

DRIVER RESOURCE

RECRUITMENT THE DRIVING SPECIALISTS

RECRUITMENT POLICY

It is our policy that line managers are responsible for recruitment. A line manager who wishes to recruit someone must first obtain approval from [the general manager]. 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, justification for this must be presented.

It is our policy that all vacancies will be posted on noticeboards throughout the organisation [and placed on our intra net]. Existing employees are to be encouraged to apply for vacant posts if they have the appropriate qualifications, experience and skills.

Our aim 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 that is relevant to the job.

Before embarking on the process of recruitment, the line manager must ensure that there is an upto-date job description for the post and a clearly drafted employee specification. The job description will describe the duties, responsibilities and level of seniority associated with the post, while the employee specification will describe the type of qualifications, training, knowledge, experience, skills, aptitudes and competencies required for effective performance of the job.

Where the job is to be advertised, the proposed advertisement must be submitted to the [general manager] for approval. Line managers should also consider whether or not it is appropriate to post the vacancy in a jobcentre or place it with an approved employment agency.

We are committed to applying our equal opportunities policy at all stages of recruitment and selection. Shortlisting, interviewing and selection will always be carried out without regard to gender, gender reassignment, sexual orientation, marital or civil partnership status, 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 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 needs of the job and skills needed to perform it effectively. A record of every recruitment interview must be made and passed to the [general manager] to be retained for a suitable period of time. On no account should any job offer be made during or at the end of an interview.

[Psychometric testing will be used as part of the recruitment process only with the prior approval of the HR department. Any test used must have been validated in relation to the job, be free of bias, and be administered and validated by a suitably trained person.]

[It is the organisation's policy that the successful applicant will be asked to undergo a pre-employment medical examination with a doctor nominated by the organisation. Any offer of employment will be conditional on the result of this medical examination being satisfactory.]

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 on line 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 recruits, regardless of their race, nationality or ethnic or national origins.

It our practice to seek the successful candidate's consent for us to seek [two] written references and to ask for documentary proof of qualifications and right to work in the UK. Any offer of employment will be conditional on these being satisfactory.

DRIVER RESOURCE

RECRUITMENT THE DRIVING SPECIALISTS

RECRUITMENT POLICY

We will process personal data collected during the recruitment process in accordance with our data protection policy. In particular, 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. Inappropriate access or disclosure of job applicant data constitutes a data breach and should be reported immediately. It may also constitute a disciplinary offence, which will be dealt with under our disciplinary procedure.