



**NTIA**

## Recruitment Policy

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## Introduction

1.1 Effective recruitment and selection are central and crucial to the successful functioning of NTIA. It depends on finding people with the necessary skills, expertise, and qualifications to deliver the Company's strategic objectives and the ability to make a positive contribution to the values and aims of the organisation.

## 2. Advertisements

2.1 Vacancies will generally be advertised on an appropriate online Job Board and occasionally in the press or technical journal if required. Advertising will not be confined to those media which, because of their source of applicants, provide only or mainly applicants of a group.

2.2 Vacancies may also be posted to the Gov Universal Job match service.

2.3 All vacancies will also be posted on internal notice boards. NTIA is keen to facilitate internal promotions wherever possible as development opportunities for its staff.

2.4 NTIA may, on occasions, decide to restrict advertising to internal candidates only. Furthermore, junior posts will always be advertised internally in the first instance, to provide continuous development of existing members of staff unless the Management team agrees that this is not appropriate due to the specialist skills required for the post involved.

2.5 Vacancies, which are restricted to internal candidates only, will be clearly indicated on the advertisement. All internal candidates will be selected for interview on the same criteria as external candidates.

2.6 Employees on maternity leave will receive all advertisements for posts advertised in the Company during their period of maternity leave.

## 3. Application Form

3.1 Candidates for all posts will, except on some occasions when a vacancy is restricted to internal recruitment, be asked to complete a standard application form, in order that they can be judged based on comparable information. However, CVs may be requested in certain circumstances.

3.2 In applying for posts, all candidates will be provided with a job description, details of the appropriate conditions of service and details about the Company. A brief statement about the appointment procedure will also be provided and, if possible, an indication of the date (or week) when interviews will be held. The job description will include a list of the main duties and responsibilities of the post, together with an outline of the qualifications and experience which candidates are expected to possess.

3.3 In drawing up the job description and conditions of service the Company will ensure that no job applicant receives less favourable treatment than another on the grounds of disability, gender, race, religion or belief, age, sexual orientation, marital status, parental status, caring responsibilities, or hours of work, and that no applicant is placed at a disadvantage unjustifiably

by requirements or conditions which have a disproportionately adverse effect on a particular group.

3.4 Applicants will be asked to specify whether they have any protected characteristics under the provisions of the Equality Act 2010 and whether there are any reasonable adjustments needed for them to attend an interview. All applicants with a protected characteristic who meet the essential criteria for a job will be interviewed, and considered on their merits.

3.5 Applicants will be required to supply the names and addresses of two people from whom references can be obtained, one of which should normally be the applicant's current or most recent employer.

3.6 Only references for short listed candidates for interview will be obtained. References will normally be sought prior to interview unless the candidate indicates otherwise.

3.7 References should be made in writing or email and will be verified by JIF.

3.8 For roles which are unregulated, candidates will be asked to declare on the application form whether they have been convicted of any criminal offence which cannot be regarded as "spent" under the terms of the Rehabilitation of Offenders Act 1974 and a Disclosure and Barring check will be sought.

3.9 For roles that involve working with vulnerable adults, applicants will be asked to reveal details of "spent" and "unspent" convictions. Successful candidates for such posts will be required to provide the necessary documentation to complete a standard criminal records disclosure in addition to a Disclosure and Barring check. Posts which require such disclosures will be clearly indicated in the conditions of service and appointment procedure.

3.10 Applicants will also be required to declare if they are related to any member of staff within the Company. Canvassing of members of the Company is not permitted. No manager should be put into a position where he or she is asked to interview a person to whom they are related.

3.11 It is the Company's policy to communicate further with applicants who have not been shortlisted by ensuring they receive an email stating they have been unsuccessful and, if requested by the candidate, offering feedback as to the reasons they have not been shortlisted.

3.12 Applicants details will be recorded at the point of receipt. All information relating to the data collected in the equality and diversity recruitment monitoring form will be hidden from all those involved in the recruitment and selection process. The information collected will be solely used for the purposes of equality monitoring.

