



Policy:

Staff recruitment

Written by: Craig Sweeney

Policy updated: May 2019
Review date: May 2020



This document sets out the Company policy and procedures to be followed where there is a need to recruit a new employee into the Company. The information provided here serves as a guide only, and it is important that line managers keep the senior management of the Company up-to-date regarding future recruitment intentions. In all cases, the guidelines promulgated in the Equal Opportunities Policy are also to be followed.

The following procedure is to be carried out on every occasion where there is a need to recruit a new employee to the Company:

Complete a Recruitment Authorisation Form (copy attached), and ensure it is discussed with and signed off by a Director of the Company. This form requires a justification for the position as well as:

- budgetary information/financial implications;
- an up-to-date job description and person specification;
- agreed advertisement wording and medium for publication; and
- estimated cost of advertising the post.

Where recruitment is planned to fill a vacancy created by a leaver (other than on redundancy or business re-organisation grounds), approval will normally be granted automatically. If the post is new or upgraded, the Director will need to be satisfied that it can be justified.

The form must be forwarded to *Craig Sweeney*, to arrive no later than Friday lunchtime for consideration the following week. Any forms which are not fully or correctly completed will be returned.

Your request will be considered by the senior management of the Company. The outcome will be notified to you in writing.

Should your request be turned down, you may find the reasons why by speaking to Craig Sweeney.

If your request has been agreed to, the relevant member of senior management will make contact with you and discuss the best way to fill your vacancy.

Any personal data collected during the recruitment process must be processed in accordance with the Company's data protection policy and privacy notice.

All arrangements for interviews, letters, etc will be the responsibility of *Craig Sweeney*, who will update you regularly on progress.

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All interviews must be conducted by at least two managers, or one manager and a member of the Board of Directors.

All offers of employment, whether written or verbal, must have the prior approval of a Director of the Company. On no account should a job offer be made during or at the end of an interview.

It is the Company's policy to seek at least two written references, one of which must be from a previous employer (or, if this is the prospective employee's first job, their school teacher or higher or further education lecturer) and to ask for documentary proof of eligibility to work in the UK. Any offer of employment must be conditional on this documentation being satisfactory to the Company. Before references are taken up, the prospective employee's consent should first be sought.

It is required by law that all staff having face to face contact with young people must have an enhanced DBS Check. All job offers are subject to the outcome of this. If a prospective employee fails to notify Positive Impact for Young People CiC of any cautions/convictions, any offer of employment will be invalid and withdrawn.



COMPANY RECRUITMENT AUTHORISATION FORM

Name:	Department:
Job description/ person specification	
Justification	
Budget information/ implications	
Director's recommendation	



Final approval	YES/NO
Comments	

Signed:

Date:

Signed by Director:

Date:

Please attach proposed advertisement wording and details of the medium for publication.

