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# RECRUITMENT POLICY



J & E Hall Limited

Policy Owner – Director of HR

## Document History

Issue	Date	Amendment Comment
Issue 1	March 2021	General Issue
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## Document Authorisation

Description	Name	Position	Sign
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## **Policy aims and objectives.**

J & E Hall recognises that its employees are fundamental to its success. We therefore need to be able to attract and retain staff of the highest calibre and a strategic, professional approach to recruitment is essential to do this.

The purpose of this policy is to provide a sound framework for the recruitment and selection of employees based upon the principles outlined below, which also meet the requirements of the J & E Hall Equality Policy, the Equality Act 2010, and all other relevant employment legislation.

## **Scope**

This policy covers all activities that form part of the recruitment and selection process. It is applicable to all recruitment except casual or agency staff. For the policy to be effective it is essential that anyone who is involved in any aspect of the recruitment and/or selection of staff is aware of this document and follows it. Ultimately it is the responsibility of our senior management, in conjunction with HR to ensure that this is the case.

## **Core Principles**

J & E Hall has a principle of open competition in its approach to recruitment.

J & E Hall seeks to recruit the best candidate for the job based on merit. The recruitment and selection process should ensure the identification of the person best suited to the job and the company.

J & E Hall wishes to encourage the recruitment of staff with disabilities and will make reasonable adjustments to all stages of the recruitment process and as required for a successful candidate with a disability to undertake the post.

J & E Hall will ensure that the recruitment and selection of staff is conducted in a professional, timely and responsive manner and in compliance with current employment legislation.

J & E Hall will provide appropriate training, development, and support to those involved in recruitment and selection activities to meet this core principle. Any employee involved in the selection of staff should satisfy him or herself that he/she is appropriately trained and can comply with the requirements of this policy and procedure. As a minimum requirement any employee who takes part in any activity under this policy and procedure must first have completed our online Equality, Diversity and Unconscious Bias training.

Recruitment and selection are a key public relations exercise and should enhance the reputation of J & E Hall.

J & E Hall will treat all candidates fairly, equitably, and efficiently, with respect and courtesy, aiming to ensure that the candidate experience is positive, irrespective of the outcome.

J & E Hall will promote best practice in recruitment and selection. It will continuously develop its recruitment and selection practices to allow new ideas and approaches to be incorporated.

J & E Hall will ensure that its recruitment and selection process is cost effective.

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant, they must declare this as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act (DPA). Applicants will have the right to access any documentation held on them in accordance with the Data Protection Act (DPA).

## **Recruitment & Selection Process**

There are several key stages in recruiting and selecting for a post. This process is outlined in our Recruitment Process Document.

As a minimum all positions will normally be advertised within J & E Hall via Cascade. This will help maximise equality of opportunity and provide staff with opportunities for career development, thus maintaining the skills and expertise of existing staff. In exceptional circumstances the HR Manager may waive the need to advertise.

In certain circumstances it may be more effective to use a recruitment agency. This will, however, not eliminate the need to advertise the position internally and any external agencies or consultants who assist in the process must act in accordance with this policy and with respect to our equal opportunities requirements.

All candidates (internal and external) should be assessed objectively against the selection criteria set out in the job description, and only candidates who meet all the essential criteria should be short-listed.

All internal candidates who meet the essential criteria for the post (as set out in the job description) will be offered an interview.

Selection is a two-way process: candidates are assessing the role and J & E Hall. Those involved in recruitment should consider how best to convey a positive image.

Interview questions and the structure of the interview should be consistently applied to all candidates and should be based on the job description. The Interview Toolkit should be utilised to ensure this consistency. The interviewer must also ensure that all relevant technical expertise and qualifications are in place.

Notes recording the salient points of the interview should be taken by the interviewer, so that they can refer to these when assessing candidates against the job description and making decisions. Notes of the interview and any other notes on the candidate taken during the recruitment and selection process should be passed back to HR following the selection process and will be kept for a minimum of 6 months following the selection process.

In situations where there is more than one candidate who is suitable for appointment, but one or more of the candidates requires J & E Hall to sponsor them under the Tier 2 certificate of sponsorship (skilled worker) mechanism to obtain the right to work in the UK, preference is given to candidates who hold a continuing right to work in the UK i.e. candidates who would require Tier 2 sponsorship should not be appointed where an individual who already holds the right to work is considered appointable.

