

Recruitment and Selection Policy

Aim of the policy

To stay truly competitive and to grow, we at Clymac Ltd must ensure that our people, the life blood of the Company, are equipped with most up to date and appropriate knowledge and skills to continually improve our personal and Company performance.

Energy, professionalism and a desire to learn new skills are at the heart of all successful companies, with this in mind, the Recruitment and Selection Policy supports this aim by seeking to appoint employees with the suitable qualifications, experience and skills for each role.

Objectives

In recruiting and selecting employees, the objectives of the policy are to:

- Establish the vacancy criteria e.g. role to be filled, duties, number of hours etc.
- Use of suitable recruitment methods appropriate to the company's circumstances.
- Generate a pool of potential applicants.
- Fill vacancies within an optimum timescale, efficiently making the best use of available resources.
- Ensure candidates are able to demonstrate their competence and suitability for the role.
- Provision of clear and concise recruitment information for the role.
- Selecting candidates that are likely to succeed and excel in the role.
- Ensuring recruiters are provided with sufficient advice and guidance so as to be able to make recruitment decisions.
- Compliance with statutory requirements in relation to matters such as inclusiveness
- Promotion of Clymac Ltd as a positive place to work.

Requirements

1. Our process is appropriate and relevant for the job role.
2. Our process is objective.
3. Appointments are made on merit.
4. Our process is inclusive.

5. Our process delivers the right candidate for the role.
6. Our process is cost effective and time effective.
7. Our process is undertaken by suitable competent staff.
11. Our process ensures all statutory requirements are met and adhered to.
12. Our process must ensure reference checks/ and other screening where appropriate is undertaken.

Signature: 

Position: Director

Date: 30/04/2020

Review: 01/05/2021

