR. All interview notes are retained for six months following the interview. On no account should any job offer be made during or at the end of an interview.

HR provide training for Line Managers involved in the recruitment and selection process and it is recommended that those involved in the selection process attend this. Ideally at least one panel member will have received training.

Advertising

It is the Company's policy that all vacancies will be posted using the weekly brief. Existing employees are encouraged to apply for vacant posts if they have the appropriate qualifications, experience and skills.

When advertising externally, vacancies will be placed on the Company's website and applications encouraged via application form. The Company will also advertise online and use social media and other channels to increase the chances of attracting talent into the business. In addition, the Company will engage recruitment agencies where appropriate to support the recruitment process and help identify candidates for more specialist roles.

Where the job is to be advertised, the proposed advertisement must be submitted to HR for approval. Line managers should also consider and discuss with the HR department where else to post the vacancy prior to adverts being placed.

Equality, Diversity and Inclusion (ED&I)

The Company is committed to applying its equality, diversity and inclusion policy at all stages of recruitment and selection. We always carry out shortlisting, interviewing and selection without regard to an applicant, sex, gender identity, sexual orientation, marital or civil partnership status, skin colour, race, nationality, ethnic or national origins, religion or belief, age, pregnancy or maternity leave or trade union membership.

Any candidate with a disability will not be excluded unless it is clear that the candidate is unable to perform a duty that is intrinsic to the role, having taken into account reasonable adjustments. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of his/her disability. Line managers must only ask a candidate questions about their health where this is directly necessary for a particular role and, in any event, only once they have been shortlisted.

To prevent any candidate from being disadvantaged because of a disability, the individual responsible for communicating with applicants should ask each candidate whether they require reasonable adjustments to be made. The HR department is always available to provide guidance on reasonable adjustments.

Interviews

Line managers conducting recruitment interviews will ensure that the questions that they ask job applicants are not in any way discriminatory or unnecessarily intrusive. The interview will focus on the role and the skills needed to perform it effectively.

A record of every interview is recorded and retained for a suitable period. To ensure fairness, the line manager should ensure that questions asked are consistent in all interviews for a particular job. On no account should any job offer be made during or at the end of an interview.

In some cases, we will hold interviews remotely via [online video call]. Video interviews are carried out using [Zoom/Microsoft Teams]. The HR department will notify applicants in advance and provide the interviewee with details of how the interview will be conducted. They should also give the interviewee the opportunity to provide details of any reasonable adjustments that should be made or technological difficulties that they may encounter.

Pre-employment checks

It is the Company's policy that the successful applicant will be asked to complete a pre-employment medical questionnaire with the Company's Occupational Health provider if required. Any offer of employment will be conditional on the result of this medical questionnaire being satisfactory.

Once the appointment decision has been made the Company will seek a minimum of two written references for the successful candidate and ask for documentary proof of qualifications or certificates (where relevant) and proof of the right to work in the UK. Any offer of employment will be conditional on these being satisfactory.

Right to work checks

We only recruit individuals with a legal right to work in the UK.

All offers of employment will be subject to the candidate providing the required original documents or our organisation being able to carry out a check on the Home Office online [right to work checking service](#) confirming their right to do the work in question. To enable us to conduct an online check, the candidate must have shared their right to work details using the Home Office [prove your right to work to an employer](#) online service.

The requirement to provide evidence of the right to work in the UK applies to all new applicants, regardless of their race, nationality or ethnic or national origins.

Data Protection

The Company processes personal data collected during the recruitment process in accordance with its Data Protection Policy and Privacy Notice. Data collected as part of the recruitment process is held securely and accessed by, and disclosed to, individuals only for the purposes of managing the recruitment exercise effectively to decide to whom to offer the job. Line Managers must return all candidate paperwork and interview notes to HR immediately following the interview process. HR will maintain a secure record of candidate information and ensure that it is deleted/destroyed after six months. Those involved in the recruitment process must also ensure that CVs and application forms are deleted from emails and electronic files within six months of the recruitment process.

Inappropriate access or disclosure of job applicant data constitutes a data breach and should be reported in accordance with the Company's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the Company's Disciplinary Procedure.