



Recruitment Procedure

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Recruitment Procedure

1. PURPOSE

This procedure aims to enable the recruitment of suitably skilled employees within Euro Packaging and outline the process followed, the individuals involved and the expectations of all those involved in the recruitment process.

The process of recruitment and selection must be fair, systematic, efficient and effective and must ensure equality of opportunity. No applicant or employee will experience less favourable treatment as a result of their race, gender or reassignment, religion or belief, marital status, age, pregnancy, sexual orientation or caring responsibilities. Furthermore, no applicant or employee will be disadvantaged through this procedure if they are unable to complete any part of the process unassisted and reasonable adjustments would be made accordingly, except for circumstances where the completion of a stage requires a certain standard level of English language for the safe and effective performance of the job.

This procedure provides a clear and transparent framework for recruitment.

2. SCOPE

This procedure applies to all employees, including permanent and fixed-term, full and part-time employees, contractors and agency staff.

This procedure applies to all activities forming part of the recruitment procedure and would also be applicable to any third party involved in the recruitment process.

This is not a contractual policy and the Company reserves the right to amend or withdraw it at any time as the Company deems necessary.

Any breach of this policy may result in disciplinary proceedings being initiated as per the Disciplinary Policy.

This policy supersedes all previous versions.

3. OVERVIEW

All individuals will be treated consistently and fairly in line with this procedure, and in line with current employment legislation.

The Company will endeavour, through appropriate training, to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making selection decisions.

Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.

Job descriptions, where used, will be in line with ensuring equality of opportunity. Job requirements will be reflected accurately in any personnel specifications.

The Company will adopt a consistent, non-discriminatory approach to the advertising of vacancies.

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The Company will not confine its recruitment to areas or media sources that provide only, or mainly, applicants of a particular group.

All applicants who apply for jobs with the Company will receive fair treatment and will be considered solely on their ability to do the job.

All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.

Short listing and interviewing will be carried out by more than one person where possible.

Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.

Selection decisions will not be influenced by any perceived prejudices of other employees.

Management staff will receive training and support in this procedure to ensure that it is understood and adhered to. It is expected that all individuals involved in the process of recruitment at any stage will adhere strictly to this procedure and the expectations therein.

All applications and their related documents will be treated in line with the General Data Protection Regulations, including, but not limited to, the rights of access to information and the rights for the deletion of information.

A copy of this policy will be made available to all applicants for employment.

Line managers should involve the Human Resources (HR) team in the first instance once they have identified a recruitment need within their team. The HR team will be responsible for advising and guiding line managers through the recruitment procedure.

4. RECRUITMENT PREPARATION

Prior to beginning any part of this recruitment procedure, authorisation to recruit any role, including when replacing a leaver, must be obtained firstly by your direct line manager and secondly from the Company Shareholders. When requesting authorisation, salary range must also be authorised.

Once authorised, a job description should be produced. The job description should outline the key accountabilities for the role, any experience that is essential for the performance of the role and should also outline any technical knowledge or qualifications that may be required. These skills must be directly related and relevant to the job role and all candidates must be considered with these requirements in mind equally.

When drafting the job description, the hiring manager should ensure that any criteria outlined does not indirectly discriminate against any particular group or individual.

5. ADVERTISING

It is preferable for all positions to be advertised internally, except in certain exceptional circumstances. Internal advertising would be done via company wide email communication, shift briefings and noticeboards. Internal advertising is preferred in order to provide existing staff with opportunities for career and personal development both vertically and horizontally.

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Roles may be advertised externally at the same time as internal adverts to avoid any delays with hiring. However, any internal applicants who possess the skills required for the role will be given priority at interview stage and would be interviewed ahead of external candidates wherever possible.

External advertising will be done via our company website where applications can be made directly to the HR team. Roles may also be advertised via external job boards, and it may also be deemed effective to engage with a third party recruitment agency.

6. INTERNAL APPLICANTS

Existing employees may apply for any roles advertised within any area of the business. They should ensure that they meet the criteria specified within the job description before applying. If they have queries relating to any role advertised, they are encouraged to contact the HR team. They may also contact the hiring manager directly if they feel comfortable doing so.

Internal applicants should be aware that existing salaries and any associated package may not automatically transfer with them to any new internal appointment, and the salary range for the advertised role would apply.

7. REFERRALS

The Company has a referral scheme where it encourages existing staff to recommend friends or family members for consideration for any advertised role within the Company.

Any individual referred would be subject to the standard external recruitment procedure.

Any member of staff who wishes to refer somebody for any position should contact the HR team and provide their contact details and CV.

The Company operates a referral bonus scheme which would apply in the case of any referred candidate being successfully hired into a position and beginning work in the role. The Company reserves the right to review or withdraw this scheme at any time and, in that case, would update this recruitment procedure accordingly.

If any member of staff requires further information regarding this referral scheme, they are encouraged to contact the HR team.

8. SELECTION

All applicants will be assessed objectively, initially by their CV, against the criteria set out in the job description. In the absence of a CV, an equivalent application form or meeting would be used as the initial review stage.

Initial shortlisting of applicants will be carried out by either the HR team, the hiring manager or a combination of the two working collaboratively.

Shortlisted candidates would be contacted via telephone for an initial screening conversation regarding their application and would be invited to attend an interview. Applicants will be asked at this stage if there are any particular arrangements or reasonable adjustments that could be made so that they can participate fully in the recruitment process.

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9. INTERVIEW

The first interview would normally be carried out by two individuals, typically one member of the HR team and the hiring manager. Where a member of the HR team is not available, another manager would attend alongside the hiring manager.

External applicants will be asked to bring their right to work ID along to the interview so that it can be verified before proceeding. Copies will not be taken at this stage.

The second stage interview would normally be carried out by another member of the HR team and either a more senior manager or Director or a Company Shareholder.

All applicants should expect to attend a “meet and greet” session with at least one Company Shareholder at some stage of the recruitment process.

During the interview, the candidates will be advised of an anticipated timeline for them to receive feedback on the next steps of the recruitment process.

Feedback will be given to applicants preferably by telephone, but it may also be via email.

Where a third party recruitment agency is engaged, all interview arrangements and feedback will be via the agency.

10. HIRING

All those involved in the interviews will be involved in the decision making process. Once a decision has been made with regards the successful candidate this will be notified to the HR team.

The offer will be made verbally in the first instance. This may be done by either the hiring manager or the HR team or via any third party recruitment agency. The HR team will then produce a formal offer letter which will be posted or emailed directly to the successful candidate.

The offer letter will request the details of two referees to be provided. These referees will be contacted by the HR team for the purpose of obtaining a reference. All offers made are made subject to satisfactory references being received, unless specifically specified.

Once the offer is accepted and start date is agreed, a contract of employment will be produced and the Company's new starter forms will be sent to the successful candidate. If there is little time prior to the agreed start date, this step will be completed on their first day, when a signed and dated copy of the right to work ID, originally seen at interview stage, will be taken for the personnel file. Copies of proof of address and proof of bank account will also be requested in line with the Company's modern slavery obligations.

The line manager will be responsible for planning the induction programme for their new team member, to include a health and safety induction session. The line manager will also be responsible for notifying the IT department of any IT requirements for their new joiner. The line manager may request the support of the HR team for completion of these steps.