



## POLICY DOCUMENT


<b>Title:</b>	<b>Recruitment and Selection Policy</b>		
<b>Date:</b>	August 2010	<b>Review Date:</b>	August 2011
<b>Scope:</b>	All Employees		
<b>Statement:</b>	<p>IOMA Clothing recognise that through its recruitment and selection policy and procedure the best applicant is recruited and selected for the job regardless of racial group, religion or belief, disability, marital status, age, gender and sexual orientation.</p> <p>IOMA Clothing will also ensure through this recruitment and selection policy that the structure, design and requirements of individual jobs are not unlawfully discriminatory. All employees will be made aware of this Policy during their Induction Training.</p>		
<b>Exit Interviews:</b>	Once an employee has resigned, the resignation is accepted and the leaving date agreed, that employee will be interviewed by their Line Manager. The standard Exit Interview form will be used. (Appendix 1.0)		
<b>Recruitment Process:</b>	<p>The Line Manager for the vacant post will discuss and agree with the Director the recruitment process which normally includes:</p> <ul style="list-style-type: none"> <li>• Closure of the post.</li> <li>• Changing the job structure and recruiting for this new job role.</li> <li>• Replacing the outgoing employee.</li> </ul> <p>Once this is decided upon, the Line Manager recruiting will be responsible for the recruitment process which includes:</p> <ul style="list-style-type: none"> <li>• Creating the job description, person specification, job advertisement.</li> <li>• Determining where the job should be externally &amp; internally advertised.</li> <li>• Agreeing literature for the recruitment pack e.g. organisation chart, application form, job description, person specification.</li> <li>• Determining recruitment agency if applicable.</li> </ul> <p>No recruitment literature will imply a preference for any one group of applicant's unless there is a general occupational qualification that limits the post to a particular group, in which case this will be clearly stated. All literature relating to IOMA Clothing will contain a positive statement that it welcomes all sections of the community.</p>		

<b>Application Stage:</b>	<p>The Manager responsible for the position will match the applications against outlined criteria in the person specification.</p> <p>Those candidates who are unsuitable will be sent a rejection letter, those who are thought to be possible candidates will be sent a letter inviting them to interview, if there are many candidates suitable, the candidates will be split again inviting the most suitable for an interview. The remaining candidates will be sent a holding letter.</p>
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<b>Interview Stage:</b>	<p>Prior to the interviews, the interviewer will determine the questions to be asked against the criteria set out in the person specification. The interview scoring matrix will be used for each candidate.</p> <p>Where there are further rejections to be made, these candidates will be sent a rejection letter, and where there are still applicants on the holding list these will be reviewed and sent appropriate letters, e.g. rejection or invitation.</p> <p>Where there is more than one candidate who may be suitable for the post, second interviews may be held. Where this is the case, the Director may interview the candidates – this will depend on the post.</p>
<b>Offer:</b>	<p>Once a decision has been made, an offer will be made by telephone or through an agency, if appropriate and finally with the formal offer letter.</p> <p>Once the candidate has accepted the offer the Director will commence drawing up an appropriate Contract of Employment and induction programme.</p>
<b>Training:</b>	<p>All those employees who are involved in the recruitment and selection of staff will be given appropriate training, this may vary as to their roles, but may include some or all of the following:</p> <ul style="list-style-type: none"> <li>• Understanding the legal aspects of Recruitment &amp; Selection.</li> <li>• Understanding IOMA Clothing internal recruitment and selection policy, procedure and underlying documents: this will include how to draft documents such as job descriptions, person specifications and job adverts.</li> <li>• Selection Interviewing.</li> </ul> <p>Where IOMA Clothing can, we will carry out training internally – the Director is responsible for this, however, where circumstances occur and this is not possible, we may contract out to an external provider.</p>
<b>Disabled Candidates:</b>	<p>Where necessary IOMA Clothing will try to ensure that special provisions are made for disabled candidates.</p>

<b>Evaluation and Monitoring:</b>	<p>This policy and procedure will be evaluated through evaluation of the training and development programme for those who are involved in recruitment.</p> <p>Monitoring may include:</p> <ul style="list-style-type: none"> <li>• Equal opportunities of the recruitment pool of candidates.</li> <li>• The time taken for the whole recruitment process to be completed.</li> <li>• Quality of the note taking at interviews by the interviewers.</li> <li>• Matching good practice.</li> <li>• Being up to date and in line with legislation.</li> </ul> <p>The Director responsible for recruitment will carry out this evaluation and monitoring and, where these are significant issues, these will be raised with the Managing Director. A decision will be taken by both as to any action required.</p>
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<b>Status of Policy:</b>	<p>The Company reserves the right to depart from this policy where circumstances demand it and to review and vary this policy from time to time.</p>
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<b>Signed:</b>	<p><b>Paul Levinson</b> Director</p> 	<b>Dated:</b>	August 2010
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