

Staff and Associate Recruitment and Promotion Policy

The Directors and Management of Seta Ltd recognise its staff as being fundamental to its success. A strategic and professional approach to recruitment and promotion processes help enable the company to attract and appoint staff with the necessary skills and attributes to fulfill its strategic aims, and support the company's values.

The company is committed to ensuring that the recruitment, selection and promotion of staff associates is conducted in a manner that is systematic, efficient, and effective and promotes equality of opportunity.

The Company is committed to a staff development programme and will endeavour to internally appoint whenever possible and appropriate.

This policy has been designed to provide a flexible framework which promotes good practice, adopts a proactive approach to equality and diversity issues and supports fully the company's core business.

Scope

This policy applies to the recruitment, selection and promotion of all staff of Seta Ltd.

Aims

- To ensure that recruitment processes are fit for purpose
- To appoint the best person for each position
- To ensure equality of opportunity for all applicants
- To ensure compliance with the Company's Equality and Diversity and Safeguarding Policies and relevant employment legislation
- To promote the company's values
- To meet the company's operational requirements and strategic aims

Principles

Recruitment of Staff

Positions will be advertised using the most appropriate and cost effective medium to maximise the number of suitably qualified candidates, this may include local publications and web sites.

All recruitment will be based on agreed job descriptions and person specifications. Recruitment and selection must be conducted as an evidence-based process and candidates should be assessed against agreed selection criteria, based on relevant knowledge, skills, competencies, experience and qualifications to perform the role as outlined in the person specification.

Shortlisting must be undertaken by at least two individuals who are involved in the interviewing process. Interviews should normally be conducted by at least two people, and all interviews for one post must be conducted by the same people.

Interview questions will relate to the job requirements as exemplified in the person specification and the candidate's suitability for the position. The person specification should be used as the basis for determining the interview questions.

At the end of the recruitment process all records will be retained by the Chief Executive who will retain them for six months.

Offers of employment are conditional upon receipt of satisfactory references where available and a satisfactory enhanced DBS check. Applicants in possession of a current enhanced DBS check may be offered employment subject to a satisfactory check being subsequently obtained by the company. Applicants not in possession of an enhanced DBS check may be offered employment conditional upon constant close supervision by another member of staff until a satisfactory DBS check is obtained. An unsatisfactory DBS check will lead to the refusal of employment or termination of an existing employee.

All new employees will be subject to a six month probationary period.

Promotion

All internal vacancies and promotions will be internally advertised in the first.

Associate Recruitment

Where there is a business need to bring temporary staff, appropriate skills, competencies and references will be checked. For those working with young persons, DBS checks will be undertaken.