



## Design / Fabrication Specialists in Structural and Architectural Steelwork

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# RECRUITMENT POLICY

Kent Structural & Architectural Ltd recruitment and selection process is of paramount importance in order to recruit employees with the necessary skills and attributes to enable the company to fulfil its corporate aims and objectives.

The Recruitment and Selection Policy and Procedures aim to provide clear guidance to managers in relation to both the selection and appointment of employees. This policy promotes and supports good practice for those with responsibility for recruitment.

This policy and procedures aim to achieve the following objectives:

Recruit employees with the appropriate skills, both technical and personal, in order to meet the company's current and future needs.

To ensure that employees appointed to posts involving responsibilities are qualified to carry out such duties or are working towards an appropriate qualification.

Work to a fair and effective recruitment procedure, which is consistent with employment legislation and the company's equal opportunities policy and practices.

Develop and enhance the public image of the company, both as an employer and as a quality provider of services.

Internal candidates or others personally known to the interview panel must be treated in exactly the same way as all other candidates.

This policy and associated procedures applies to all employees of the company.

Managing Director : **Paul Hankin**

Date : 02/01/2013

Signature: 

## KEY CONSIDERATIONS

### 1. Justification for Recruitment

Before recruitment begins, the following will be given consideration:

- is it necessary to fill the vacancy?
- does the role require changes in duties and responsibilities?
- is it appropriate to evaluate the grade of the post?
- could the work be accommodated in other ways?
- what terms and conditions are being offered for the post?
- are there any employees 'at risk'?\*\*

\*\*Employees at risk within the organisation must be given first consideration for any vacancy prior to an external / internal advertisement being placed.

- Managers should consider widening the diversity of the team which could include consideration of part time working / jobshare / positive action initiatives.

### 2. Advertising

It is normal practice that all vacancies are advertised, both internally within the Company, as well as externally. However, where it is considered that existing employees have the prerequisite skills consideration may be given to advertising posts internally only. Employees who have been identified to be 'at risk' may be considered for vacant posts prior to internal / external advert if they meet all the essential criteria of the vacancy.

There may be exceptional occasions when the company deems it appropriate to use "search" techniques. Before doing so, the Director of KSA must give permission that "search" is the appropriate method.

### 3. Enquiries

All enquirers will receive a recruitment information pack detailing the requirements of the post. Wherever possible, this will be provided in electronic format and in alternative formats where requested.

### 4. Selection

#### Shortlisting

Candidates will only be shortlisted for interview if they meet all the essential criteria defined in the person specification. If the number of candidates meeting the essential criteria is excessive, further selection must be undertaken utilising the desirable criteria to achieve a workable shortlist (suggest no more than 6).

Candidates equality and diversity monitoring forms are separated from the application forms prior to the shortlisting process. The shortlisting panel will not have access to this information.

Shortlisting must be undertaken by at least two individuals who are experienced in the recruitment process and who will go on to be involved in the interviewing process. At least one member of the panel should have attended the recruitment and selection “Best Fit” training.

### Interviewing

The interview must be conducted by a panel, all interviews for one post must be conducted by the same panel.

All candidates will be asked a standard format of questions, which will have been decided by the interview panel prior to the interviews. All questions must be related to the job requirements and the candidate’s suitability to undertake the role.

### Skills assessment

As part of the selection process, the company may wish candidates to partake in a series of skills tests. These tests must be directly related to the role in question and must be measurable against objective criteria. Candidates must be informed of the details in the letter inviting them for interview. Details of any skills tests, including the criteria to be measured and the method of measuring must be provided in advance to HRD. Skills tests should be held in accessible rooms where required and requested by a disabled candidate.

## **5. Appointment**

The choice of candidate will be determined by the majority view from the formal interview panel. The panel will take account of any other information that will have been generated as part of the selection process. In the case of a tied vote, the Chairs decision will carry.

A formal offer of appointment is to be made / confirmed in writing and will be conditional upon receipt of references which satisfy KSA requirements, medical assessment, satisfactory evidence of eligibility to work in the UK and other appropriate checks undertaken.

Consideration should be given to reasonable adjustments for a successful disabled candidate.

## **6. Confidentiality**

All application details are treated with the utmost confidentiality. It is the responsibility of the Director (or her/his nominee) to ensure that suitable arrangements are made for confidentiality to be maintained.

## **7. Documentation**

At all stages of the recruitment process, it is the responsibility of the Chair of the panel to ensure that notes are kept detailing the reasons for selection or rejection of candidates. These notes could be called upon as evidence of the fairness of the process, either through an internal assessment or to support an external investigation.

The notes should therefore be relevant to, and necessary for the process itself. It should be noted that applicants would normally be entitled to have access to interview notes about them (please note that applications are retained for 6 months only) as part of the record of the interview.

## **8. Feedback**

All applicants may receive formal written communication informing them of the status of their application upon request. Feedback will be provided by the Chair of the panel at the request of any applicant at any stage of the recruitment process.

## **9. Observation**

In order to ensure the company's compliance with both the Recruitment and Selection and Equality and Diversity Policies and Procedures, an observer may be present at any part of the process from short listing through to selection. In addition, an observer representing the interests of Equality and Diversity may also be present. In order for an individual to become an authorised observer, they must undertake approved training. However, the observers do not actively participate in any stage of the proceedings and do not have voting rights for selection.