If a candidate requests feedback about their performance in the selection process this should be arranged by the Recruiting Manager.

Unsuccessful interview candidates should be dealt with courteously and sensitively and will, as a minimum, receive telephone or written notification of the outcome of the selection process.

## **References and Referees**

Information sought from referees should be structured around the requirements of the job. It should be noted that many organisations have a policy of not providing personal references and therefore references provided may only confirm details of current appointment.

Referees should not be contacted without the candidate’s consent and the information provided should be treated as confidential by the recruiting manager.

### **Making the appointment**

It is recognised that in many cases it is desirable to make a verbal offer very shortly after the selection process to enhance J & E Hall ability to recruit the selected candidate. In such cases the verbal offer will normally be made by the HR Team, although they have the discretion to delegate this responsibility if felt appropriate.

J & E Hall recognises open contracts as the general form of employment relationship between employers and employees and will appoint new and existing staff to indefinite contracts unless necessary and objective reasons justify use of a fixed-term contract.

Once a selection decision has been made the HR team will produce a written offer of employment following receipt of a signed requisition form (which includes salary recommendation) from the recruiting manager.

Remember that any offer we make will be subject to certain conditions, which will include some of:

- confirming, or obtaining, their right to work in the UK.
- satisfactory references
- Disclosure and Barring Service checks, for some positions
- health clearance

There may be other conditions of the appointment. Be aware of these so you are ready to assist your candidate if they have questions. See separate guidance on Disclosure and Barring Service Checks below.

### **Responsibilities**

Role	Accountable for
Business Unit Manager	<ul style="list-style-type: none"> <li>○ Evaluating the need for the post in the context of the Departmental staffing plan and budget.</li> <li>○ Ensuring the competence of all nominees who make recruitment decisions within the department.</li> <li>○ Ensuring a comprehensive induction programme for any new employee(s).</li> </ul>
Recruiting Manager	<ul style="list-style-type: none"> <li>○ Attending training on Recruitment and Selection.</li> <li>○ Liaising with the Business Unit Manager to determine whether a vacancy is a replacement post, a new post or an existing post which requires revision.</li> <li>○ Ensuring that formal authorisation to recruit has been sought.</li> <li>○ Discussing potential difficulties in recruiting with the HR Manager.</li> <li>○ Preparing a Job Description, Person Specification, and further particulars.</li> <li>○ Agreeing recruitment plan and timescales with the HR Department.</li> <li>○ Undertaking any tasks agreed to as part of the recruitment timescales drawn up with HR (e.g., inviting short-listed candidates to interview, taking up references, issuing rejection letters).</li> <li>○ Preparing a comprehensive induction programme for the new employee(s).</li> <li>○ Carrying out right to work checks.</li> <li>○ Producing a short-list to interview.</li> <li>○ Keeping a written record of all short-listing and interview decisions.</li> </ul>

	<ul style="list-style-type: none"> <li>○ Making a verbal offer of employment.</li> <li>○ Providing feedback to unsuccessful short-listed candidates if requested, ensuring equal opportunities requirements are followed.</li> </ul>
Human Resources	<ul style="list-style-type: none"> <li>○ Ensuring that any agencies or external consultants who assist in the recruitment process adhere to the J &amp; E Hall Recruitment Policy.</li> <li>○ Providing professional HR advice on grading of posts, content of job descriptions/person specifications, advertising, and salary levels.</li> <li>○ Placing job adverts.</li> <li>○ Carrying out pre-employment checks.</li> <li>○ Issuing written offers of appointment and contracts of employment.</li> <li>○ Undertaking any other tasks agreed to as part of the recruitment timescales drawn up with the recruiting department (e.g., inviting short-listed candidates to interview, taking up references, issuing rejection letters).</li> <li>○ Monitoring and reviewing the recruitment process and supporting policies / guidance.</li> <li>○ Providing training on Recruitment and Selection, including equality issues.</li> </ul>

### **Disclosure and Barring Service checks**

We only request a disclosure check when an individual is employed in a position which involves the following activities:

Working with children (under 18s) where the activity is directly part of the employee's work or the employee is undertaking activities as part of their work in a qualifying institution, for example:

- an institution which is exclusively or mainly for the detention of children
- a hospital which is exclusively or mainly for the reception and treatment of children
- a care home, residential care home, nursing home or private hospital which is exclusively or mainly for children.
- an educational institution exclusively or mainly for children
- a children's home or voluntary home

Working with vulnerable adults: A vulnerable adult, or an adult at risk, is a person over the age of 18 who is unable to take care of themselves. It also refers to an adult who is unable to protect themselves against significant harm or exploitation.

