



Recruitment & Selection Policy

Last Reviewed - April 2020

1. Introduction

The recruitment and selection of staff plays a fundamental role in I-BOS Interiors' strategy and the fulfilment of business objectives. In line with this, I-BOS Interiors is committed to ensuring the highest professional standards in its recruitment and selection practices.

2. Purpose

The purpose of this recruitment and selection policy is to:

- Outline the overriding principles and standards applicable to all recruitment and selection undertaken by I-BOS Interiors
- Ensure that these practices are applied consistently and fairly
- Adhere to the I-BOS Interiors Equality & Diversity Policy
- Appoint and match the best person for each position

3. Scope

This policy will apply to the recruitment and selection of all staff within I-BOS Interiors. All staff includes temporary staff.

For subcontractor appointments a more flexible approach may be taken with recruitment procedures, as is reasonably practicable in such a situation. Appointing managers may use their own networks to find individuals to work as subcontractors for I-BOS Interiors. Subcontractors are subject to our Subcontractor Agreement in the absence of an employment contract. This should be signed by the individual. Subcontractors will also be issued with the I-BOS Interiors Code of Conduct and Equality & Diversity Policy, of which they must comply whilst working for the company.

4. Principles

The following overriding principles will be applied to all recruitment and selection practices undertaken by I-BOS Interiors:

- All recruitment and selection practices will be applied equitably and consistently
- Documents relating to applicants will be treated with the utmost confidentiality and in accordance with GDPR
- Applicants will have the right to feedback and to access any documentation held about them in accordance with their rights under GDPR
- Documentation relating to applicants for jobs will be held securely and will be retained for 6 months after the recruitment process has been completed
- Staff members should declare all friendships, professional relationships or family connections with applicants as soon as they are aware of the individual's application

5. Recruitment and Selection Process

5.1. Identifying a Vacancy

Before commencement of a recruitment campaign, I-BOS Interiors will consider whether there is a need to recruit, taking into consideration whether;

- work can be distributed differently
- the role needs to be full time or part time
- the role should be permanent or a fixed term contract

5.2. Required Documentation

A job description will be produced for each vacancy, which describes the purpose and key accountabilities of the role. This document is also used to set out the person specification which lists the criteria needed for the successful applicant. Both the job description and person specification should be reviewed before commencing recruitment.

The person specification is the key to a fair selection process and is used as the basis for shortlisting. All person specifications should state the essential and desirable criteria that will enable the shortlisting process to be transparent and objective.

5.3. Advertisement

All vacancies will be advertised both externally and internally at the same time. However, in exceptional circumstances, if it is considered very likely that we have the skills, experience and abilities necessary for a role within the existing workforce, the vacancy may be advertised on an internal-only basis.

Vacancies will be advertised on the I-BOS Interiors website and emailed to all staff. External advertising will be agreed in line with the specific role, using industry or job specific job boards, general job boards and social media such as Facebook and Instagram.

All advertisements will be clearly written and free from discrimination, direct or indirect.

5.4. Applications

For all vacancies advertised by I-BOS Interiors, applications should be completed and submitted via email or by post. All applications should be made using the I-BOS Interiors application form. For those unable to apply using the standard application form other methods of applying will be offered upon notification to the appointing manager.

Where an employee is subsequently discovered to have been dishonest on their application form about a matter which was material in the decision to offer them employment e.g. qualification levels, driving licence details, I-BOS Interiors will view this as a breach of service and disciplinary action may be taken which may result in dismissal.

5.5. Short listing

The shortlisting process involves assessing each application against each criterion in the person specification. Collective shortlisting by the interview panel is required for all vacancies in order to prevent any unconscious bias or prejudice. The outcome of the shortlisting process should be accurately recorded.

