



Recruitment Procedure
1.2
October 2017

Wigan STEAM CIC.'s recruitment and selection policy describes our process for attracting and selecting external job candidates. We are committed to our equal opportunity policy at every selection stage. This recruitment and selection policy applies to all employees who are involved in hiring for our company. It refers to all potential job candidates.

The recruitment and selection process

- Directors identify need for an opening
- Decide whether to hire externally or internally
- Review the job description and compose a job ad
- Select appropriate sources (external or internal) for posting the opening
- Decide on the selection stages and possible timeframe
- Source passive candidates
- Shortlist applications
- Proceed through all selection stages
- Run background checks
- Select the most suitable candidate
- Make an official offer

Posting jobs internally

The Directors can post a job opening internally before starting recruiting external candidates. If they decide to post internally, they can:

Set a deadline for internal applications

Communicate their opening through newsletters, emails, word-of-mouth or an Applicant Tracking System's automated emails

Creating job descriptions

Job descriptions should be clear and accurately represent the open position. They should include:

- A brief description of our company and mission
- A short summary of the role's purpose
- A list of responsibilities
- A list of requirements
- How to apply

The job ad's style should be consistent with our company's unique voice. It should be addressed to 'you' in a polite and engaging tone. Jargon, complicated phrases and gender-specific language should be avoided.
Employee selection stages

Hiring process

This process may be tweaked according to a role's requirements. Our standard process involves:

- CV screening
- Phone screening
- Assignment
- Interview

Interview Feedback

The Directors should always inform candidates they interviewed that they decided to reject them. We encourage hiring managers to send interview feedback to candidates. Being brief, respectful and keeping feedback job-related are the general rules for writing feedback emails to candidates.

Revoked offers

In case when a formal offer has to be revoked, the Directors should draft and sign an official document. This document should include a legitimate reason for revoking the offer. Legitimate reasons include:

Candidate is proved to not be legally allowed to work for our company at a specific location

Candidate has falsified references or otherwise lied about a serious issue

Candidate doesn't accept the offer within the specified deadline (deadline must have been included in the offer letter)

Candidate does not supply information to source a DBS Certificate or DBS is refused.

This Recruitment Procedure Policy was produced on: 1st October 2017

Review date on or before: 1st October 2018

Signature:

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