In addition, there are certain specific sites requiring disclosure checks. Those that might be relevant to J & E Hall include:

- Working on an MOD Site
- Working within a regulated site such as an airport
- Working in Nuclear Facilities

A more senior person whose normal duties include supervising or managing an individual in their work in any of these circumstances would also require a disclosure check.

### **Inductions**

Induction is the final stage of the recruitment process. Once the successful candidate has accepted the offer of employment and a start date has been agreed the line manager is responsible for preparing a comprehensive induction programme for the new employee.

To enable all staff to become effective and efficient in their role as quickly as possible, it is essential that all staff receive a timely induction.

J & E Hall places critical importance on thorough induction procedures which make new staff feel welcome, valued, and settled in their new role. This then forms the basis from which staff can quickly get up to speed, perform their duties effectively and begin to contribute to their team, the department, and the business.

Employees are expected to be proactive in their own induction and ensure that they receive from appropriate sources the relevant information and support that enables them to apply themselves to their job and fully contribute to the success of the J & E Hall.

Some induction information can be provided in advance of the start date, enabling new employees to begin familiarisation with their line manager and team. As a minimum, line managers must contact their new employee to explain their induction plan, and arrangements for meeting on their first day.

Remember, the prospect of joining a new organisation can be both an exciting and daunting time, so make the effort to welcome them properly.

Departmental (Stage 1) Induction involves making new staff familiar with how the department operates, the support staff within the department, and how they can operate effectively within it.

All new employees will attend a J & E Hall 'Stage 2' Induction which is held several times per year. New staff should attend the event closest to their start date. The aim is to allow staff to orientate and understand the J & E Hall culture so that they can work comfortably and effectively in it.

Induction into the job for which the individual has been employed is an essential part of the induction process and complements the probation process. Activities carried out during job induction may be used by managers to document an individual's performance during the probationary period.

Job induction enables the individual to:

- consolidate their understanding of the duties and responsibilities of the role.
- understand the expectations of them in the form of standards, objectives, or a work portfolio, set with their line manager.
- understand how their work performance will be monitored (including probation and performance review processes)
- discover the information and support that is available to them, including mentoring and key contacts.
- highlight areas where training and development would be appropriate.
- apply their skills and knowledge to performing the job and demonstrate that they successfully meet probation requirements.

The specific activities within job induction will be dependent on the demands of the role and the skills and knowledge that the individuals bring with them and will be at the discretion of the line manager.

Job induction activities are likely to take place within the department, but some may be provided by central support departments such as Health & Safety, IT, and Finance. An assessment of any training and development needs and how they might be addressed should be included in the Induction at this point.

During the job induction staff must be made aware of the probationary procedure and that records of induction activities may be used to support the probationary process.

Responsibility for induction at the local level falls with the line manager, though specific activities may be delegated at the line manager's discretion or within departmental guidelines and practices. It is good practice for individuals and line managers to retain records of completed induction activities.

Induction resources including information sheets, templates and proformas, checklists and on-line interactive modules will be available via the HR section of the J & E Hall website. Here managers will be able to find the guidance and tools to plan and carry out an appropriate and effective induction for new staff. Employees will discover all they need to proactively manage their own induction schedule.

## **Relocation**

J & E Hall aims to recruit the highest quality individuals, which occasionally means providing financial contribution to the costs new employees incur when they must relocate nationally or internationally.

Relocation should be discussed based on the role at the pre-recruitment stage, but in general it will only apply to senior management positions. In general staff employed are not eligible as J & E Hall would normally expect to recruit from within the surrounding area.

