



# Rambert Grades Recruitment Policy

2024-25

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## **Purpose**

This policy has been developed to ensure good practice and transparency is maintained throughout the recruitment process.

Rambert Grades recognises that its staff are fundamental to the success of the business and therefore needs to attract and retain staff of the highest calibre.

The purpose of this policy is to provide a framework for the recruitment and selection of staff and should be read in conjunction with the Rambert Grades Equal Opportunities Policy.

## **Scope**

This policy and procedure covers all activities that form part of the recruitment and selection process. It is applicable to all staff recruitment except casual staff.

## **Recruitment and Selection Procedure**

Before a post is advertised, a job description must be prepared which accurately identifies the key duties and responsibilities to be undertaken.

The job description must also include a person specification identifying the essential attributes required in a candidate capable of carrying out those duties and responsibilities to a satisfactory standard. It is also helpful to identify additional 'desirable' attributes that would enhance the candidate's ability to fulfil

the requirements of the job. The criteria contained in the person specification should be relevant to the requirements of the job and must be clearly justifiable.

Care must be taken in the writing of the job description and person specification to not create a criteria that discriminates against certain groups of applicants.

## **Advertising**

All posts should be advertised on the Rambert Grades website:  
<https://www.rambertgrades.com/>

The majority of posts will also be advertised in national, international, or specialist media. Both the Commission for Racial Equality and the Equal Opportunities Commission advise that 'word of mouth' recruitment is likely to be indirectly discriminatory. It is important, therefore, that all posts be advertised as widely as possible.

Advertising in specialist press to address identified "positive action" initiatives is lawful under the Equality Act 2010. If applications are sought from applicants who share a particular protected characteristic (eg race, gender, faith) then advertising in specialist media, such as women's press, is permissible to address an identified need.

## **Selection of Candidates**

All applications should be submitted in writing, via the Rambert Grades website. This will either be via a cover letter or a supplied application form, supported by a CV. Applications will be forwarded to the identified manager recruiting for the post with a copy sent to the Rambert Grades HR support function.

All interviews should be conducted by a panel of at least two members of Heads of Department/Directors. The CEO should select interview panel members prior to the closing date in order to allow them to assist in the shortlisting process. The panel should include the line manager of the post to be recruited.

After the advertised closing date has passed, the interview panel should assess the applications to determine which applicants are to be called for interview. Shortlisting decisions should be made on the basis that the applicant has met the requirements of the person specification as drafted for the job description.

The original applications for all applicants, together with a written note of reasons for shortlisting or rejecting applicants must be retained by the Rambert Grades HR support function for a minimum of six months in case of complaint to an Employment Tribunal.

All applicants should be contacted in writing and if not shortlisted this should be within 5 days of the closing date. Letters or emails to shortlisted candidates should include:

- Date, time and place of interview

- Zoom link if required for international candidates, or for an initial interview process where a final shortlist will be generated for face to face interviews
- Directions to the interview location
- A request that they contact the HR support function if they have any particular requirements or requests for reasonable adjustments
- If appropriate, anything they should bring with them
- Details of any tests or exercises they will be expected to undertake as part of the interview
- Interviews should be scheduled as soon after the closing date as reasonably possible

The structure of the interview should be decided in advance by determining who will lead the panel and what areas of questioning are required to cover all elements of the person specification. Questions should be agreed and recorded in advance of the interview. The same areas of questioning should be covered with all candidates. Supplementary questions should be used to gain further information or clarification where answers are incomplete or ambiguous. Care should be taken to avoid questions that could be construed as discriminatory. It is, for example, legitimate to ask for confirmation of whether the candidate can comply with working patterns of the post, but not to ask details of their domestic or childcare arrangements.

Interview notes must be taken to help the panel make an informed decision based on the content of the interviews. Such notes should relate to how candidates demonstrate their knowledge, skills, experience and abilities in relation to the person specification. The Data Protection Act 2018 allows applicants to request disclosure of such notes in the event of a complaint, and an Employment Tribunal would expect Rambert Grades to have notes of every selection decision. Any inappropriate or personally derogatory comments contained within the notes could be considered discriminatory and are not acceptable.

The information obtained in the application and the interview should allow candidates to be assessed against the person specification and a selection decision to be made. The interview panel must ensure that a written note of the reasons for selecting the successful candidate and rejecting others is made and placed on the recruitment file, together with all the original applications, shortlisting details and notes of all panel members, for a minimum of six months after the appointment decision has been notified to candidates.

If a candidate requests feedback about their performance in the selection process or interview this should be arranged by the chair of the interviewing panel or the recruiting manager.

### **Offer and Referees**

A provisional offer to the preferred candidate should be made in writing, subject to the receipt of:

- A maximum of two satisfactory written references
- A satisfactory enhanced Disclosure and Barring Service (DBS) check

- Evidence of permission to work in the UK

Information sought from referees should be structured around the requirements of the role and the job description should be provided.

Referees should not be contacted without the candidate's consent and the information provided must be treated as confidential by the recruiting panel.

### **Confirming the appointment**

On satisfactory receipt of the requested references, DBS check and evidence of permission to work in the UK a formal offer of employment will be made.

On acceptance of an offer of employment, a contract of employment will be issued and new employees will be asked to complete the 'New Starter Form'.

### **Induction**

Once the successful candidate has accepted the offer and a start date has been agreed the line manager is responsible for preparing a suitable induction programme.

### **Processing of Personal Information**

When you apply for a job with Rambert Grades, we will collect and process your personal information. We will only collect personal information that is necessary to assess your suitability for the job you have applied for, to progress your application and to keep you updated throughout the process and to comply with any legal or regulatory obligations.

We may collect personal information about you either directly from you or from a third party such as a recruitment agency.

Full details of how your personal information is used during the recruitment process can be found in the Rambert Grades Privacy Policy ([LINK](#))

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