

# HQ RECRUITMENT POLICY & PROCEDURE

## 1) Purpose

Engineering Trust Training Ltd (ETT) recognises that its staff are fundamental to its success. It therefore needs to be able to attract and retain staff of the highest calibre and a strategic, professional approach to recruitment is essential to do this. The purpose of this policy is to provide a sound framework for the recruitment and selection of staff based upon the principles outlined below, which also meet the requirements of the ETT Equal, Diversity and Inclusion Policy & Procedure.

## 2) Scope

- a) This policy and procedure covers all activities that form part of the recruitment and selection process of ETT staff.
- b) It does not cover the recruitment of apprentices, recruitment by our delivery partners or subcontractors.

## 3) Core Principles

- a) ETT will:
  - i) adopt open competition in its approach to recruitment;
  - ii) seek to recruit the best candidate for the job based on merit. The recruitment and selection process will identify the person best suited to the job and ETT;
  - iii) encourage the recruitment of staff with disabilities and will make reasonable adjustments to all stages of the recruitment process and as required in order for a successful candidate with a disability to undertake the post;
  - iv) ensure that the recruitment and selection of staff is conducted in a professional, timely and responsive manner and in compliance with current employment legislation;
  - v) provide appropriate advice, guidance and support to those involved in recruitment and selection activities;
  - vi) treat all candidates fairly, equitably and efficiently, with respect and courtesy, aiming to ensure that the candidate experience is positive, irrespective of the outcome;
  - vii) promote best practice in recruitment and selection. It will continuously develop its recruitment and selection practices to allow new ideas and approaches to be incorporated;
  - viii) ETT will ensure that its recruitment and selection process is cost effective.

## 4) Conflict of Interest

- a) If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant, they must declare this as soon as they are aware of the individual's application.
- b) Staff who are considered to have a conflict of interest may be excluded from the recruitment and selection decision-making process.

## 5) Data

- a) All documentation relating to applicants will be treated confidentially in accordance with the ETT Data Protection Policy and Procedure and the ETT Data Retention Policy and Procedure.
- b) Applicants have the right to access any documentation held on them in accordance with the GDPR and the Data Protection Act 2018.

## 6) Procedure

- a) Preparation
  - i) The recruitment and selection process will not commence until a need for the role has been identified, budget confirmed and agreement from the Board to proceed.
  - ii) The recruitment of staff will take into account ETT's need for new ideas and approaches and additionally should support ETT's commitment to ensuring a diverse workforce by proactively seeking to attract groups that are under-represented.

- b) Job Description & Person Specification
- i) A job description and person specification must be produced or updated for any vacant post that is to be filled.
  - ii) The job description must accurately reflect the elements of the post.
  - iii) The person specification should state both the essential and desirable criteria in terms of skills, aptitudes, knowledge and experience for the job, all of which should be directly related to the job and applied equally to all applicants. Care should be taken when writing the person specification to ensure that criteria used do not indirectly discriminate against certain groups of applicants.
- c) Advertising
- i) As a minimum all positions will normally be advertised internally (where appropriate) and on free platforms such as Indeed. This will help maximise equality of opportunity and provide staff with opportunities for career development, thus maintaining the skills and expertise of existing staff.
  - ii) Roles needing specialist skills or qualifications may be advertised on other platforms where the need is identified.
  - iii) In certain circumstances it may be more effective to use a recruitment agency. This will, however, not eliminate the need to advertise the position internally and any external agencies or consultants who assist in the process must act in accordance with this policy and with respect to our equal opportunities requirements.
  - iv) Applicants will be provided with sufficient information to make an informed decision regarding their suitability for the role.
  - v) Advert must state that ETT are 'Exemption from the Rehabilitation of Offenders Act 1974'
    - All jobs where work brings employees into contact with children who are regarded by the Act as a vulnerable group are exempt from the Rehabilitation of Offenders Act.
    - Applicants must, therefore, disclose all spent and unspent convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013).
    - The amendments to the Exceptions Order provide that certain 'spent' convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found here <https://www.gov.uk/government/publications/dbs-filtering-guidance>.
- d) Shortlisting of Candidates
- i) Must be carried out by a minimum of 2 people to avoid any possibility of bias. Where possible, a member of the Board will be part of the shortlisting process.
  - ii) All candidates (internal and external) should be assessed objectively against the selection criteria set out in the person specification. Those who meet all the essential criteria should be short-listed. Assumptions about the qualities of internal candidates should be avoided.
  - iii) Notes of the shortlisting decisions for each candidate should be recorded by each person.
  - iv) Candidates not shortlisted will be told and no feedback given.
  - v) Shortlisted candidates will be given details of the selection process, including any tasks. This will be done in writing giving as much prior notice as possible and a minimum of 5 working days before the interview.
  - vi) Candidates will also be asked to advise if there are any particular arrangements or reasonable adjustments that could be made so that they can participate fully in the selection process.
- e) Interview

