



Recruitment and Selection Policy

Rydon



Simply the best

Background

Our recruitment and selection process is of paramount importance in order to recruit staff with the necessary skills and attributes to enable Rydon to fulfil its corporate aims and objectives. The Recruitment and Selection Policy and Procedures aim to provide clear guidance to managers in relation to both the selection and appointment of staff. This policy promotes and supports good practice for those with responsibility for recruitment.

Policy

Our Recruitment & Selection Policy and Procedures aim to achieve the following objectives:

- Recruit staff with the appropriate skills, both technical and personal, in order to meet Rydon's current and future needs.
- To ensure that staff appointed to posts are qualified to carry out such duties or are working towards an appropriate qualification.
- Work to a fair and effective recruitment procedure, which is consistent with employment legislation and Rydon's Equality and Diversity Policy and practices.

Direct Sourcing vs Agency Spend

At the start of the recruitment process, the recruitment strategy will be agreed by the recruiting/hiring manager and the Rydon Group Recruitment Manager. Generally, a direct sourcing strategy will be utilised so as to limit costs of recruitment. This will comprise reviewing our existing talent pool, advertising and CV searching using a range of online databases. It may be necessary to engage a selection of agencies to assist in attracting the best talent. All agencies used will be subject to our agreed PSL terms and to the shortlisting policy described below.

Advertising

It is normal practice that all vacancies are advertised, both internally within Rydon, as well as externally. However, where it is considered that existing staff have the

prerequisite skills consideration may be given to advertising posts internally only. Staff who have been identified to be 'at risk' of redundancy may be considered for vacant posts prior to internal / external advertising if they meet all the essential criteria of the vacancy.

There may be exceptional occasions when Rydon deems it appropriate to use "search" techniques. Before doing so, prior permission must be secured from the appropriate Managing Director and the Director of SHE, HR and Office Services that "search" is the appropriate method.

Shortlisting

Candidates will only be shortlisted for interview if they meet all the essential criteria defined in the candidate specification. If the number of candidates meeting the essential criteria is excessive, further selection will be undertaken utilising the desirable criteria to achieve a workable shortlist, generally limited to 6 candidates.

Candidate's equality and diversity monitoring forms are separated from the application forms prior to the shortlisting process. The shortlisting panel will not have access to this information.

Shortlisting and initial screening will be undertaken by the recruitment manager (or where appropriate, a nominated HR professional) and this will then be supplemented by seeking hiring manager input. The combined approach will ensure fair shortlisting based on the aforementioned essential/desirable criteria. These individuals will go on to be involved in the interviewing process.

Interviewing

All candidates will be asked comparable questions, which will have been decided prior to the interviews. All questions must be related to the job requirements and the candidate's suitability to undertake the role.

Appointment

The choice of candidate will be determined by the recruiting manager and will take account of any other information that will have been generated as part of the selection process.

If a formal offer of appointment is to be made / confirmed in writing, it will be conditional upon receipt of references which satisfy Rydon's requirements, medical assessment, satisfactory evidence of eligibility to work in the UK and other appropriate checks, such as Criminal Records Bureau (CRB), if applicable to the post.

Consideration should be given to reasonable adjustments for a successful disabled candidate. Contact should be made with 'Access to Work', via the Human Resources Department, over any financial assistance for a new employee with reasonable adjustments.

Our Recruitment and Selection Policy is supported by our Equality and Diversity Policy.

Governance

Company policy is approved by the Group Board which is chaired by the Chief Executive. Each policy is reviewed at least annually to ensure that we respond to clients, business strategy, legislation and any standards or codes of practice determined by the market.

Oversight of the Recruitment & Selection Policy is the responsibility of the Director of SHE, HR and Office Services. A number of working groups exists throughout the company to respond to and feed into policy requirements.

Signed: Signature(s) removed for security reasons:
signed copies available on request.

Donna Newell
Director of SHE, HR and Office Services

Signed: Signature(s) removed for security reasons:
signed copies available on request.

Robert Bond
Group Chief Executive

Dated: November 2012