# RECRUITMENT STATEMENT

The Recruitment and Selection decision is most important in order to recruit staff with the necessary skills and attributes to enable the firm to fulfil its aims and objectives. Clear guidance will be provided by the HR Manager to those responsible for recruitment in relation to the shortlisting, interviewing, selection and appointment of staff.

Recruitment policies and procedures aim to achieve the following objectives:

- To recruit staff with the appropriate skills, both technical and personal, in order to meet the firm's current and future needs
- To ensure a fair and effective recruitment process is followed which is consistent with employment legislation and the firm's Equal Opportunities and Diversity policies
- To be non-discriminatory on the grounds of sex, race, age, religion or disability etc
- To ensure adherence to UK Border Agency guidelines regarding the right to work in the UK

**It is normal practice for vacancies to be advertised via one or more of the following methods in order to encourage the engagement of suitably qualified local workforce:**

- **Internal advertisements on notice boards**
- **Employee referral scheme**
- **Externally via local newspapers and affiliated websites**
- **Externally via Job Centre Plus local offices**
- **Leaflets and posters in local community centre, library, shops and newsagents, notice boards**
- **Recruitment open days (for volume recruitment)**

**The chosen method of recruitment will depend on the vacancy and the skills and experience required.**

Candidates will be shortlisted for interview based on the essential and desirable criteria of the role and the skills and experience outlined in their application. Those successfully shortlisted will be invited to attend for interview and may be required to undertake other tests in order to quantify skills and abilities.

Interview notes and other information gained from the interview meetings will be recorded as fully as possible using Interview Record forms. These will be used at the end of the relevant interview process to determine who, if anyone, is the best person for the job. A review of the Interview Record forms will be undertaken by the HR Manager to ensure that a fair process has been undertaken and Equal Opportunities legislation has been adhered to.

Successful and unsuccessful candidates will be advised as soon as possible after the selection process is complete.

Recruitment statistics are regularly monitored and reported by the HR team to the Management.