



Recruitment Policy

This document sets out the Company policy and procedures to be followed where there is a need to recruit a new employee into the Company. The information provided here serves as a guide only, and it is important that you keep the management of the Company up-to-date regarding your future recruitment intentions. In all cases, the guidelines promulgated in the Equal Opportunities Policy are also to be followed.

The following procedure is to be carried out on every occasion where there is a need to recruit a new employee to the Company:

1. Complete a Recruitment Authorisation Form (copy attached), and ensure it is discussed with and signed off by a Director of the Company. This form requires a justification for the position as well as:
 - budgetary information/implications;
 - an up-to-date job description and person specification;
 - agreed advertisement wording and medium for publication; and
 - estimated cost of advertising the position.
2. The form must be forwarded to Jason McMullen or Darren Parker, to arrive no later than Friday lunchtime for consideration the following week. Any forms which are not fully or correctly completed will be returned.
3. Your request will be considered by the management of the Company. The outcome will be notified to you in writing.
4. Should your request be turned down, you may find the reasons why by speaking to Jason McMullen or Darren Parker.
5. If your request has been agreed to, the relevant member of management will make contact with you and discuss the best way to fill your vacancy.
6. All arrangements for interviews, letters, etc will be the responsibility Jason McMullen or Darren Parker, who will update you regularly on progress.



COMPANY RECRUITMENT AUTHORISATION FORM

Name:	Department:
Job description/ person specification	
Justification	
Budget information/ implications	
Director's recommendation	
Final approval	YES/NO
Comments	
Signed:	
Date:	
Signed by Director:	
Date:	

Please attach proposed advertisement wording and details of the medium for publication.