

## RECRUITMENT & SELECTION POLICY & PROCEDURE (v3.0822)

### Introduction

We are an equal opportunity, disability confident committed, and living wage employer. We aim to create an inclusive workplace where individuals can be authentic and exceed their personal goals. The success of our specialised business is based on the skills and knowledge of our team so we aim to recruit people who will bring diversity to our knowledge base. To help us achieve these aims we have set up this Recruitment & Selection Policy & Procedure.

All associated documents referred to in this Policy & Procedure are highlighted in bold, italic and underlined.

### Purpose & Scope

This policy and procedure provides the framework for an effective, fair and equal approach to recruitment and selection. This policy and procedure applies to all appointments and must be applied consistently to all job applicants. It does not cover contractors as they are dealt with via the approved suppliers procedure.

### Responsibility/Accountability

The Responsible Officer is accountable for monitoring the implementation and impact of this policy and procedure. Business Unit Managers are responsible for following this procedure when recruiting. The HR Co-Ordinator also has responsibilities (as identified in the document) within this policy and procedure.

### Principles

1. Job opportunities will be publicised internally and externally, as appropriate.
2. All applicants must supply a CV.
3. All applicants will be assessed against relevant selection criteria to determine the best person for the job.
4. No position at RTITB may be filled unless this procedure has been followed.

5. All disabled applicants who request it will receive a guaranteed interview if they meet the minimum criteria for an advertised post.
6. All candidates will undergo integrity checks prior to employment, and all offers of employment will be conditional on a satisfactory result being obtained.
7. Temporary staff may be recruited direct from recruitment agencies where business need dictates.
8. Job Descriptions used in recruitment campaigns must include the following information as a minimum; attributes of a top performer, essential skills and experience, desirable skills and experience, remuneration and benefits, role outline, and be populated on the ***job description template***.
9. All recruitment data will be stored in line with the ***Job Applicant Privacy Notice*** and in compliance with relevant legislation.

### The Procedure

1. **Identify a vacancy** and confirm able to recruit with Managing Director
2. A member of the team from Business Unit recruiting will be selected by the Business Unit Manager to review and update the current job description (where one exists) or **populate the job description**. The Business Unit Manager will agree the recruitment process (for example, interview only is likely to be used for administrative roles but for technical roles assessment of knowledge, skills and behaviours will be used alongside or prior to interview) with the Managing Director. The Business Unit Manager will review and approve (to ensure appropriate terminology is used and that the description does not directly/indirectly discriminate against any application) or amend the job description.
3. The HR Co-Ordinator will **Advertise the vacancy** on the internal HR platform, plus on a selection of the following appropriate to the job role; with recruitment agencies on the ***approved suppliers list***, Talent in Logistics Job Board, on authorised social media channels; LinkedIn, Facebook, Twitter and, Indeed.com. This is to welcome applications from as many eligible candidates as possible.

4. **Selecting candidates for the next step of the recruitment process** (which is dictated by the job role but may include testing as a method of assessing candidates prior to interview) will be conducted by the HR Co-ordinator and the business unit manager who is recruiting. The shortlist will be decided by comparing the candidates CV to the job description and selecting the candidates who have demonstrated in their CV that they meet the most criteria of; top attributes, essentials skills and experience, desirable skills and experience. Other suitably qualified managers (for example the Senior Technical Manager for technical roles) may also take part in this process where appropriate.
5. The HR Co-ordinator will **invite the candidates to interview**. Appropriate reasonable adjustments will be made for disabled applicants who may need them. The selection panel (the Business Unit Manager recruiting and HR Co-Ordinator or another manager) will work together to prepare the questions and ***interview scorecard***. The questions will not seek to obtain the following kinds of personal information about the applicants:
  - a. religious or similar philosophical belief or political opinion
  - b. ethnicity, nationality or national origins
  - c. age or date-of-birth
  - d. sexual orientation/gender identity
  - e. health or disability
  - f. marital status or family status or whether the applicant has children or plans to have children
6. **Interview the candidates** using the ***interview scorecard*** which includes the interview questions and interview agenda. All applicants will be asked the same set of questions. Marks will be awarded fairly and consistently. Each member of the selection panel will complete a separate ***interview scorecard***. The HR Co-Ordinator will ensure all ***interview scorecards*** are saved securely on the RTITB server.
7. **Select the best candidate** based on total score, in merit order. The Business Unit Manager recruiting makes a verbal offer. If the candidate accepts the verbal

offer the Business Unit Manager will supply the HR Co-Ordinator with all of the information necessary for the HR Co-Ordinator to send the offer letter and staff handbook. The offer letter will be sent within 2 working days of acceptance of the verbal offer. Unsuccessful candidates will be informed in writing by the HR Co-Ordinator and will be offered the opportunity to ask for feedback.

8. The HR Co-Ordinator will **Conduct pre-employment checks**; right to work in the UK, references, integrity checks (shown in the table 1), DBS, mandatory qualifications, and licences (where applicable).
9. If candidate accepts and passes pre-employment checks refer to **Joiners, Movers and Leavers procedure** for next steps.

Table 1

	Integrity checks
All Staff	<ul style="list-style-type: none"> <li>• Proof of qualifications/licences</li> <li>• Proof of ID – passport or driving licence</li> <li>• 2 References</li> <li>• Conflict of interest declaration</li> <li>• Confidentiality agreement</li> </ul>
Senior Management Team	In addition to the checks conducted on all staff we will conduct: <ul style="list-style-type: none"> <li>• Declaration of Compliance</li> <li>• Bankruptcy and disqualification checks via Creditsafe</li> </ul>
Assessors/Instructors/Examiners/Auditors	In addition to the checks conducted on all staff we will conduct; <ul style="list-style-type: none"> <li>• DBS check</li> <li>• BPSS check (where applicable to role)</li> </ul>

Signed



Date: 10/02/2022



**This policy must be reviewed by the Responsible Officer no later than end of August 2023.**