

## Recruitment and selection policy

The Ogilvie Group is committed to ensuring that the appropriate calibre of people is selected to join our organization. This will be achieved by applying a systematic and professional approach to employing, retaining and promoting people regardless of age, ethnic origin, disability, religious beliefs, sex or marital status.

This approach will be adopted over three discreet stages

1. Pre-selection
  - the need
  - fundamentals
  - medium for recruitment
2. Process of selection
  - supporting the recruiting manager
  - logistics
  - conduct of interview
3. Post selection
  - administration and records
  - terms and conditions
  - notification

### 1. Pre Selection

The Need Manager & HR Why replace, could we reorganize department or team? Could we delegate responsibility and retrain individuals or team?

If vacancy exists, what level, i.e. same grade, pension or service? Is internal selection a possibility?

Develop role and responsibilities/person specification

Fundamentals Manager & HR Consider salary and how the fit within current roles will appear or do we need to assess vacancy against market values.

Consider public relations aspects, i.e. appearance of advertisements and correspondence handling. Use of corporate logo and layout is mandatory.

Consider the future of successful applicant in terms of promotion, static or temporary position.

Medium for Recruitment (Manager & HR) Newspapers, journals, recruitment agencies, networking, library of CVs, internal. Select most appropriate medium(s).

### 2. Process of Selection

Supporting the Manager	Receipt of CVs &/or Application Forms. Record and
HR	distribute to manager with highlights and appropriate comments.
Manager	Assess and select interviewees through comparison with R&Rs and person specification. Notify HR and return all CVs to HR in order to comply with the Data Protection Act 1998.
Logistics	Plan timetable for manager/interviewees and HR availability.
HR	Notify all concerned with final schedule.
HR	Send map/directions to interviewee. Confirm all arrangements to interviewees by appropriate medium.
HR	Provide Manager with schedule of interviews, copies of CVs, letters, person specifications and standard company information, e.g. holidays, pay, hours, background on company.
Conduct of the Interview Manager	Involve HR directly in interview on a vacancy by vacancy basis.  The interview is a two way process where, by the end, the manager will have elicited enough information upon which to base a decision. The interviewee should feel that they have been given the opportunity to demonstrate their suitability and feel informed about the job, the organization and the terms on which it is being offered.
HR	Have sight of, and copy, relevant qualifications.

### **3. Post Selection**

Administer & Record Manager	Return all CVs and relevant paperwork to HR to comply with Data Protection Act 1998 and notify HR of decision.
HR	Hold on file all applications until recruitment process has been successfully completed.
HR/Manager	Take up references if required.
Manager	Notify HR of Offer Details e.g. start date, car, salary etc
HR	Contact applicant with verbal offer and if accepted produce an offer letter and send to successful candidate with Terms & Conditions, pre-employment questionnaires and car insurance form

HR	Notify Manager of response and confirm start date. New employee/pre-employment forms to Payroll, Fleet & Communications with orders for car, phone, mobile & IT
Manager & HR	Prepare for induction of new employee. (See Induction Procedure for details).