

Recruitment Policy

Chigwell Construction

Recruitment Procedures

1. Agree any organisational changes or increase in staff numbers with company Director and consultation with the client to ensure that their own localism agenda and opportunities to local residents are met.
2. Prepare Job description using Chigwell London Ltd Pro Forma document.
 - a) Job Title
 - b) Reporting Line
 - c) Main Purpose of the job
 - d) Major Activities and Responsibilities
 - e) Qualification of knowledge required
 - f) Skills or experience needed
 - g) Personal Attributes needed (see list)
 - h) Physical attributes (note responsibility under Disabled Persons Employment Acts and Disability Discrimination Acts)
 - i) Set “measures of success” for the job.
3. Advertise locally using various methods of reaching out to the local community including Jobcentre, Resident Forums and local newspapers.
4. Using approved templates, draft requirements for the position taking into account our responsibilities as an Equal Opportunities employer.
5. Review ethnic origin of existing staff ensuring that we advertise as widely as possible to maintain a fair representation in our staffing.
5. Liaise with Advertising to check:
 - a) Proof Read
 - b) Advertisement is legal and compliant.
 - c) Records that Chigwell London Ltd is an Equal Opportunities Employer
 - d) Placement of the advertisements
 - i. Job Centres
 - ii. Careers Offices
 - iii. Local Publications
 - iv. Trade Publications.
 - v. Other suitable places
- 6 Prepare Selection sheet to ensure that all applicants are treated equally and deal only with applicant’s suitability for the post and ability to fulfil the requirements of the job.
7. Agree selection interview dates with candidates reminding them to bring supporting documents /evidence to the interview.
8. Undertake interviews in line with training given. Record assessment objectively under each heading on selection sheet upon completion of interview.
9. When all interviews have been completed, compare assessments on Selection Sheet to gauge the most suitable candidate.

10. Offer Candidate the position and agree terms (start date etc.)

11. Upon acceptance by selected candidate, advise other candidates that they have not been successful, thanking them for their interest.

12. Prepare Induction papers and Contract, advise other staff of the successful candidate, prepare appropriate work needs (Induction, Training, Clothing, office, etc).

13. We will recruit employees and provide apprenticeship opportunities for residents and students within a 10 mile radius to the contract serviced

Recruitment Check List

A summary of our recruitment Procedures is listed below for reference.

Please also refer to our Equal Opportunities and Diversity Policy which is attached

Agree any organisational changes or increase in staff numbers with Company director.

Draft requirements for the position taking into account our responsibilities as an Equal Opportunities employer.

Review ethnic origin of existing staff ensuring that we advertise as widely as possible to maintain a fair representation in our staffing. This is to include client organisation suggestions to promote local labour, residents on schemes that we have permission to letter send, REBEP (Redbridge business education partnership), local newspapers that have circulation to all residents and web portal advertising for specific posts. All job adverts must include the phrase 'We are an equal opportunities employer'.

- Prepare Selection sheet to ensure that all applicants are treated equally and deal only with applicant's suitability for the post and ability to fulfil the requirements of the job.

Agree selection interview dates with candidates

Undertake interviews in line with training given. Record assessment objectively under each heading on selection sheet upon completion of interview. Review qualifications claimed with evidence provided.

When all interviews have been completed, compare assessments on Selection Sheet to gauge the most suitable candidate.

Take references provided by the most suitable candidate and check prior to offering employment

Carry out CRB check where the candidate is applying for a position of trust where they will come into contact with residents

Offer Candidate the position and agree terms with the provision of a trial period of employment of three months.

Upon acceptance by selected candidate, advise other candidates that they have not been successful, thanking them for their interest.

Prepare Induction papers and Contract; advise other staff of the successful candidate.

At three months provide review of performance of employee to decide if trial period has passed successfully. If so confirm status of full time employment passed the trial period.

A handwritten signature in black ink, appearing to be 'Dean Floyd', written over a circular scribble.

Dean Floyd
Director

Review Date: **1st January 2017**

Next Review: **1st January 2018**