### **Qualifying criteria**

J & E Hall may pay some relocation expenses if an appointment meets all the following qualifying criteria:

- The position is at senior manager level or above on an open contract.
- The costs incurred by the employee are because of moving their permanent residence to take up the position.
- The move of permanent residence is because of the employee accepting the position (i.e., the move was not pre-planned by the employee regardless of whether the position was offered and accepted).
- The old residence must be outside a 50-mile radius of the new work location, which is deemed to be a reasonable travelling distance.
- The new residence must be within a 20-mile radius of the new work location.
- The new starter must need to move home to take up an appointment.
- Claims should be made in a timely manner to qualify for payment.

Any claim should be completed within 12 months of the appointment date.

Once the qualifying criteria have been established the following is a list of permissible claims. This list is not exhaustive and is subject to change.

Payments for relocation expenses are treated as part of an appointee's earnings for Income Tax and National Insurance Contribution purposes. These are subject to HMRC rules which may be found at <https://www.gov.uk/expenses-and-benefits-relocation/whats-exempt>

Professional service costs associated with the sale of the old residence and purchase of the new residence:

- Solicitors fees in respect of the sale and purchase
- Search, survey, and property equity fees
- Valuation fees
- Land registry fees
- Estate agents' fees
- Letting agency fees (for short-term temporary accommodation only)
- Transporting of the employee's belongings to the new residence
- Temporary storage of domestic belongings for a period of up to three months
- Insurance of domestic belongings during transit and whilst in storage

For travel and accommodation associated with the move we will reimburse the following:

- The reasonable travel costs for one visit by the employee and spouse/partner (only) to visit the area to locate a new residence, including the costs for the employee and spouse/partner to spend up to three nights bed and breakfast accommodation (up to the value of £90 a night including breakfast or £85 a night without breakfast)
- The cost of a single journey for the family to travel from the former residence to the new one. This should either be direct mileage from the old to the new residence or the cost of single economy rail travel.
- Where the employee is relocating internationally, in addition to the relocation expenses, a claim for one way economy class or equivalent airfare for the employee and their immediate accompanying family.

For short term temporary accommodation costs, these can be reimbursed in exceptional circumstances for a maximum period of up to three months, when:

- The employee can evidence that they have dual property commitments because of the relocation.
- They are agreed in advance by the recruiting manager and HR Partner.
- The employee is actively looking to purchase a permanent residence.
- The short-term accommodation is within 25 miles of the workplace.

#### Non-permissible costs

The costs that we will not cover are non-permissible costs. The following list is for those non-permissible costs that will not be reimbursed. (This list is not exhaustive, and expenditure should be checked for validity before commitment to the cost is made.)

- The following costs associated with the purchase or sale of a property:
  - The payment of mortgage or housing subsidies if the employee moves to an area of higher cost housing.
  - The interest payments on the mortgage for the employee's existing home
  - The cost of disconnection and reconnection of utility services
  - The redirection of mail
  - The mortgage arrangement fees.
  - Council tax charges whilst the properties are empty.
  - The compensation for losses incurred on the sale of the property or personal belongings.
  - Refundable rental deposits/security/advance rent or other refundable payments
  - The cost of rent within the employee's new permanent residence
- The following costs associated with transportation and/or storage of goods:
  - The separate removal of individual items
  - The removal of motor vehicles, livestock, or domestic animals
  - The separate removal of work-related equipment e.g., files and cabinets, books, musical instruments, or computers other than those owned personally.
- The following costs associated with travel and accommodation:
  - First-class travel costs
  - Overnight stays not related to the purchase of a permanent residence.
  - Overnight stays that do not meet with the criteria above.
  - Visa applications and associated costs with the application
  - Costs for the purchase of new carpets, curtains, or appliances for the new property.



Requests for payment of relocation expenses must be submitted to HR. To comply with financial regulations J & E Hall will not accept photocopies of itemised receipts and/or any statements or payment slips in lieu of receipts.

All claims and any reimbursements made are done so on the understanding the employee will remain at J & E Hall for a period of two years or more. Should the employee voluntarily leave within two years of commencing employment, they will be required to repay a proportion of the reimbursed expenses. The amount to be repaid will decrease by 1/24th for every month of service completed.

If you have any questions about a claim for relocation expenses, please contact HR for clarification prior to committing to the expenditure.