



RECRUITMENT POLICY

(Doc No: GT/R/10.1)

Default Review Period	5 Years
Next Review Due	01/07/2021
Specialist Review Requirements	N/A
Document Number	CIMS/GT/R/10.1
Document Version	Version 1.2
Retention Period	3 Years
Security Status	COMPANY CONFIDENTIAL

Document Approvals

Author	HR Manager	01/08/2010
Process Owner	HR Manager	01/08/2010

AMENDMENTS

Issue	Date	Description	Prepared & Checked By	Checked by	Approved By (As applicable)	
					MSM	Operations Director
1.1	01.11.12	<p>0.4 Responsibilities section added to document.</p> <p>Additional criteria added to 'Principles' section 1.1, in line with company sustainability guidance.</p> <p>New section added in 2.1 - reference made to Recruitment & Selection Guidance PowerPoint. All other sections up to 2.11 changed number.</p>	J Dennis	J Cousins		
1.2	03/10/16	Policy review, no amendments	J Dennis	S Horne		

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0.2 - SCOPE AND OBJECTIVES

This document sets out Exeter and Devon Airport Ltd's (EDAL – 'the Company') policy on recruitment and selection. The Company is committed to a policy of treating all its employees and job applicants with equality, dignity, respect and fairness to recruit the best person for each vacancy. We will not discriminate unlawfully at any time during the recruitment and selection process. We welcome applications from all sections of the community and from people with disabilities.

Related Policies and Procedures

This policy is to be read in conjunction with:

- EDAL's Equal Opportunities policy; and
- EDAL's Data Protection policy

Employees who are involved in recruitment must familiarise themselves with these policies. No decisions regarding recruitment or selection should be made by a person who has not read and fully understood this policy and the related policies. Nor should decisions be made without the involvement of the Human Resources department.

Scope

This policy is applicable to the advertising of jobs, and recruitment and selection of all employees engaged to provide services for the Company, irrespective of whether such a contract is temporary, part-time, fixed term, or permanent. This policy will be made available to all employees and applies to both internal and external recruitment.

0.3 – DOCUMENT CHANGE AND CONTROL

Exeter Airport Limited undertakes all document changes and controls in line with the Document Management Governance Document CIMS/GT/01 which describes how all users prepare, reviews and issues procedural documentation that forms part of Exeter Airports CIMS.

0.4 - RESPONSIBILITIES

The Human Resources Manager is responsible for:

- The development and upkeep of this policy.
- Ensuring this policy and subsequent updates are communicated to relevant departments and personnel.

All managers, and in particular the Human Resources Manager, are responsible for the proper application of this policy.

RECRUITMENT POLICY PROCEDURES

1.0 Policy statement

This policy seeks to ensure that the correct procedures are followed, and legislation adhered to, so that the best candidate is chosen for each job vacancy regardless of colour, race, nationality or national or ethnic origins, religion, religious beliefs, gender, marital or civil partner status, disability, sexual orientation, gender reassignment, age or part-time status.

Existing employees will be invited to apply for transfer and promotion opportunities wherever possible. However, EDAL will recruit externally to achieve the right balance of skills and knowledge within the workforce.

1.1 Principles

The following principles will apply whenever recruitment or selection for positions take place:

- Applicants will be assessed against the job requirements as laid out in the job description and/or person specifications.
- Information on ethnic origin, sex, disability and nationality will be requested from applicants on an equal opportunities form, in order to monitor the number of applications from different groups. This information is not used in the selection process or for anything other than this purpose. Any information provided to the company on the equal opportunities form is kept strictly confidential and is not used as part of the recruitment process in any way.
- The Human Resources department is responsible for the recruitment policy and monitoring the recruitment and selection process.
- All applications are treated as confidential and will not be disclosed to anyone outside the recruitment process.
- Whenever possible employees will be recruited locally.
- All data collected in connection with recruitment will be held in accordance with requirements of the Data Protection Act 1998.

2.0 Process

The recruitment process should be followed in accordance with the following steps and the principles detailed above:

2.1 Recruitment & Selection Guidance

Anyone involved in the recruitment process is required to familiarise themselves with the Recruitment and Selection Guidance PowerPoint, which can be found in the governance tier of the intranet – GT 10.0 HR Procedures – HR Documentation – Recruitment Folder.

2.2 Recruitment Authority

When a vacancy arises, the line manager must identify the quantitative and qualitative requirements of the position within the budgetary limitations of the department. Any recruitment that is not accounted for within the budget must be authorised by the Managing Director.

The line manager must gain authorisation for recruitment from an Airport Director. An Authorisation Form should be used in this process.

Before recruitment begins, the following will be given consideration:

- Is it necessary to fill the vacancy?
- Does the role require changes in duties and responsibilities?
- Could the work be accommodated in other ways?
- Are there any staff 'at risk'? Staff at risk within the organisation must be given first consideration for any vacancy prior to an external/internal advertisement being placed?

2.3 Job Description and Person Specification

If authorisation for recruitment is granted, the Human Resources department, in conjunction with the line manager, compiles or updates, and approves the job description and person specification for the vacancy. The job description will set out the basic facts of the job to be filled and include full details of the position, tasks, reporting line, responsibilities of the jobholder and number of subordinates if applicable. The person specification sets out the criteria to be met by the person to be selected for the vacancy and includes qualifications, experience, skills, qualities, abilities etc. Both of these documents are a key requirement in developing a good code of practice.

2.4 Application Process

A standard application form shall be used throughout the Airport. The use of CV's and other forms of application is restricted to exceptional circumstances.

