



RECRUITMENT POLICY STATEMENT

Univudual is an equal opportunities employer, committed to providing equality of opportunity in employment to all persons. When recruiting for new employees or when promoting our current employees, we will:

- Follow the codes of practice and other guidance issued by the Equality Commission
- Never discriminate unlawfully against any person
- Select the best person for the job in terms of qualifications and abilities

To achieve these aims, we have set up this recruitment and selection procedure. No position in the company may be filled unless this procedure has been followed. The Strategic Development Director, Cherie-Anne Baxter, is responsible for implementing and maintaining this policy and procedure on behalf of the organisation

THE PROCEDURE

1. The Principles

These procedures will be applied fairly and consistently to all job applicants and assistance must be given, where needed, to disabled candidates. All persons involved in recruitment must uphold our equal opportunities policies outlined in our Code of Conduct and the recommendations of the codes of practice and other guidance issued by the Equality Commission.

Any recruitment is planned and scheduled in advance with all people who wish to work for us sending a CV in response to an advertised job. Job descriptions and personnel specifications are drawn up in advance so that CVs can be short-listed based on the job description and criteria, all applicants are assessed against relevant selection criteria to determine who the best person for the job is.

2. Disabled Job Applicants

Univudual's procedures and practices must be applied fairly and consistently to all job applicants, inline with the Disability Discrimination Act 1995. There will be times when Univudual will need to make reasonable adjustments to some or all of the procedures and practices if that is needed to remove any disadvantages which they cause for any disabled job applicants. Failure to comply with this is unlawful disability discrimination. At times disabled persons may be treated more favourably than other persons which is well within the law.

3. Recruitment Files

Upon commencing the recruitment process a Recruitment File is created and is used to store the candidate's CV and additional documents associated with the recruitment process such as shortlisting and interview assessment sheets and notes and letters to applicants.

4. Recruitment Advertising

All job vacancies are advertised to welcome applications from as many eligible candidates as possible. The advert must not be written in any way that intentionally or unintentionally alienates individuals from applying.

5. Application process and forms

Every candidate who wishes to work for us must complete an application form for the job in question in response to an advertised job vacancy. Upon applying each candidate is emailed an application form, job description and personnel specification, details on the closing date and contact details for queries.

6. Selection Process

Upon the application date closing Unividual's recruiters will follow the below process



7. Selection Panel

Application forms, CVs and covering letters will be kept in the main recruitment file. Forms will be checked to see if any disabled applicant has indicated that he/she has any special requirements or are requesting any reasonable adjustments during the selection process. The selection panel consists of Cherie-Anne Baxter, Strategic Development Director and approved persons. Cherie-Anne has ten years plus of recruitment experience where she trained to become a recruitment consultant. She will carry-out shortlisting and telephone interviews and is joined by an additional Director for face to face interviews, where practicable the panel will consist of different sex and background. Only staff who have received appropriate training especially on areas of fair, non-discriminatory recruitment methods, will be invited on to the panel.

8. Shortlisting

Shortlisting is an initial assessment of the applicants to decide if they meet the job criteria, then they are given a more in-depth consideration at the next stage of the process. Shortlisting decisions are always consistent and fair. After the telephone introduction, each applicant is recorded on the shortlisting sheet which is stored in a recruitment file. Applicants who are rejected at this shortlisting stage will be informed about this via email as soon as possible afterwards.

9. Interviews

The aim of an interview is to find out more about an applicant and how suited they are for the job. Prior to the meeting candidates are sent confirmation letters with a company brochure. Of course, appropriate reasonable adjustments will be made to interview arrangements for disabled applicants who may need them. The selection panel speak before the date of the interviews to decide how they will carry-out the interview.

Interview questions are always job-related and designed to assess applicants against criteria set out in the personnel specification. The questions should not seek to obtain personal information about the applicants, religious or similar philosophical belief or political opinion, ethnicity, nationality or national origins, age or date-of-birth, sexual orientation, health or disability, marital status or family status or whether the applicant has children or plans to have children. The panel will score each candidate on an *interview assessment* sheet against which the applicants will be marked.

There will be times when applicants are asked different questions based on natural conversations occurring and applicant answers leading on to additional questions, however, all applicants will be asked the same core pre-set questions. Fundamentally, everyone is treated fairly during the interview and the marks awarded to them should be fair and consistent.

10. Assessment Day

The selection-panel shortlist applicants to an assessment day that has set activities every time and is designed to allow applicants to demonstrate their skills amongst a team. The day begins with a talk on Unividual's values and mission, the training programmes and the financial services industry. Afterwards applicants are invited to take part in a team building exercise. Lunch is provided and then they get an opportunity to meet with a Unividual employee and ask them questions about the business.

11. Selection

After every applicant has been interviewed and attended an assessment day the panel will discuss their views and assessments and jointly draw up a list of the applicants in merit order. The vacant post, or posts, will be offered to the most meritorious applicant, in accordance with that merit order. The panel may also decide that other applicants on the merit list will be offered positions on a reserve list to fill any vacancies that may arise for the same position within the following 12 months. Again, this will be done in accordance with the merit order.

All the Interview Assessment sheets will be transferred to the recruitment file for storage. Successful applicants will be sent offers of employment, subject to any satisfactory pre-employment checks that are required. The unsuccessful applicants will be informed in writing or over the phone of that decision.

12. Pre-employment Checks

- Right to work in the UK
- References – one from the most recent employer or educational centre and one other professional reference from a workplace email account.

We will not withdraw a conditional offer of employment merely because a person has a criminal record. We will keep an open mind and will make a final decision following a risk assessment, taking account of the nature of the job and the potential risks to our business and clients. If there is no relevance to the job and Unividual, and any other connected parties, will always take in to account the offence seriousness, frequency, how long ago it was and whether the applicant's circumstances have changed since the offence.

13. Confirmation of Offer

Successful applicants will be sent an offer letter that confirms their job title with an agreed start date and details on their benefits package and salary.

14. Record Keeping

Documents in the recruitment file should be kept for at least 3 years following the date of the interviews.

If you have any questions about our recruitment process or feel that you need support with adjustments for an interview, please get in touch with Recruitment Director Cherie-Anne Baxter by emailing marketing@unividual.co.uk

Unividual Limited

Recruitment & Selection Policy and Procedure

Version 3, last updated 15 March 2019

