

Recruitment Process

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1. Sourcing Candidates

We want to constantly improve our performance as an organisation and in order to make this a reality, we need to recruit from the widest possible pool of talent.

Safehands aims to attract and recruit people with diverse backgrounds, skills and abilities, wh will enhance the quality of service and contribute towards Safehands success.

We provide a bespoke service to each of our clients, working with them to thoroughly identify their requirements when discussing a new position. We identify the particular skills, qualifications and personality traits required, taking a thorough specification before sourcing candidates. Advertisements placed are always in accordance with Equality and Diversity Act's legal requirements.

Current methods of sourcing candidates

- Jobs Boards
- Social Media
- Word of Mouth
- Our Group Network
- Branch Walk ins
- Media Advertising
- Open Days
- Job Centres

2. Screening

Our recruitment process encompasses all the regulatory requirements necessary to comply with legislation. This mitigates the risk of legal exposure for our clients, providing assurance and peace of mind. We use UComply Right to Work document scanner which has been set up to check all relevant citizenships.

ID Checks completed for all Candidates

- ID card
- Passport
- Visa checks
- National Insurance Number
- Proof of address
- Birth Certificate (where applicable)
- Disclosure and Barring Services
- Employer Reference

All Details on all original documents are checked, copied and signed for reference/compliance (where required).

We use UComply Right to Work document scanner which has been set up to check all relevant citizenships.

3. Selection and Testing

Application form asks for:

- Personal Profile

- Education information
- Work History and Relevant Experience
- Criminal Convictions
- Reference Details
- Health Assessment
- Financial Information
- Equal Opportunities
- Fair Processing Notice
- Optional Working Time Regulations Opt Out Agreement – to be signed
- Terms of Engagement
- Worker declaration confirming that they have not paid anyone to order to gain employment with Safehands – to be signed

We have testing service, which helps us to identify the right talent to improve retention, increase productivity and provide the most competitive workforce.

- Application form completed
- CV checks
- Referees – two references are obtained for each applicant if relevant
- Literacy and Numeracy benchmarking if requested

Interview

Our trained consultants conduct face-to-face interviews with all candidates. We run these interviews prior to introducing candidates to your business, utilising a competency-based question structure. We use the job description for the role to discuss duties and responsibilities and we use the person spec for qualifications, training, knowledge, experience and skills.

We also use this opportunity to explain our role in this recruitment process and the fact that this is a non-payment service.

Induction, Training and Monitoring

- Induction
- Training
- Monitoring

Handbooks are produced

Understanding holiday and sick pay

Payslips and pay rates, including minimum wage are provided to each candidate

Recruitment Consultant Training

All new recruitment consultants go through our Company Induction Programme. We also provide online, internal and external training for their personal development, some courses included are:

- The legal framework
- Agency Workers Regulations Act 2010
- Contracts, Terms and Conditions
- The Conduct Regulations
- Data Protection
- Health & Safety

- Recruitment checks – checking bank details & home addresses are not duplicated in order to avoid human trafficking
- Equality & Diversity Act 2015
- Compliance – including no cash payments are to be made within company

Compliance

We are audited on a quarterly basis by suppliers and organisations to retain good standards and to ensure the recruitment process is being followed. Our consultants ensure all workers are thoroughly vetted prior to placement. All candidates comply with employment requirements. We ensure that we follow all current employment legislation and we are registered with the following organisations:

- Recruitment & Employment Confederation (REC),
- Association of Labour Providers (ALP),
- Sedex, which includes the Ethical Trading Initiative (ETI) and modern slavery
- Data Protection (ICO).
- Stronger Together (registered for support)

The registration process is also supported by our software system, which prohibits the progression of a candidate until the adequate legislation checks have been verified.

To comply with the Agency Workers Regulations (AWR), internal software tracks all workers' time served by clients in line with the break from assignment rules specified by the legislations. Our AWR candidate tracking functionality includes a traffic light system which distributes alerts to ensure appropriate action is taken. This is summarised within a client dashboard.

Audit Checking includes:

- Eligibility to work in the UK – Right to Work Checks
- National Insurance Number
- Reference details
- Sickness records
- Criminal Convictions
- Terms of Engagement
- Option to opt-out of the 48 hour working time directive
- Contract for services (assignment details for internal PAYE)
- Declaration of non-payment for work

Our recruitment process encompasses all the regulatory requirements necessary to comply with legislation. This mitigates the risk of legal exposure for our clients, providing assurance and peace of mind.

Safehands will not discriminate either directly or indirectly, on the grounds of gender, gender reassignment, sexual orientation, marital or civil partnerships, status, colour, race, ethnic or national origins, religion or belief, age, politics or official trade union activity.

Safehands will keep confidential all candidate information gathered through the recruitment process and will fulfil the requirements of all relevant legislation, including the Data Protection Act.

Any candidate with a disability will not be excluded unless it is clear that the candidate is unable to perform a duty that is intrinsic to the role, having taken into account reasonable adjustments.