# Recruitment and Selection Policy 2023

The following policy outlines the recruitment and selection process within Foster Denovo Ltd. This policy should be referred to for all roles to be recruited either via resignation or a growth role.

It is the Company's policy to recruit the best person for each vacancy. The organisation is committed to applying its equal opportunities policy at all stages of recruitment and selection. Shortlisting, interviewing and selection will always be carried out without regard to gender, gender reassignment, sexual orientation, marital or civil partnership status, colour, race, nationality, ethnic or national origins, religion or belief, age, pregnancy, maternity leave, disability or trade union membership.

Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, experience and skills will be assessed at the level that is relevant to the job. When selecting candidates the hiring manager or the talent adviser will ensure diversity across the board.

In accordance with the organisation's equal opportunities policy, any candidate with a disability will not be excluded unless it is clear that the candidate is unable to perform a duty that is intrinsic to the role, having taken into account reasonable adjustments. In line with the Disability Discrimination Act 1995, reasonable adjustments at all stages of the recruitment process will be made to ensure that no applicant is disadvantaged because of his/her disability.

We are required by law to ensure that all colleagues are entitled to work in the UK. All applicants regardless of nationality must be able to produce original documents before employment starts to satisfy current immigration legislation.

Job applicants will not be asked about health or disability before a job offer is made unless with the approval of the HR Department.

Only where necessary, job offers can be made conditional of a satisfactory medical assessment.

# The process

The recruiting manager will need to discuss and agree the need of a new hire with HR and The Partnership Executives (TPE), or a replacement hire directly with the talent acquisition team.

The recruitment process can only be commenced once a completed authorisation form has been signed off at the appropriate level and submitted to the Talent Acquisition team, along with an up-to-date job description. The job description will describe the duties, responsibilities and level of seniority associated with the post, while the employee specification will describe the type of qualifications, training, knowledge, experience, skills, aptitudes and competencies required for effective performance of the job.

In most cases positions will be advertised internally for the first week, in order for any current employees of Foster Denovo to apply for the position.

The policy mandates that an internal applicant must have passed their probation and been in their current role for a minimum of 6 months. They must also have made their manager aware of their application.

All internal vacancies will be located on the Grapevine (company intranet site).

In some circumstances, Foster Denovo, will automatically promote an employee without advertising the vacancy. There is no specific legal requirement for employers to advertise every job vacancy that arises unless it is deemed to be discriminative against:

* gender
* gender reassignment
* sexual orientation
* material or civil partnership status
* colour
* race
* nationality
* ethnic or national origins
* religion or belief
* age
* pregnancy or maternity leave
* trade union membership

Job Advert Inclusivity

The hiring manager will meet with the Talent Acquisition team to discuss the skill sets needed for the position and to ensure the job advert is comprehensive, succinct and offers where possible flexible working.

All adverts are thoroughly reviewed to ensure the role is clearly defined without any unconscious bias or technical jargon, whilst including a mix of gendered words, allowing a reach to a broader demographic of candidates.

Once the period of time for internal advertising has passed, the Talent Acquisition team will advertise the role externally if no internal candidate has been successful or external bench marking is required.

Unconscious Bias

Line managers and the Talent Acquisition team conducting interviews will ensure that the questions they ask job applicants are not in any way discriminatory or unnecessarily intrusive.

The Talent Adviser will go through the recruitment process with all hiring managers covering protected characteristics, interviewing techniques and unconscious bias. Job applicants will not be asked questions that may suggest an intention to discriminate on the grounds of a protected characteristic.

The interview will focus on the requirements of the job and skills needed to perform it effectively. All interview notes will be held by the Talent Acquisition team for a year, and then deleted.

On no account should any job offer be made during or at the end of an interview.

External applicants who are invited to interviews must be sent a confirmation email with any relevant information and the location of the venue and if any reasonable adjustments are required.

Where appropriate, skills tests will form part of the interview. Psychometric tests may be used as part of the recruitment process only with the prior approval of the Talent Acquisition team. Any test used must have been validated in relation to the job, be free of bias and be administered by a suitably trained person.

Applicants that are unsuccessful are given feedback within a week of the interview.

When a suitable candidate has been identified, an offer of the job specifying the salary must be made subject to references. It is the organisation's practice to ask the successful candidate's consent for it to seek two written references, and to ask for documentary proof of qualifications and right to work in the UK. Any offer of employment will be conditional on these being satisfactory.

The offer letter must be accompanied by a contract of employment relating to that position and a welcome pack.

When the start date has been arranged, the hiring manager will be informed by HR so the induction programme can be arranged. Progress of new starters will be reviewed on an on-going basis by HR and their manager.

# Data Protection

All applicants will be treated confidentially in accordance with the Data Protection Act 1998. All personal information will be treated as confidential and only considered by those that have a legitimate interest in the position. The Talent Aquisition Team documents will be stored for a period of 1 year and then disposed of under our data retention policy outlined in the Data Protection Policy.

# Procedures set out above do not form part of your contract of employment with Foster Denovo and may be changed by Foster Denovo at any time.

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