

T.W.R. Commercial Limited

TWR Guidance

Recruitment Policy

TWR Commercial Limited 1.9

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Process

- It is Company policy that the General Manager is responsible for recruitment.
- All recruitment must first be approved by the Managing Director.
- Where recruitment is planned to fill a vacancy created by a leaver, approval will normally be granted automatically. If, however, the General Manager wishes to upgrade a post, or create a new post, clear justification for this must be presented.
- It is Company policy that all vacancies will be posted on notice-boards.
- Existing employees are to be encouraged to apply for vacant posts if they have the appropriate qualifications, experience and skills.
- The General Manager must ensure that there is an up-to-date job description for the post and a drafted employee specification.
- The job description will describe the duties, responsibilities and the reporting structure associated with the post.
- The employee specification will describe the type of qualification(s), training, knowledge, experience, skills, aptitudes and competencies required for effective performance in the role.
- Where the job is to be advertised, the General Manager should consider first using the jobcentre and then consider local press /or place it with an approved employment agency. All advertising must be authorised by General Manager.

2. Interview process

- The General Manager will conduct all recruitment interviews and must ensure that the questions they ask applicants are not in any way discriminatory and are pertinent to the job description and person specification.
- The interview will focus on the needs of the job and skills needed to perform it effectively.
- A record of every recruitment interview will be made and retained for 6 months.
- No job offer will be made during or at the end of an interview without prior authorisation to do so having been given by General Manager.

3. Testing

- TWR believes in the use of psychometric testing for suitable positions as a valuable aid to decision making.
- Psychometric testing will be used as part of the recruitment process only with the prior approval of the General Manager.
- Any test used must have been validated in relation to the job, be free of sexual or racial bias, and be administered and validated by a suitably trained person.

4. Medical Information

- It is the Company's policy that any successful applicant will be asked to complete a medical/ fitness questionnaire which will be retained within their personnel file
- The company may in some instances request a pre-employment medical examination with a Company-nominated doctor.
- Any offer of employment will be conditional on the result of suitable medical information being disclosed being satisfactory to the Company.

5. References

- It is the Company's practice to seek two written references and to ask for documentary proof of qualifications.
- Any offer of employment will be conditional on both of these being satisfactory to the Company.

Sample Interview assessment record

Name of candidate -----

	Notes	Grade (1-3) 1 high, 2 average, 3 low
Experience		
Knowledge		
Skills		
Education/ training		
Ability		
Flexibility for role(shifts/ hours/ travel etc)		
Other info		

This form can be used to record evidence obtained at interview and from the application /referees to help a judgment be made about suitability.

Please bear in mind that an applicant can be entitled to see a copy of this form upon request under data protection legislation.

This sort of form is best used if personalised to a job alongside the person specification.

Any candidate who feels mistreated, or who is rejected for employment, on grounds they feel are related to race, gender, sex etc may bring a complaint of discrimination to an employment tribunal, provided that the claim is lodged within three months of the date of the alleged discriminatory act.

Recruitment Advertising

- TWR states that no job applicant should receive less favourable treatment than another.
- TWR will not discriminate directly or indirectly when advertising a post by including any requirements or criteria, which are unnecessary to the post and may, unintentionally, exclude certain groups of potential applicants from applying.
- Advertising for certain category of (male/female) staff would be exceptional and based within current legislation.
- Advertisements should be expressed in clear language and available in a variety of formats (when required) e.g. large print or via an audio cassette.
- No discriminatory language should be included in adverts and, if you are in doubt, please contact the TWR/s General Manager for advice.

White Paper

TWR Commercial Limited