



Versatile Wood
Flooring Ltd

Recruitment Policy

Versatile Wood Flooring feels that the recruitment and selection decision is of prime importance when obtaining the best possible person for each job which will, when aggregated, contribute significantly towards the company's effectiveness. It is also increasingly important, as the company changes and evolves, that new recruits show a willingness to learn, adaptability and the ability to work as part of a team. The Recruitment and Selection process should help all Managers ensure that these criteria are addressed.

Our Recruitment Policy shall:

- Be fair and consistent
- Be non-discriminatory on the grounds of sex, race, age, religion or disability
- Conform to statutory regulations and agreed best practice

To ensure that these policy aims are achieved, all those involved in the Recruitment process shall receive training in effective recruitment and selection.

The Recruitment Process.

The following procedures shall be adhered to whenever a position needs to be filled. The appointed Manager shall follow several steps, outlined below.

Firstly the position shall be defined. It should be made clear whether the post is an existing post being directly filled, or a newly established post.

A Job Vacancy Form must be completed which confirms the details of the post, and agreed with the Director.

If it is an existing position, the manager must ensure the job description is up to date. If it is a new position, a job description must be drawn up and agreed with the Director in relation to the appropriate grade and salary.

The City Arc 89 Worship Street London EC2A 2BF
Tel/Fax: 0844 800 9082 Email: info@versatilewood.co.uk

Registered No: 5854989
VAT Registration Number: 912 4994 12



Versatile Wood
Flooring Ltd

All information about the position should be collected and collated. This should include a job description, information about the department, information about the company and the terms and conditions of employment. All this information must be up to date.

All avenues of recruiting advertising must be discussed with the Director. The options explored shall include:

- An internal advert within the company
- Examinations of previous applications, or those held on file
- External advert within the local press or national press
- External advert on the website
- The use of a recruitment agency

All adverts will be designed by the manager and must contain as much information as possible about the position to ensure the correct recruitment group is targeted, and to reduce unsuitable applicants and remaining as cost-effective as possible. All adverts will be submitted to the Director for approval.

The Selection Process

Procedures may vary per position and at its simplest it may just involve an interview and skills testing. For more skilled positions, a complex test of ability may need to be considered.

All application forms or CV's received by the closing date shall be forwarded to the relevant Manager for shortlisting. It is the responsibility of the Manager to record the reasons why an applicant is not shortlisted. Those suitable will be invited for an interview and references will be obtained. Those who have not been shortlisted will be informed in writing.

The appointed Manager will decide on an interview format and determine which areas to concentrate on with the questioning. All references shall remain confidential and this is the responsibility of the Manager.

During the interview, the Manager shall ensure the Interview Report Form is completed as fully as possible. When interviewing, they will ensure that Equal Opportunities legislation is strictly adhered to, with no discrimination shown on the grounds of sex, religion, age, disability or ethnic origin.

The City Arc 89 Worship Street London EC2A 2BF
Tel/Fax: 0844 800 9082 Email: info@versatilewood.co.uk

Registered No: 5854989
VAT Registration Number: 912 4994 12



Versatile Wood
Flooring Ltd

When all candidates have been interviewed, the Manager will decide on the best person for the post. The successful candidate will be contacted as soon as possible and a commencement date and starting salary will be agreed. If the successful candidate refuses the position, it must be agreed whether another candidate will be offered the position or whether it is to be re-advertised.

All interview packs and interview information shall be kept on file and remain strictly confidential.

It is the Managers responsibility to telephone all unsuccessful candidates and follow up in writing.

The City Arc 89 Worship Street London EC2A 2BF
Tel/Fax: 0844 800 9082 Email: info@versatilewood.co.uk

Registered No: 5854989
VAT Registration Number: 912 4994 12