



# Policy on Staff Recruitment

## INTRODUCTION

Foyle International is committed to increasing the efficiency of the company by attracting and recruiting people who are best suited to meet the standards for the job, without regard to gender, marital status, race, colour, nationality, ethnic origin, religion, disability, sexuality, HIV status, age or unrelated criminal convictions for reasons which cannot be shown to be fully justified.

This policy is designed to provide Foyle International with a set of recruitment and selection practices for the effective resourcing of employees in an efficient and fair manner. The policy takes into account current employment legislation and must be implemented in conjunction with the Equal Opportunities Policy.

## RECRUITMENT PROCESS

### Recruitment Sources

Foyle International uses a variety of recruitment sources in order to ensure that vacancies may be filled with the most suitable person available, in a cost effective and timely manner. These include:

#### Internal advertisements

In order to ensure that Foyle International employees have opportunities to develop within the company, all vacancies will be advertised internally. The only exceptions would be where a redundancy or restructuring exercise is being conducted within the department/area where the vacancy exists.

All internal applicants whose attributes match those of the job will be interviewed for the position.

All vacancies will also be advertised externally in accordance with Foyle International's Equal Opportunities Policy.

#### External recruitment

Vacancies will also be advertised externally.

##### a. Newspapers/Specialist Journals

Employment advertising in newspapers/specialist journals is an important applicant source. As detailed in the Equal Opportunities Policy it is unlawful and contrary to Foyle International's policy to exclude or to express a preference for any particular group of



applicants. Care must be taken to ensure that publications used for employment advertising have a diverse readership with significant minority representation.

**Internet/ Job centre Online- ([www.jobcentreonline.com](http://www.jobcentreonline.com))**

It is the policy of Foyle International to utilise the company website for recruitment purposes.

Foyle may also advertise through a recruitment consultancy's website or by using other existing sites- [www.jobcentreonline.com](http://www.jobcentreonline.com). The use of the internet as an advertising media allows Foyle International access to a wider group of potential employees. However, since the internet is accessed world-wide care must be taken regarding the applicant's eligibility to work in the UK.

**b. Employment Consultancies and Agencies**

Use of such organisations must be in accordance with the terms of the Equal Opportunities Policy.

**THE SELECTION PROCESS**

The appropriate selection method may not necessarily be limited to, but will always include, face to face interviews. There may also be a team building exercise to assist with the selection of suitable candidates, depending on the job vacancy available.

Once a job vacancy has been identified, the HR advisor will liaise with the relevant Manager or Director to prepare a relevant job description and personal specification with essential and desirable criteria.

A set of selection criteria (weighting system) will be prepared, based on the essential and desirable criteria, to enable a short list of candidates to be selected from all the applicants. The vacancy will then be advertised and candidates will be asked to apply for the position by completing our application form. There will also be an Equality Monitoring form which they must complete and return to the HR Advisor.

Once the closing date for the vacancy has passed, the selection criteria will be used to shortlist the relevant candidates for interview.

Letters will be sent to all applicants informing them whether or not they have been successful to proceed to the interview stage.

**The interview:**

All applicants who have met the essential and desirable criteria will complete a face to face interview with the HR Advisor and 2 managers, if possible.

The interview will consist of a series of specific questions related to the vacancy. Candidates will be scored by each of the interview panel based on their response to the questions.

Once the interview has ended the interview panel will add up their individual scores for each candidate.



All Candidates will be informed of the outcome of the interview either by letter (if unsuccessful) or by telephone (if successful). Depending on the vacancy advertised, successful candidates may be brought back for a second selection stage which would be a team building event.

If a team building event is required, candidates will be sent a letter inviting them to attend this team building day. Selection criteria will also be used to identify the most suitable applicants.

Once the selection stages have been completed, the candidate with the highest points will be offered the position as advertised. The candidate will be informed first by telephone and then a confirmation letter containing details of employment will be sent.

All unsuccessful candidates will be informed by letter.

#### **Reference checks:**

Once the successful applicant confirms they will be taking the position, references will be contacted by email to request a confidential reference. The HR advisor will send the referees a template reference document which allows them to provide feedback on the individual.

