

Recruitment and Selection Policy

2022-23

Introduction

Effective recruitment and selection are crucial to the success Longworth. It depends on finding people with the necessary skills, expertise and qualifications to deliver the Company's strategic objectives and the ability to make a positive contribution to the values and aims of the organisation.

Purpose

This Recruitment Policy provides a framework for the Recruitment and Selection Process. The purpose of the policy is to provide clarity to Managers on how to recruit a new member and sets out the steps which must be taken to ensure a compliant recruitment process.

Scope

The scope of this policy covers the recruitment of all direct employees at Longworth.

Responsibility

The board of directors take responsibility for ensuring the business operates in line with this policy and commits to taking appropriate action where necessary.

When recruiting a new member of Longworth, we will:

- Advertise vacancies using one of the following: recruitment company, job search site, social media or head hunting, with head hunting being the more favourable choice.
- On occasion, advertise vacancies internally to allow promotions where possible as development opportunities for staff.
- Conduct a fair and consistent process.
- Conduct interviews with two members of Longworth and follow a series of set questions.
- Keep unsuccessful candidate's information on file for one year from the date of interview taking place.
- Make a conditional offer of employment upon satisfactory results from the following checks: references, right to work in the UK, training and social media checks.
- Comply with relevant legislation including but not limited to Equality Act 2010, Employment Rights Act 1996, Data Protection Act 1998, Immigration Asylum and Nationality Act 2006.



Paul Smith
Managing Director

Date: 1st December 2022

Scheduled Review Date: 30th November 2023