

SHOUT! COMMUNICATIONS STAFF POLICIES

Recruitment Policy

Introduction

This policy is designed to provide Shout! Communications with a set of recruitment and selection practices for the effective resourcing of employees in an efficient and fair manner. The policy takes into account current employment legislation and must be implemented in conjunction with the Equal Opportunities Policy.

Shout! Communications is committed to increasing the efficiency of the company by attracting and recruiting people who are best suited to meet the standards for the job, without regard to gender, marital status, race, colour, nationality, ethnic origin, religion, disability, sexuality, HIV status, age or unrelated criminal convictions for reasons which cannot be shown to be fully justified.

Recruitment Process

Recruitment Sources

Shout! Communications uses a variety of recruitment sources in order to ensure that vacancies may be filled with the most suitable person available, in a cost effective and timely manner. These include:

Internal Advertisements

In order to ensure that Shout! Communications employees have opportunities to develop within the company, all vacancies will normally be advertised internally. The only exceptions would be where a redundancy or restructuring exercise is being conducted within the department/area where the vacancy exists.

The Directors will determine whether a vacancy should also be advertised externally. This judgement will be based on the likely availability of suitable internal candidates.

However, job applicants must not be discouraged from applying for a post, in accordance with Shout! Communication's Equal Opportunities Policy.

All internal applicants whose attributes match those of the job will be interviewed for the position.

External Recruitment

Vacancies may also be advertised externally.

a) Newspapers/Specialist Journals

Employment advertising in newspapers/specialist journals is an important applicant source. As detailed in the Equal Opportunities Policy it is unlawful and contrary to Shout Communications policy to exclude or to express a preference for any particular group of applicants. Care must be taken to ensure that publications used for employment advertising have a diverse readership with significant minority representation.

b) Internet

It is the policy of Shout! Communications to utilise the company website for recruitment purposes, either by advertising through a recruitment consultancy's

SHOUT! COMMUNICATIONS STAFF POLICIES

Recruitment Policy

website or by using other existing sites. The use of the internet as an advertising media allows Shout! Communications access to a wider group of potential employees. However, since the internet is accessed world-wide care must be taken regarding the applicant's eligibility to work in the UK.

c) Employment Consultancies and Agencies

Use of such organisations must be in accordance with the terms of the Equal Opportunities Policy.

The Selection Process

The appropriate selection method may not necessarily be limited to, but will always include, face to face interviews.

The Selection Code

Any employee representing Shout! Communications in the recruitment process must have undergone appropriate training. This training must cover employment law relating to recruitment and selection, equal opportunities, interview techniques and the use of job descriptions and person specifications.

Acknowledgements to applications should be sent to all external and internal applicants.

It is a legal and Shout! Communications requirement that details of every application must be retained for a period of six months. When the applicant has not been selected for interview, reasons for their non selection must be kept in written form and retained as above.

All applicants will be advised of the outcome of the screening process and will be informed as to whether or not Shout! Communications will be progressing with their application.

There must not be discrimination on the grounds of gender, marital status, race, colour, nationality, ethnic origin, religion, disability, sexuality, HIV status, age or unrelated criminal convictions for reasons which cannot be shown to be fully justified.

The provisions of the Equal Opportunities Policy must also be complied with:

- Care must also be taken to avoid unfair treatment of applicants with a criminal record - as per the Rehabilitation of Offenders Act - unless the occupation is one to which the Exceptions Order to the Act applies
- To avoid misunderstandings, questions should be confined to the broad requirements of the job. Any employment offer must be made on the same broad terms and conditions as anyone already in that job

All external candidates who are short-listed for a position should be asked to provide evidence of their right to work in the UK when they attend for interview. This can be in the form of:

SHOUT! COMMUNICATIONS STAFF POLICIES

Recruitment Policy

- A document showing the persons national insurance number (P45, payslip, P60 etc)
- A passport describing the holder as a British citizen or as having the right of abode in (or an entitlement to re-admission to) the United Kingdom, or the right to work here
- A certificate of registration or naturalisation as a British Citizen
- A birth certificate evidencing birth in the United Kingdom or in the Republic of Ireland
- A European Economic Area (EEA) passport or national identity card or a passport describing the holder as a British Dependent Territory Citizen
- A passport or travel document endorsed to show that the person is exempt from immigration control or a letter issued by the Home Office confirming that the person named has such status
- A United Kingdom residence permit
- A letter issued by the Immigration and Nationality Department confirming the individual's status
- A work permit

The letter inviting candidates to interview should include this requirement.

- All interviews will be conducted by two directors/managers.
- Immediately after an interview, interviewers must complete an Interview Record Form, outlining the suitability of the candidate and reasons for an offer or rejection decision

All candidates should be written to in order to confirm the outcome of their interview within 5 working days of the interviews having taken place. This could involve a verbal offer, a second interview or a rejection

A verbal offer of employment may be made by the manager to the preferred candidate. Once accepted, however, this offer is legally binding. All such offers must therefore contain the following statement:

‘This offer is subject to later confirmation, documentary evidence of your right to work in the UK (if not already received), references which are satisfactory to us having been received’.

Temporary employees covering the work of employees on ordinary or extended maternity leave must be informed that they are ‘temporary replacements and that their employment will end or they may be transferred when the permanent employee returns’

Administration

A conditional written offer letter, including the Statement of Terms and Conditions of Employment and Shout! Communications information applicable to the position will be sent by a director or manager. However, starting details will only be issued to the applicant once references, which are satisfactory to Shout! Communications, have

SHOUT! COMMUNICATIONS STAFF POLICIES

Recruitment Policy

been returned. Should these appear to be unsatisfactory the job offer will be reconsidered.

Professional qualifications and other pre-employment checks will be confirmed, including a pre-employment medical if required. In the event that an early start date is required, verbal references will be requested from the referees provided by the applicant. References from the applicant's current employer will only be taken up once the conditional written job offer has been accepted or, prior to this, with the express permission of the applicant

Once starting details have been issued to the applicant, the new employee's details will be sent to Payroll. A director will inform Payroll if the new employee does not attend for work on the agreed date

An induction programme appropriate to the new employee's position will be agreed by the recruiting director. It is the responsibility of the directors to ensure that the induction programme is completed and that the appropriate people are notified in advance to support the successful completion of the induction process.

Staff Recruitment Request Form
Equal Opportunities Monitoring Form
Medical Questionnaire
Interview Record