#### **ADDITIONAL INFORMATION ABOUT THE RECRUITMENT PROCESS**

Any employee representing Foyle International in the recruitment process must have undergone appropriate training. This training must cover employment law relating to recruitment and selection, equal opportunities, interview techniques and the use of job descriptions and person specifications. Acknowledgements to applications should be sent to all external and internal applicants.

It is a legal and Foyle International requirement that details of every application must be retained for a period of six months. When the applicant has not been selected for interview, reasons for their non selection must be kept in written form and retained as above. All applicants will be advised of the outcome of the screening process and will be informed as to whether or not Foyle International will be progressing with their application.

There must not be discrimination on the grounds of gender, marital status, race, colour, nationality, ethnic origin, religion, disability, sexuality, HIV status, age or unrelated criminal convictions for reasons which cannot be shown to be fully justified.

The provisions of the Equal Opportunities Policy must also be complied with:

- Care must also be taken to avoid unfair treatment of applicants with a criminal record - as per the Rehabilitation of Offenders Act - unless the occupation is one to which the Exceptions Order to the Act applies



- To avoid misunderstandings, questions should be confined to the broad requirements of the job. Any employment offer must be made on the same broad terms and conditions as anyone already in that job.

All external candidates who are short-listed for a position should be asked to provide evidence of their right to work in the UK when they attend for interview. This can be in the form of:

- A document showing the persons national insurance number (P45, payslip, P60 etc)
- A passport describing the holder as a British citizen or as having the right of abode in (or an entitlement to re-admission to) the United Kingdom, or the right to work here
- A certificate of registration or naturalisation as a British Citizen
- A birth certificate evidencing birth in the United Kingdom or in the Republic of Ireland
- A European Economic Area (EEA) passport or national identity card or a passport describing the holder as a British Dependent Territory Citizen
- A passport or travel document endorsed to show that the person is exempt from immigration control or a letter issued by the Home Office confirming that the person named has such status
- A United Kingdom residence permit
- A letter issued by the Immigration and Nationality Department confirming the individual's status
- A work permit

The letter inviting candidates to interview should include this requirement.

- All interviews will be conducted by the HR Advisor and one or two relevant senior managers.
- Immediately after an interview, interviewers must complete an Interview Record Form, outlining the suitability of the candidate and reasons for an offer or rejection decision

All candidates should be written to in order to confirm the outcome of their interview within 5 working days of the interviews having taken place. This could involve a verbal offer, a second interview or a rejection. A verbal offer of employment may be made by the manager to the preferred candidate. Once accepted, however, this offer is legally binding. All such offers must therefore contain the following statement:



**'This offer is subject to later confirmation, documentary evidence of your right to work in the UK (if not already received), references which are satisfactory to us having been received'.**

Temporary employees covering the work of employees on ordinary or extended maternity leave must be informed that they are 'temporary replacements and that their employment will end or they may be transferred when the permanent employee returns.

## **ADMINISTRATION**

A conditional written offer letter, including the Statement of Terms and Conditions of Employment and Foyle International information applicable to the position will be sent by the HR Advisor or relevant manager. However, starting details will only be issued to the applicant once references, which are satisfactory to Foyle International, have been returned. Should these appear to be unsatisfactory the job offer will be reconsidered.

Professional qualifications and other pre-employment checks will be confirmed, including a pre-employment medical if required. In the event that an early start date is required, verbal references will be requested from the referees provided by the applicant. References from the applicant's current employer will only be taken up once the conditional written job offer has been accepted or, prior to this, with the express permission of the applicant.

Once starting details have been issued to the applicant, the new employee's details will be sent to Payroll. The HR Advisor will inform Payroll if the new employee does not attend for work on the agreed date.

An induction programme appropriate to the new employee's position will be agreed by the recruiting Manager. It is the responsibility of the directors to ensure that the induction programme is completed and that the appropriate people are notified in advance to support the successful completion of the induction process.

If the position you are applying for requires you to be engaged in regulated activity as defined by the Safeguarding Vulnerable Groups Order (NI) 2007. You will be required to undertake an enhanced AccessNI disclosure check which will also include a barred list check. You have a legal responsibility to inform Foyle International if there is any reason why you cannot work in regulated activity.

Note: If you have a criminal record this will not necessarily be a bar to obtaining the position.

**This policy will be reviewed every 12 months by the Institute Director & Senior Management Team**