- i) Interviews will be carried out by a minimum of two people.
  - ii) ETT will use a range of selection methods, suitable for assessing both the essential and desirable criteria in the person specification.
  - iii) Interview questions and the structure of the interview will be consistently applied to all candidates and should be based on the person specification.
  - iv) Notes recording the salient points of the interview will so these can be referenced when assessing candidates against the person specification and making decisions. Notes of the interview and any other notes on the candidate taken during the recruitment and selection process will be kept in line with the ETT Data Retention Policy.
  - v) The interview process may be one or two rounds depending on the size of the pool or if there are multiple suitable candidates.
  - vi) Unsuccessful interview candidates will receive written notification of the outcome of the selection process and feedback in regard to the decision.
- f) Appointment
- i) The Chief Executive will verbally make a Conditional Offer of Employment to the successful candidate.
  - ii) A written Conditional Offer and Terms & Conditions of Employment will be sent to which the candidate would have the opportunity to either accept or decline. The offer is on the condition that the employment checks are successful completed.
  - iii) If declined, ETT would go back to other candidates who had been interviewed to see if there was a suitable alternative before re-starting the recruitment process.
  - iv) If accepted, the candidate must sign the Offer and Terms & Conditions. ETT will begin employment checks.
- g) Employment checks
- i) References
    - Information sought from referees will be structured around the requirements of the job and the job description should be provided.
    - Two references will be taken up after the interview and once the offer has been accepted.
    - One reference must be from the current or most recent employer.
    - Referees will not be contacted without the candidate's consent and the information provided will be treated as confidential.
  - ii) Qualifications
    - The candidate will be required to supply ETT with original copies of any qualifications that are fundamental to the role as set out in the person specification.
  - iii) Identity
    - ETT must ensure the candidate is the person they claim to be and must see sufficient evidence to satisfy themselves of this.
    - Photographic evidence that includes a date of birth e.g. passport or driving license is the most suitable form of identification.
    - If these are not available, the candidate must provide three documents that show their name and address and/or date of birth (e.g. utility bill, paper driving license, birth certificate).
  - iv) Right to work in the UK (when required)
    - ETT have a legal duty to prevent illegal working by carrying out right-to-work checks to ensure prospective employees can legally work in the UK.
    - ETT will use the Government's 'Right to Work Checklist' to ensure it confirms the candidates right to work in the UK.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/774286/Right\\_to\\_Work\\_Checklist.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/774286/Right_to_Work_Checklist.pdf)

- v) DBS check
  - All staff employed by ETT must hold an Enhanced DBS check. Relevant information on how to obtain this via ETT will be sent to the candidate once the Conditional Offer and Terms & Conditions of Employment have been accepted.
  - See ETT DBS Policy and Procedure for full details of the requirements.
- vi) Withdrawal of Offer
  - If any aspect of the employment check is not satisfactorily complete then ETT reserves the right to withdraw the offer of employment from the candidate.
- h) Induction
  - i) Induction into the job for which the individual has been employed is an essential part and the final step of the recruitment process.
  - ii) This process can begin whilst the employment checks are being finalised. This process beginning does not indicate that the employment checks are complete and the offer can still be withdrawn.
  - iii) The induction enables the individual to:
    - consolidate their understanding of the duties and responsibilities of the role;
    - understand the expectations of them in the form of standards, objectives or a work portfolio;
    - understand how their work performance will be monitored (including probation and performance review processes);
    - discover the information and support that is available to them;
    - highlight areas where training and development may be appropriate;
  - iv) The employee will be sent the 'Group Strategy & Information' document. This contains all the information about ETT, how we operate and the framework within which all staff work, highlighting relevant policy and procedure.
  - v) Specific induction activities will be dependent on the demands of the role and the skills and knowledge that the individuals have already.
  - vi) Responsibility for induction rests with the Chief Executive however they may delegate certain aspects to other staff and managers.
  - vii) Medical Questionnaire
    - A medical questionnaire is used to assess the employee's fitness to undertake the role they have been employed for and to consider possible adjustments to the job or workplace.
    - All information provided in the questionnaire is treated in utmost confidence.
    - ETT aware of its duties under the Equality Act 2010 and GDPR. How ETT will handle the data is set out in the Data Protection Policy.

## 7) Probation Period

- a) All newly appointed staff are subject to a probationary period.
- b) The length of the probation period will be stated in the terms and conditions of employment.
- c) The probation period and process will be applied in a fair and consistent manner, within a supportive framework and in line with employment legislation.
- d) The probation period will work alongside the induction and aims to help create a positive and supportive working environment, allowing new staff to settle into the organisation and learn the key elements of the job within a reasonable and realistic timescale
- e) Clear, comprehensive and accurate records of probation review meetings will be maintained, including how standards are set, what methods are used for measuring them and what timescales are given for reaching them.
- f) In circumstances where problems arise during a period of probation, the Chief Executive will raise these with the member of staff in a timely manner, and the member of staff must be

given an opportunity to respond to any concerns. The ETT Discipline Policy and Procedure will be followed to resolve any issues in relation to performance.