2.5 Advertising

Job advertisements will be based on the job descriptions and person specifications, and should contain as much information as possible. The Human Resources department will advise on the wording of the advertisement.

Vacancies will always be advertised internally within the Airport. Where it is considered that existing staff have the prerequisite skills, consideration may be given to advertising posts internally only. Staff who have been identified to be 'at risk' may be considered for vacant posts prior to internal/external advert if they meet all the essential criteria of the vacancy. For positions that are also advertised externally, a variety of advertising mediums will be utilised. Primarily this will be the website, but then consideration will be given to local press and industry specific publications. Any external advertisement which will incur a cost will be authorised by a director.

Vacancy advertisements shall include an appropriate short statement on EDAL's Equal Opportunities policy.

Advertisements should not set a preferred age range for a job or use language such as "mature", "youthful", or "recent graduate" or refer to a number of years experience required which may serve to inadvertently exclude persons over or under a certain age.

We will use local suppliers in the recruitment process whenever possible.

2.6 Collation of Applications

The issuing, return, collation and necessary correspondence in relation to applications and monitoring forms are the sole responsibility of the Human Resources department. All queries in relation to the post must be directed to

Human Resources, to ensure complete confidentiality, consistency and the application of best practice. The company will not accept late applications, i.e. applications received after the specified closing date.

2.7 Short Listing

All external applicants will be shortlisted to ensure that the principles of the recruitment policy and the Equal Opportunities Policy are fully adhered to. Any application forms provided to candidates can be obtained and sent out from the Human Resources department however, in the first instance applicants are encouraged to access the website where the relevant information and forms can be obtained.

2.8 Interviewing

Interviews will be conducted in a professional manner and, where possible, by a panel comprising of the department line manager or appropriate delegate and a Human Resources representative. All interviews for one post must be conducted by the same panel where possible.

All questions asked should be objective and relevant to the job requirements. It is important that all candidates are interviewed in a consistent manner and, whenever possible, interviews for one post should be conducted by the same panel.

2.9 Skills Assessment

Selection tests should be specifically related to the job requirements for the vacancy and should measure the applicant's ability to do or train for work. Selection tests should be reviewed by the Human Resources department to ensure they remain relevant and free from bias, both in content and in the scoring mechanism.

2.10 After the Interview

The choice of candidate will be determined by the majority view from the formal interview panel. The panel will take account of any information that has been generated as part of the selection process.

Upon selection of a suitable candidate the Human Resources department will handle all offers. Under no circumstances should a Line Manager offer or infer to a candidate the outcome of the selection process.

All offers are subject to satisfactory references which satisfy the Airport or National Airport Security Programme (NASP) requirements, medical clearance if appropriate, a check on relevant qualifications and approval of a work permit, if applicable. It will be necessary to carry out a Criminal Records Bureau (CRB) or Counter Terrorist Check (CTC). The Human Resources department will arrange for references to be requested once applicants have indicated acceptance (subject to the conditions highlighted above). If the references, medical clearance or any CRB/CTC check is not satisfactory, the offer may be revoked.

The Human Resources department will send out a copy of the written statements of terms and conditions of employment and all related new starter documentation that needs to be completed. They will also inform unsuccessful candidates that the vacancy has been filled.

2.11 Documentation

All paperwork relating to an interview must be returned to the Human Resources department for storage. These notes could be called upon as evidence of the fairness of the process, either through an internal assessment or to support an external investigation. The notes should therefore be relevant to, and necessary for the process itself. It should be noted that applicants would normally be entitled to have access to interview notes about them (applications are retained for 6 months only) as part of the record of the interview.

3.0 Agencies

Where necessary EDAL will use agencies to assist them with recruitment. These agencies will follow the Company standards laid down in this policy and the Equal Opportunities Policy. All agencies will be issued with copies of the policies and the job descriptions and person specifications. EDAL regularly monitors their adherence to these standards.

Managers should not speak to agencies without the prior approval of the Human Resources department. When a new agency is used their terms and conditions must be reviewed by a member of the Human Resources department before they are given details of the role.

4.0 Disabled Applicants

Exeter Airport welcomes applications from disabled applicants. If an applicant is disabled and would like to apply for a job with EDAL, they are encouraged to provide as much information as possible about their disability at the application stage. This will allow EDAL to make any reasonable adjustments when applicants come for interview and to consider what adjustments, if any, may need to be made in relation to the job itself.

5.0 Right to Work in the UK

The Asylum and Immigration Act 2006 imposes strict obligations on employers to ensure that all employees have the legal right to work in the UK. If an applicant is successful in securing a post with EDAL, they will be asked to provide documentary evidence that they are eligible to work in the United Kingdom.

When applicants attend their first day of work at EDAL, they must bring the required documents that prove they are eligible to work in the UK. The Human

Resources department will be able to provide assistance on which documents are acceptable.

The Human Resources representative or the Line Manager must carry out reasonable checks to ensure that the applicant is the rightful holder of the documents, including:

- checking photographs to ensure that they match the applicant's appearance;
- checking expiry dates to ensure that the documents are still valid.

The Line Manager/Human Resources representative present at the interview should photocopy:

- the front cover of all the documents;
- the pages containing the applicant's personal details;
- the page containing the applicant's photograph and signature; and
- any page containing a UK government stamp or endorsement allowing the individual to work in the UK.

6.0 Induction

All new starters will be required to attend an induction programme which will cover a range of topics such as Human Resources, Zero Harm, Environmental Awareness, Manual Handling, Fire etc.

The Human Resources presentation can be found on the intranet under;
<http://rca-exeter/hr/General%20Documents/Forms/AllItems.aspx>