

RECRUITMENT AND SELECTION POLICY



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.

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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.

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 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 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 (suggest no more than 6).

Candidates 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 must be undertaken by at least two individuals who are experienced in the recruitment process and who will go on to be involved in the interviewing process.

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Interviewing

All candidates will be asked a 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.


The following related policies support our Recruitment and Selection Policy:

- Agency Workers Policy
- Equality & 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: 
Donna Newell
Director of SHE, HR and Office Services

Signed: 
Robert Bond
Group Chief Executive

Dated: October 2011