3.13 All completed application forms are private and confidential and should only be made available to those directly involved in the recruitment and selection process.

3.14 All application forms will be collated by the Human Resources Adviser and supplied to the appointing manager and interview panel for shortlisting purposes.

3.15 A shortlist of candidates will be drawn up for interview, based entirely on merit and suitability for the post but taking account of the Company's responsibilities in relation to the Equality legislation. Other than in exceptional circumstances, reasonable notice will be given to ensure that candidates have sufficient time to prepare for and make the necessary arrangements to attend the interview.

## 4. Selection Methods

4.1 Interviews will be held by a panel of ideally three persons, but a minimum of two persons, gender balanced wherever possible. The interviewers will encourage candidates to be at ease during the interview, in order that they can give a fair and accurate impression of themselves.

4.2 A representative from Human Resources will be available to give legal and policy advice on all interviews for posts.

4.3 A set of questions will be agreed by the interview panel in advance and will be developed from the current job description for the post. The panel will seek to develop questions which ask the candidates to give examples of their previous relevant experience.

4.4 All candidates will be asked the same questions in the same order, and their responses rated between 1-10. The panel will each have a copy of the questions and will score independently of each other during the interview. Time is allocated between interviews for the panel to discuss each candidate and to award a total point score. Additional notes may be made by the panel during the interview; however, it should be noted that candidates will have access to all information should they request it.

4.5 It should be remembered that an interview is a two-way process, and candidates will be given every opportunity to view the premises where they will work and ask questions about the Company, to ensure that they have a full understanding of the post for which they are applying and the way the Company operates.

4.6 In addition to interviews, a range of other selection techniques may be used. In such circumstances reasonable notice and relevant information will be given to ensure that candidates have sufficient time and information to prepare.

4.7 All appointments will be made strictly on merit and related to the requirements of the job

4.8 All interviewed candidates will be notified of the outcome of the selection process as soon as possible, either by telephone or email.

4.9 All unsuccessful candidates' application forms and interview notes will be retained for one year from the date of interviews taking place. After this date they will be destroyed.

## 5. Relevant Checks

5.1 All offers of employment will be made conditional upon satisfactory results from the following: two satisfactory references; confirmation of the right to work in this country, Disclosure and Barring Service check

## 6. Induction

6.1 All successful candidates will take part in Induction Training before commencing work with ASTS. The training will include all EPA administration procedures, ACE360 system introduction, standardisation procedures, Health and Safety procedures, Appeals procedures, Company policies, PPE requirements and ASTS dress code.

## 7. Probationary Period

7.1 All appointments into the Company will be made subject to a probationary period of six calendar months. After three months a review meeting will take place between the post holder and their line manager to discuss progress. At the end of the probationary period, and subject to a satisfactory report by the appropriate head of section or line manager, employees will be notified in writing that they have successfully completed their probationary period. The probationary period can be extended by a further 3 months should the individual's line manager consider this appropriate.

## 8. Recruitment Monitoring

8.1 The Company seeks to recruit employees based on their ability and the requirements of the post.

8.2 The Company wants to ensure that no applicant receives less favourable treatment than another on the grounds of disability, gender, race, religion or belief, age, sexual orientation, marital status, parental status, caring responsibilities, or hours of work.

8.3 In order to meet this commitment, all candidates are asked to complete a recruitment monitoring form enclosed with the application form. All completed monitoring forms will be treated as confidential. The form will be separated from the application form on receipt and those involved in the selection process will not have access to it. The information given by candidates will be solely used for the purpose of monitoring the recruitment process.

### *Exit Interviews*

8.4 All employees who leave the employment of the Company voluntarily will have an exit interview with their manager before their last day of employment.

8.5 Exit interviews provide the opportunity for departing employees to discuss their reasons for leaving. The information provided is useful in identifying trends, learning and development and evaluating the effectiveness of Company policies and practices.

8.6 The appropriate line manager should record all appropriate information, such as recommendations made for change, or significant issues raised in the interview, whilst bearing in mind confidentiality issues.