

Global Renewables Lancashire Operations Ltd
Business Operating Management System (BOMS)
Standard Operating Procedure

RECRUITMENT

SOP-TL-HR-000-6002

LEVEL 3



GLOBAL RENEWABLES™

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1. REVISION STATUS

Issue No	Date	Revision Description	Prepared By	Approved
1	28/01/2011	Initial Revision	T Robinson	
2	25/11/2013	Transfer data into new SOP format	Jill Bryce	T. WHITTAKER
3	14/12/2016	Amendment	T. Whittaker	

2. INTRODUCTION

This document (Standard Operating Procedure) details the process to be undertaken to perform the tasks to be completed.

3. PURPOSE & SCOPE

Recruitment is a crucial stage of the employment relationship and a key task for line managers. Effective recruitment ensures that the right candidate is selected for the job. This demands a clear understanding of the requirements of the job and the characteristics of the person who will do it in terms of their qualifications, skills, personal qualities and previous experience.

It remains one of the company's biggest challenges not only to attract, select and recruit the best people but also to retain them in order to both maintain and grow the business. Responsibility for the choice of new employees rests with the Line Managers to ensure procedures and best practice are followed.

It is our intention that all recruitment and selection should stem from an analysis of the job profiles. These will be compiled by Line Managers and will enable the Hiring Manager to ensure procedures and best practice are followed.

The Company Recruitment and Selection Policy will:

- Be fair and consistent
- Be non-discriminatory on the grounds of sex, race, gender-reassignment, age, pregnancy and maternity, religion or belief, sexual orientation or disability.

It is the responsibility of all employees to act in accordance with this policy at all times. Senior managers have specific responsibility for ensuring that decisions affecting employees or potential employees are non-discriminatory and that the Equal Opportunity Policy is cascaded throughout the company.

4. PROCEDURE

4.1 Raising a request to recruit

All recruitment whether for permanent, temporary or agency resource must be authorised by Senior Management.

The Departmental Manager will ensure that the full details of the vacancy are signed off with a complete Authorisation to Recruit form (Appendix 2) authorised by Senior Management.

The Authorisation Form will include an updated role profile and any supporting documentation supporting the request for staff including justification for replacement personnel.

4.2 Internal Recruitment

All employment opportunities will be advertised using internal methods of communication.

Interviews for internal candidates are to take place if they are able to demonstrate in their application that they have the relevant skills, knowledge and experience.

Internal applications should be in writing, including a CV to Make a Difference email address.

The internal applicant should inform their own line manager that they intend to apply prior to their written application.

4.3 External Recruitment

Interviews with internal candidates can occur at the same time as external interviews in order that selection of the best person for the role.

The Line Manager will liaise with the General Manager regarding sourcing the most cost effective method of external advertising.

4.3.1 Advertising

The design of the advert shall be such to target the best people and include the essential skills, knowledge and experience needed for the role.

The method of application will normally be in writing with a CV to MakeADifference.co.uk.

All advertisements will follow a standard template carrying the Company name, official logo and include the following statement "Global Renewables Lancashire Operations Ltd is an Equal Opportunities Employer" and some advertisements depending on the role will include "Due to our client's requirements you may be asked to complete a criminal records check".

4.3.2 Media

Advertising will take into account various media to encourage local people from all backgrounds to apply because we realise that it makes sound business sense for our organisation to attract a wide field of job applicants.

4.4 Application forms/CV

Skills, knowledge and experience will be the basis for any employment decision.

Short listing Applicants

The person who is responsible for the administration of recruitment will gather CV's and application forms and present these to the relevant Manager who will then be responsible for short listing in conjunction with any other manager deemed appropriate.

The administrator responsible for recruitment will then arrange interviews for those who meet the "essential" requirements laid out in the job description. The relevant Manager will be responsible for the shortlisting. The relevant manager will conduct interviews with a second appropriate person.

Offers of Appointment

The relevant manager will make the offer of appointment and liaise with the candidate to arrange a start date. The administrator who is responsible for recruitment will formally write to them with the offer of employment.

A written acceptance of the terms and conditions of employment is essential before an employee can begin work.

References

Where possible, and this isn't always practicable, references should be taken up before an offer of employment is made.

All offers of employment are subject to satisfactory references and medical clearance.

Two references should be taken up one of which should be from the last employer.

Consent to contact the last employer needs to be given by the applicant.

The purpose of the reference is to obtain information and opinion on an employee's character and suitability for a particular job.

The administrator responsible for the recruitment will pursue the references.

Discussion with the employee shall take place where a negative reference is given. References will be filed on the employee's personal file.

No candidate will be confirmed in post following probation unless they have submitted 2 valid references.

Medical Assessments/Questionnaires

All new recruits will be required to undergo a medical that will include drugs and alcohol testing and general health assessment. Where circumstances arise requiring a medical report, the provision of necessary information is subject to the regulations prescribed in the Access to Medical Reports Act 1988.

Ref: Level 5 Statement POL_TL_HR_000_005 Medical Assessment and Probation

New Starters

The line manager will be responsible for a new employee receiving a full induction.

Fixed Term Employees and Agency Staff

It may be necessary to employ directly or through agency temporary staff to cover short-term demand.

Staff on Fixed Term contracts (Directly Employed)

It is important that all applicants understand the fixed term nature of the contract from the onset. Any advertisement for these positions must indicate that the position is fixed term and detail the relevant dates of the contract.

Business and Finance will issue the fixed term contract.

Probation

All employees will undertake a probationary period of a minimum of 6 months and will have three probationary reviews at 60, 120 and 180 days.

