

Recruitment and Selection Policy**1. Policy Statement**

- 1.1. Keltech aims to ensure that the best person for any role is recruited. We recognise that the performance and growth of our company is dependent on appointing and retaining the most suitably qualified candidate for every position, taking account of education, experience and expertise.
- 1.2. Keltech is committed to ensuring that recruitment procedures for positions at the company are fair, open and transparent and comply with the relevant employment legislation.

2. Purpose

- 2.1. To outline the recruitment and selection procedures in place at Keltech
- 2.2. To ensure a consistent and fair selection process.
- 2.3. To ensure that all applicants for employment are treated on the basis of merit.

3. Scope

This policy applies to all job applicants and all persons involved in the recruitment and selection process.

4. Responsibilities

- 4.1. All persons involved in the recruitment and selection process are required to adhere to the provisions outlined in this policy.
- 4.2. The HR Coordinator is responsible for ensuring consistent application of this policy and providing advice and support to persons involved in the recruitment and selection process.

5. Recruitment Process:

Keltech implements a number of stages in the recruitment and selection process to achieve the aim of recruiting the most suitable candidate.

5.1. Job Description and Person Specification

- 5.1.1. A job description is developed and signed off on before recruitment for any position commences.
- 5.1.2. When specifying requirements, only characteristics such as qualifications or experience essential to the performance of the role will be used. No position will be classified by reference to gender, marital status, family status, sexual orientation, religious belief, age, disability, race or membership of the traveller community.
- 5.1.3. Each job description includes:
 - 5.1.3.1. Job title;
 - 5.1.3.2. Reporting Structure;
 - 5.1.3.3. Purpose of the role;
 - 5.1.3.4. Responsibilities;
 - 5.1.3.5. Person Specification which outlines:
 - 5.1.3.5.1. Qualifications;

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- 5.1.3.5.2. Experience;
- 5.1.3.5.3. Competencies;
- 5.1.3.5.4. Skills;
- 5.1.4. Each job description will state that the company reserves the right to request an employee to be flexible in his/ her duties when the business requires it.
- 5.2. **Shortlisting Criteria Agreed**
 - 5.2.1. The selection criteria for the position are agreed prior to the advertisement of the role.
 - 5.2.2. A shortlisting template is developed which is consistently used for assessing all candidates.
 - 5.2.3. The criteria are based on the qualifications and experience outlined in the person specification.
- 5.3. **Interview Scoring Criteria Agreed**
 - 5.3.1. The interview scoring sheet for the position is agreed prior to the advertisement of the role.
 - 5.3.2. An interview scoring sheet is developed which is consistently used for assessing all candidates who attend interview.
 - 5.3.3. The criteria on which interviewees are assessed are based on the requirements outlined in the person specification.
- 5.4. **Interview Questions**
 - 5.4.1. The interview questions will be set in advance. Questions will relate to the requirements of the job as established in the job description, the person specification and to information on the applicants CV.
- 5.5. **Advertisements**
 - 5.5.1. Advertisements will make clear, both in wording and illustration, that the positions are open to all suitably qualified candidates, regardless of gender, marital or family status, sexual orientation, religious belief, age, disability, race or membership of the traveller community.
 - 5.5.2. All advertisements will carry the statement “Keltech is an equal opportunities employer”.
- 5.6. **Shortlisting of Candidates**
 - 5.6.1. Assessment of applications is based only on information provided by the candidate.
 - 5.6.2. If a large number of candidates meet the essential shortlisting criteria, those candidates who do not meet a determined number of the desirable criteria can be eliminated.
- 5.7. **First Round Interview**
 - 5.7.1. All shortlisted candidates are invited to attend a first round interview.
 - 5.7.2. Each candidate will be required to complete a pre-interview application form prior to the commencement of the interview.
 - 5.7.3. Each candidate will be questioned equally and fairly and assessed using the pre-defined interview scoring sheet.

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5.8.1. A second interview is held to which the most suitable candidates are invited.

5.8.2. The position is offered to the candidate deemed most suitable following interview subject to successful reference check and pre employment medical (where applicable).

5.9. Reference Check

5.9.1. Keltech will request two employment related references from prospective employees after interviews have been held, and before making an appointment.

5.10. Pre Employment Medical

5.10.1. Based on the information provided in the pre-interview application the candidate may be required to attend a medical examination. This medical examination is undertaken to determine if the candidate is medically fit for the position for which they have applied.

5.11. Job Offer

5.11.1. Upon receipt of successful interview, reference check and pre employment medical (where applicable) the successful candidate will be formally offered the position.

5.11.2. This offer of employment will be formally communicated by issue of a job offer letter.

5.12. Regret Letters

5.12.1. Letters of regret are sent to all unsuccessful candidates once the successful candidate has accepted the position.

5.12.2. Unsuccessful candidates who are deemed suitable will be informed if they are being placed on a panel to be contacted in the future.

5.13. Contract of Employment

5.13.1. A written contract of employment is prepared for each new employee prior to their commencement date. All contracts include:

5.13.1.1. Commencement date of employment;

5.13.1.2. Duration of probationary period/contract;

5.13.1.3. Terms and conditions of employment;

5.13.1.4. Reporting procedure;

5.13.1.5. Remuneration;

5.13.1.6. Working hours/annual leave;

5.13.1.7. Information on policies and procedures/codes of behaviour.

5.14. Signed Employee Documentation

5.14.1. Upon the new employees start date the HR Coordinator will complete a new employee checklist. The new employee will be asked to sign and return to the following documentation to Keltech Ltd:

5.14.1.1. Contract of Employment;

5.14.1.2. Job Description & Person Specification

5.14.1.3. New Employee Information Sheet

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5.14.1.4. Signed Employee Handbook Receipt

5.15. Induction

5.15.1. All new employees of Keltech will undergo induction training upon their start date.

5.15.2. A formal induction will be given by the HR Coordinator on the first day. During this induction the HR Coordinator will provide details in relation to the following:

5.15.2.1. Overview of Health and Safety

5.15.2.2. General Information about the company

5.15.2.3. Details about the policies and procedures of the company

5.15.3. Information and expectations for the role will be outlined by the employee's supervisor.

5.15.4. On the job training will also be provided as part of the employee's induction. The training will be fully supported by the employee's supervisor and fellow colleagues.

5.16. First Probation Review

5.16.1. All new employees are required to satisfactorily complete a probationary period. During this period, performance on the job and potential abilities are evaluated by way of formal performance review meetings to determine suitability for the position and the company. The first of these formal reviews is at five months.

5.16.2. A probationary review form will be completed and reviewed by employee and supervisor and will outline both achievements to date and areas for improvement. This form is then signed by both manager and employee and held on file.

5.17. Second Probation Review

A final probation review will take place at eleven months. The probationary review form is again completed and discussed. This form is then signed by both manager and employee and held on file.

5.18. Confirmation/ Termination of Employment

Following completion of the eleven month probationary review session a decision will be made by the company as to whether the employee's performance is at the required standard. Where performance is not to the standard required Keltech will terminate the employment relationship. Successful/ Unsuccessful completion of the employee's probationary period will be confirmed to him/her in writing.

6. Record Keeping:

Records of all applications, screening criteria and interview notes will be kept for a minimum period of 12 months in the HR office, before being discarded.