**Recruitment Policy**

This policy sets out our approach to the recruitment process. It includes information about line manager responsibilities, job descriptions and employee specifications, assessment criteria, interviews (both remote and onsite) and equality, diversity and inclusion.

**Line manager responsibilities**

Line managers are responsible for recruitment. A line manager who wishes to recruit someone must [first obtain approval from [Name]/Department].

**Assessment criteria**

We always aim to recruit the person most suited to each job. We recruit solely based on the applicant's abilities and individual merit as measured against the predetermined criteria for the job. Qualifications, experience and skills are assessed at the level relevant to the job.

**Job descriptions and employee specifications**

Before initiating the recruitment process, the responsible line manager must ensure an up-to-date job description and a clear employee/person specification.

The job description will describe [the duties, responsibilities, level of seniority associated with the role and pay and benefits], while the employee/person specification will describe [the type of qualifications, training, knowledge, experience, skills, aptitudes, competencies and personal qualities] required for the effective performance of the job.

**Advertisement of vacancies**

Our policy is that all vacancies will be advertised in the most appropriate place, which may be internal only, internal and externally or directly through a recruitment agency; this will depend on the role and the skill required.

**Equality, diversity and inclusion**

We are committed to applying our equity, diversity and inclusion policy at all stages of recruitment and selection. We always carry out shortlisting, interviewing and selection without regard to an applicant's sex, gender identity, sexual orientation, marital or civil partnership status, skin colour, race, nationality, ethnic or national origins, religion or belief, age, pregnancy or maternity leave or trade union membership.

We will never exclude any candidate with a disability unless it is clear that the candidate cannot perform a duty intrinsic to the role, having considered reasonable adjustments. Line managers must only ask candidates questions about their health where necessary for a particular role and, in any event, only once they have been shortlisted.

To prevent any candidate from being disadvantaged because of a disability, the individual responsible for communicating with applicants should ask each candidate whether they require reasonable adjustments to be made. These may include ensuring easy access to the premises for an interview/adapting psychometric tests/replacing psychometric tests with an alternative option/providing an alternative to a telephone interview for a deaf candidate/providing a suitable chair for an interview with a candidate suffering from back problems this list is not exhaustive.

**Interviews**

Line managers conducting recruitment interviews will ensure that the questions they ask job applicants are not discriminatory or unnecessarily intrusive. The interview will focus on the role and the skills needed to perform it effectively.

Line managers must record every recruitment interview; this is to be retained for a suitable period. To ensure fairness, the line manager should ensure that the questions asked are consistent in all interviews for a particular job. No job offer should be made during or at the end of an interview.

Sometimes, we will hold interviews remotely via [telephone/online video call. Video interviews are carried out using [Zoom/Skype for Business/Microsoft Teams/other video conferencing platforms]. In advance, the responsible line manager should provide the interviewee with details of how the interview will be conducted. They should also allow the interviewee to give details of any reasonable adjustments that should be made or technological difficulties that they may encounter.

**[Psychometric testing**

[Name of individual] must approve any request to use psychometric testing in recruitment. Any test must have been validated concerning the job, be free of bias, and be administered and validated by a suitably trained person. It is important to remember that psychometric testing may not be appropriate or that such testing may need to be adjusted, for example, where an applicant is neurodivergent or has requested reasonable adjustments to the recruitment process.]

**[Medical examinations**

We ask that successful applicants undergo a pre-employment medical examination with a doctor nominated by us. Any offer of employment will be conditional on the result of this medical examination meeting the specific requirements for the role.

[We never ask applicants to complete a health questionnaire or undergo a medical examination before making them a conditional or unconditional job offer.] ]

**[References**

We ask every successful candidate to consent for us to obtain [two] written references and provide us with documentary proof of qualifications. Any offer of employment will be conditional on these requirements being satisfactory.]

**Right-to-work checks**

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’s online [right-to-work](https://www.gov.uk/employee-immigration-employment-status) 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 to the [employer’s](https://www.gov.uk/prove-right-to-work) 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.

**Data protection**

We process all personal data collected during the recruitment process in accordance with our [Data protection policy](https://www.xperthr.co.uk/policies-and-procedures/data-protection-policy/162690/) / [Processing special category personal data and criminal records data policy](https://www.xperthr.co.uk/policies-and-procedures/processing-special-category-personal-data-and-criminal-records-data-policy/163520/).

We do not collect unnecessary personal data from applicants during the recruitment process. For example, we will only request bank account details and next-of-kin contact details from successful applicants. 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. You should immediately report any inappropriate access or disclosure of job applicant data per our organisation's data protection policy. It may also constitute a disciplinary offence, which will be dealt with under our organisation's [Disciplinary procedure](https://www.xperthr.co.uk/policies-and-procedures/disciplinary-procedure/16170/).