Ref: Level 5 Statement POL_TL_HR_000_005 Medical Assessment and Probation

Immigration

In accordance with the requirements of the provisions of the asylum and immigration provisions, all potential employees and candidates will have their employment status checked against the provisions outlined in appendix 2.

5. APPENDICES

APPENDIX 1 ~ AUTHORITY TO RECRUIT

APPENDIX 2 ~ IMMIGRATION CHECKS – GUIDANCE NOTES

APPENDIX 1 ~ AUTHORITY TO RECRUIT

APPROVAL FORM FOR RECRUITMENT

Job title of staff member requested:.....

Department:.....

Manager:.....

Site:.....

Recruitment details:

Please complete either Section A or Section B as relevant

Section A:

**To be completed where the member of staff requested will replace a member of staff who is leaving and attach reviewed job descriptions*

Replacement for (insert name of current job holder):.....

Job Title:

Salary of current job holder:.....

Proposed salary range:.....

Proposed commencement date:.....

Section B (to be completed where the appointment will result in increased headcount)

Reasons for recruitment request (**Attached business proposal*)

.....
.....

Job Title:

Proposed salary range:.....

Proposed commencement date:.....

Requirements of the position (*attach reviewed or new job description*)

Please summarise the main responsibilities of the job and the experience, qualifications and skills required for the position.

Main responsibilities of the job

.....
.....
.....

Existing/Revised Organizational Structure Attached:

Yes

N/A

Has the budget been amended to account for this change?

**N/A where the recruitment is a replacement employee.*

Equipment requirements

Please indicate which of the following will be required for the position (please tick the relevant box/es).

- Mobile phone
- Personal computer
- Printer
- Laptop
- CRB Check Req'd

Other (please specify).....

Approval

Line Manager:.....

Date:.....

Business & Finance Manager:.....

Date:.....

General Manager:

Date:

APPENDIX 2

Asylum & Immigration Checks – Guidance Notes for Applicants

Before anyone commences employment with GRLOL we have a legal obligation to confirm that they are eligible to work in the United Kingdom. This check must be carried out on every potential new employee, regardless of his or her nationality. Failure to confirm someone's asylum and immigration status due to their nationality would be contrary to both legislation and the Recruitment and Selection policy.

At interview a nominated person will verify that potential employees have produced the required evidence of their eligibility to work in the UK and that all their documents are valid and original (Photocopies are not acceptable forms of evidence).

When a Passport is produced as evidence, the nominated person should copy **BOTH** the front cover **AND** the page with all the personal details on it. The photocopies should be signed as verified and dated.

At interview, candidates must produce either:

One of the original documents alone, or two of the original documents in the specified combinations in List A

OR

One of the original documents alone, or two of the original documents in the specified combinations in List B

List A: Documents which will confirm eligibility to work in the United Kingdom:

- A passport showing that the holder is a British citizen, or a citizen of the UK and Colonies having the right of abode in the UK
- A national passport or national identity card showing that the holder is a national of the European Economic Area (EEA) or Switzerland
- A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office or Border and Immigration Agency to a national of an EEA country or Switzerland
- A permanent residence card issued by the Home Office or Border and Immigration Agency to the family member of a national of a EEA country or Switzerland
- A Biometric Immigration document issued by the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK
- A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK or has no time limit on their stay in the UK

Any combination below will confirm eligibility to work in the UK if you check and copy the documents:

An official document issued by a previous employer or Government agency which contains the permanent National Insurance Number and name of the person. This could be a P45, P60, NI Card or letter from a Government Agency.

When produced in combination with **ONE** of the following:

- An Immigration Status Document issued by the Home Office or the Border and Immigration Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK
- A full birth certificate issued in the UK which includes the name(s) of at least one of the holder's parents
- A full adoption certificate issued in the UK which includes the name(s) of at least one of the holder's adoptive parents
- A birth certificate issued in the Channel Islands, the Isle of Man or Ireland
- An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland
- A certificate of registration or naturalisation as a British citizen
- A letter issued by the Home Office or the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK

List B: Documents will confirm eligibility to work in the UK

- A passport or travel document endorsed to show that the holder is allowed to stay in the UK and is allowed to do the type of work in question, provided that it does not require the issue of a work permit
- A Biometric Immigration Document issued by the Border and Immigration Agency to the holder which indicates that the person named in it can stay in the UK and is allowed to do the work in question
- A residence card or document issued by the Home Office or the Border and Immigration Agency to a family member of a national of a EEA country or Switzerland

Any combination below will confirm eligibility to work in the UK if you check and copy them:

- A work permit or other approval to take employment issued by the Home Office or the Border and Immigration Agency **when produced in combination with** either a passport or another travel document endorsed to show the holder is allowed to stay in the UK and is allowed to do the work in question, or a letter issued by the Home Office or the Border

and Immigration Agency to the holder or the employer or prospective employer confirming the same

- A certificate of application issued by the Home Office or the Border and Immigration Agency to or for a family member of a national of a EEA country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old **when produced in combination with** evidence of verification by the Border and Immigration Agency Employer Checking Service
- An Application Registration Card issued by the Home Office or the Border and Immigration Agency stating that the holder is permitted to take employment, **when produced in combination with** evidence of verification by the Border and Immigration Agency Employer Checking Service
- An Immigration Status Document issued by the Home Office or the Border and Immigration Agency to the holder with an endorsement indicating that the person named in it can stay in the UK, and is allowed to do the type of work in question, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer
- A letter issued by the Home Office or the Border and Immigration Agency to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the UK and is allowed to do the work in question **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer