

Recruitment & Selection

Policy & Procedure



Stroma's Recruitment & Selection Policy is subject to continuous monitoring and is amended as necessary. If you have any questions regarding this policy, please contact:

HRSS@stroma.com

Scope

The Recruitment and Selection policy is designed to provide a fair, consistent and effective approach to the recruitment and selection of employees. Recruiting and selecting the right people is of paramount importance to the continued success of Stroma. This Recruitment and Selection policy sets out how to ensure that the best people are recruited on merit and that the recruitment process is free from bias and discrimination.

Aims

This policy aims to;

- demonstrate the recruitment and selection process has been conducted fairly, through a consistent and uniform approach for all.
- achieve equality of opportunity for all applicants.
- ensure that roles and responsibilities at all stages of the process are clearly defined for all those involved.
- attract the widest number of candidates appropriate for the job.
- apply a planned approach that is conducted on an objective basis and shows that candidates are measured against pre-determined, specific and relevant job requirements.
- enable applicants, whatever the outcome, to feel that they have had a positive experience.
- enhance the reputation of Stroma as an employer.

The Process

- **Line Managers** are responsible for recruitment – the appropriate authorisation must be gained before starting any recruitment as detailed in the recruitment process.
- All vacancies will be advertised on the Stroma website as a minimum. Other advertising channels may also be used.
- We value recommendations from our current employees and therefore have a 'refer a friend scheme'.
- Internal candidates are encouraged to review the careers page and apply for vacancies if they have the appropriate qualifications, experience and skills.
- Internal candidates who are at 'risk of redundancy' will be given additional consideration for roles considered as a suitable alternative in line with the Redundancy Policy.
- Stroma aims to recruit the person who is most suited to the particular position – recruitment will be solely based on the applicant's abilities and individual merit as measured against the job.
- The Line Manager must ensure there is an up to date job description and person spec for the position.
- We are committed to applying our equal opportunities policy to all stages of recruitment and selection. Advertising, shortlisting and interviewing will always be carried out without regard to gender, transgender status, sexual orientation, marital or civil partnership status, colour, race, nationality, ethnic or national origins, religion or belief, age, pregnancy or maternity leave or offending background.
- Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of a disability.
- Line Managers conducting recruitment interviews will ensure that questions are not discriminatory and focus on the needs of the job and skills needed to perform it effectively.
- Notes will be taken during the interview. These will be retained for a period.
- We will seek written permission to apply for written references and ask for documentary proof of qualifications. Any offer of employment will be conditional on these requirements being satisfactory and the candidate also satisfying the right to work in the UK checks.
- Should an employee not have provided their right to work documents by the first day – they will be sent home, until the documents are provided. Salary will be withheld until documents are provided.
- Personal data collected through the recruitment process will be held in accordance with the data protection policy. The data is only disclosed to individuals for the purposes of managing the recruitment exercise effectively to decide whom to offer the job. Inappropriate access or disclosure may result in disciplinary action in line with the disciplinary policy.

DBS Process

Some roles may require a DBS check. For these roles candidates are required to supply their complete career history and explain any gaps in their career.

Line Managers will manage the DBS certification and renewal process.

Other Reading

This policy should be read in conjunction with:

- The recruitment processes
- Equality and Diversity policy
- Refer a Friend Scheme details
- Modern Slavery statement
- Data Protection policy
- The DBS policy