

Recruitment Procedure

1. PURPOSE

The purpose of the recruitment procedure is to ensure equitable and consistent recruitment practices at PCC. The recruitment procedure requires that all positions are advertised. Existing positions which become vacant and new positions are all subject to approval for recruitment by PCC Management before they can be advertised.

2. PROCEDURE

The following procedure applies to all positions within the company

Step 1 Recruitment Process

When a vacancy is identified, the Line Manager is required to draw up the following

- Job description
- Job advert
- Submit recruitment authorisation form for approval
- Select advertising method in agreement with PCC Management

There are specific house styles of adverts to be followed and drafted in liaison with approved graphic designer

A format for the job profile is available from the PCC Head Office Exec Administrator.

Step 2 Recruitment Process

- Applications are screened using criteria established by 2 line managers and a shortlist of candidates is established
- Candidates are invited to attend an interview and are issued with a job description of the role, the company annual report and a copy of the PCC Strategic Plan.
- An interview panel is appointed – which normally consists of 4 interviewers, 1 reporting line manager, other line manager, 1 HR advisor, 1 external (as appropriate)
- An interview panel pack is compiled which includes interview schedule, job advert, job description, candidate CV's and interview scoring sheets (Interview panel pack template available in the T-Drive in the QMS recruitment folder)

Step 3 Interviews take place

- Scoring mechanisms determine final short list
- 2/3 suitable candidates will be recalled for a final interview and if possible 2 candidates are deemed appointable in order of first and second preference
- If there are no suitable candidates identified, the position will be re-advertised
- References are checked. An offer of employment is made.

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- If the 1st candidate does not accept, the follow up candidate may be offered the position.
- Following provisional acceptance of offer, a contract of indefinite duration is drawn up and sent out for signature and a start date agreed.
- A medical examination may be required for management positions if deemed necessary
- All positions remain probationary for a period of 1 year.
- The relevant line manager prepares a detailed induction plan for the first two weeks of the appointment and circulates this to the new appointee and relevant management/staff participating in the induction programme one week in advance. This sets out to ensure a successful transition into the new role.

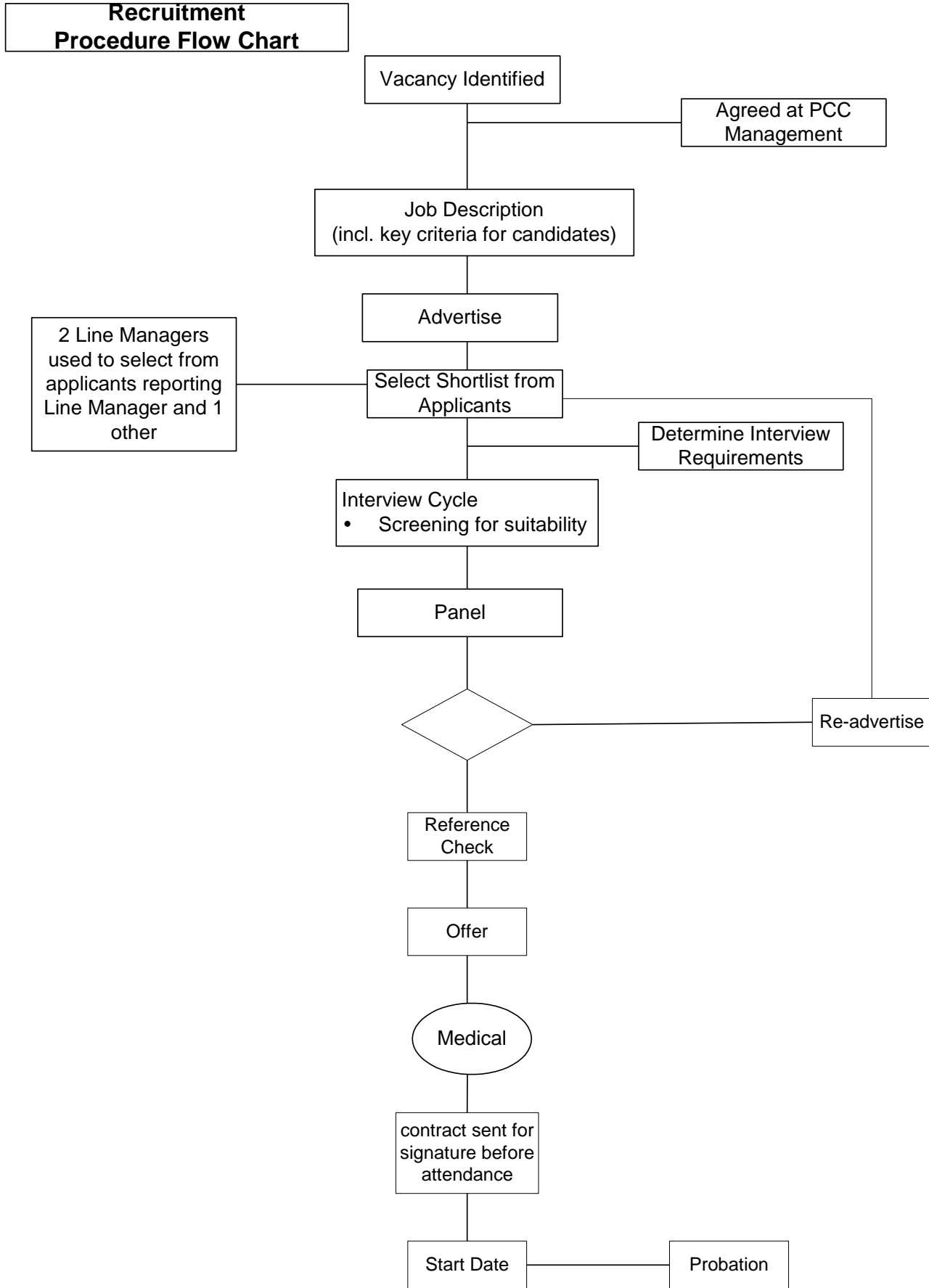
3. DOCUMENTATION / RECORDS

- Interview notes
- Contract and letter of offer

4. PROCESS VERIFICATION

Evaluation of the Recruitment process effectiveness is carried out using internal and external quality audits. Changes to the process are put in place as required and as appropriate.

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Revision History

Version	DATE OF ISSUE	DESCRIPTION OF CHANGE	OWNER
1	07-03-16	Initial release	John O'Rourke
2	08-12-2022	Procedure reviewed internally for fitness for purpose. No procedure changes made	John O'Rourke