5.6. Interview and Selection

A face to face interview will always be used during the selection process. In addition to this, shortlisted applicants may also be asked to complete a:

- written or in tray exercise
- presentation
- group exercise
- other tests specific to the role, e.g. Excel tasks

5.6.1. Interview Arrangements

Depending on the nature of the role, the interview may be a one or a two-stage process – this will be determined by the appointing manager. For each interview, questions will be prepared, designed to ascertain the extent to which the applicant meets the criteria within the person specification. The interview panel will score the applicant against each question by using a rating system.

The standard interview invitation letter / email to all candidates will include a question asking them to notify I-BOS Interiors of any special requirements to attend the interview. Any reasonable adjustments will be made for interview, e.g. additional time for dyslexic candidates or wheelchair access. All new starters will be asked to declare any disability. This information will be kept on the employee file to ensure continuous guidance and support.

6. Offer of Employment

The interview panel will carefully select a successful applicant after thorough consideration and a fair comparison of all applicants. A verbal offer will be made to the applicant by the appointing manager. Following acceptance of this offer a written conditional offer will be made to the applicant, subject to the successful completion of pre-employment checks. This letter will include details of;

- Job Title
- Salary
- Weekly Hours/Days of Work
- Start and Finish Times
- Pre-employment checks
- Proposed Start Date

7. Pre-Employment Checks

Pre-employment checks conducted by I-BOS Interiors will be dependent upon the position the individual is applying for. The following checks may be carried out:

- Right to Work
- References
- Qualifications
- Health Surveillance
- Driving Licence

7.1. Right to Work

All potential employees are required to provide evidence of entitlement to work in the UK. Through the Asylum and Immigration Act 2008, all employers have an obligation to check the eligibility of an employee's ability to work in the UK. Appendix 1 lists all appropriate documentation.

7.2. References

A minimum of two references will be obtained, one from the most recent employer and covering the last 3 years of the applicant's employment history. Any gaps in employment must be clarified by the applicant. References will be checked against the applicant's previous employment and education/training history.

7.3. Qualifications

The purpose of the qualification check is to ensure that the applicant has the right expertise to perform the job they are hired to do. Any qualifications that are required to undertake the role will be listed as an essential criterion of the person specification. Copies of certificates will be taken and will be kept on the employee's record.

7.4. Health Surveillance

A health surveillance questionnaire will be sent to each successful candidate with the conditional offer letter. The purpose of this questionnaire is to ensure the employee is fit to carry out their duties but also to identify any health issues that the employee currently suffers to identify any reasonable adjustments required.

Health surveillance questionnaires are required for all external candidates.

For internal candidates, health surveillance questionnaires will only be required where there is a significant change to either the hours worked, or the type of work undertaken.

Should an individual fail the health surveillance questionnaire, they will be informed that their application will no longer be pursued.

Health surveillance questionnaires will be carried out annually to monitor any changes to employee's health and wellbeing.

7.5. Driving Licence

Where driving is an essential part of the role, it will be listed in the person specification and successful applicants will be asked to provide their full driving licence. A copy will be taken and kept with the individual's employment record.

8. Formal Offer of Employment

Following the successful completion of pre-employment checks, the Finance Director will make a formal offer of employment to the applicant, confirming their start date and where and to who they must report to on their first day.

The statement of main terms of employment will be issued within 8 weeks of the employees start date.

Appendix 1- Right to Work Checklist

Original documents from either List A or List B of acceptable documents must be obtained for a manual right to work check. Documents must be checked to ensure they are genuine and that the person presenting them is the prospective employee or employee, the rightful holder and allowed to do the type of work you are offering. A clear copy of each document must be taken in a format which cannot later be altered and the copy should be retained: electronically or in hardcopy.

List A

1. A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
3. A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office, to a national of a European Economic Area country or Switzerland.
4. A Permanent Residence Card issued by the Home Office, to the family member of a national of a European Economic Area country or Switzerland.
5. A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
6. A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
7. A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
8. A birth (short or long) or adoption certificate issued in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
9. A birth (short or long) or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
10. A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

List B Group 1

1. A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2. A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
3. A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national

who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.

4. A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

List B Group 2

1. A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service.
2. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
3. A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in