



## Recruitment Policy

August 2017 (To be reviewed December 2018)



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## 1. Purpose

The purpose of this recruitment policy is to define and describe our company's recruiting policies and procedures. Throughout the whole selection and hiring process, our company will stay committed to our equal opportunities and anti-discrimination processes.

## 2. Policy Statement

Premier Advisory Group is committed to providing high quality services to our community.

To support the achievement of this objective we recognise fully:

- The importance of employing the most suitable applicant for all vacant positions. Our policy is to advertise (internally and externally as deemed appropriate) all vacant positions and to ensure the best opportunity to attract high quality staff
- That it is vital that all reasonable steps are taken to ensure that applicants may be safely entrusted with the duties of their position
- That there is a commitment to providing a work environment that is free from harassment and discrimination
- Our commitment to providing equal opportunity by assessing all potential candidates according to their skills, knowledge, qualifications and capabilities. No regard will be given to factors such as age, gender, marital status, race, religion, physical impairment or political opinions.
- That all applicants are treated fairly and clearly
- The need to identify and reject prospective applicants who are unsuitable

## 2. Interview stage

- Interviews will always be face-to-face
- A minimum of two people will sit on the interview panel, usually the Managing Director and the prospective line manager
- Candidates will always be required:
  - to explain satisfactorily any gaps in employment
  - to explain satisfactorily any anomalies or discrepancies in the information available
  - to declare any information that is likely to appear on an enhanced DBS disclosure
  - to demonstrate their capacity to safeguard and protect the welfare of children and young people and vulnerable adults.

## 3. Employment checks

- Any successful candidate will be offered a position subject to at least two references from previous employment or in the case of a candidate who was very recently a student, their tutor and a personal or professional reference. These references will be taken up before employment commences.

- References will be sought directly from the referee
- We will provide clear and easily understood advertisements for all roles, including the need for enhanced DBS checks
- Premier Advisory Group complies fully with the DBS code of practice; for example, any disclosure that a candidate makes will be assessed by the Board of Directors and a full risk assessment will take place before a decision is made regarding employment.
- We also hold a single central record relating to safer recruitment processes including employment history, qualifications, references, ID confirmation, and DBS checks
- If there arises an adverse DBS check we will undertake a full risk assessment before we make any offer of employment

### 3. Scope

#### 3.1 Who is covered by the policy?

This policy applies to all internal and external candidates.

### 4. Who is responsible for the policy

The Directors have overall responsibility for ensuring this policy complies with our legal and ethical obligations, and that all those under our control comply with it. The Managing Director has primary and day-to-day responsibility for implementing this policy and for dealing with any queries on its interpretation. It is the responsibility of all Managers and Supervisors to ensure that they are familiar with the recruitment policies and procedures, and that they follow them accordingly.

### 6. Date and frequency of review

This policy is to be review annually. The next review is due in December 2018.

If you have any concerns or queries in relation to this policy or your obligations, please make these known to PAG's Managing Director, Tom Legge.

