

DADI RECRUITMENT AND SELECTION POLICY

We have developed a discerning and methodical approach to recruitment at all levels.

DADI recognises the benefits of in matching the most appropriate individuals with vacancies. We therefore take a methodical approach to recruitment at all levels..

The overall aim is to ensure that the search and selection techniques used produce suitable job applicants who are seeking long term positions. The recruitment process is handled exclusively by designated team members who are authorised to do so, guaranteeing that those involved in the process have adequate experience and training to make informed decisions.

PROCEDURE

a. Recruitment

No recruitment can take place without the prior approval of Area/Senior Management.

Having established that there is a vacancy, the Manager/Supervisor will seek to fill the position by any of the following avenues:

- Recommendation
- Local job centre
- Universal Job match website
- Company Website
- Advertisement in local news papers
- Other recruitment websites

The advertisement copy must be approved by DADI HR Coordinator to ensure that there is no breach of Employment Law or Code of Practice.

b. The Application Form

The Organisation Application Form must be completed in full. It has been made simple and user friendly and will help establish the reputation and image of the organisation as a caring organisation that considers its employees as its most valuable asset.

c. Selection for interviews

Considerable care must be taken in selection to ensure that all legal aspects are upheld such as compliance with Equalities Act

It should be noted, for all applicants, the reason for non-selection, is either not satisfying interview selection process or being competitive enough.

d. The Interview

It is essential that there is a consistency of approach to all interviewees. The questions asked must not be discriminatory.

The interview must be carried out in private and the applicant made to feel welcome.

The purpose of the interview is to determine whether the applicants suitable for the vacant position. The questions should include those which provide the answers to:-

- What experience (if any) they have
- Names and addresses of last 2 employers
- Domestic arrangements (e.g. care of children)
- Sickness records over last 12 months
- Any medical problems such as Dermatitis e.t.c
- Ability to get on with colleagues
- Can the applicant supply original documents in accordance with our vetting procedures policy

A record must be kept of this interview so that the company could provide proof that it has acted correctly if challenged by government departments or organisations such as the Equality and Human Rights Commission e.t.c.

It must be remembered that statements made at interview can be viewed as a contractual obligation by the organisation.

e. Confirmation

Once the decision has been made as to who is being offered the position, the applicant should be notified whenever possible in writing with a formal offer and seeking an acceptance, also in writing. This offer should be subject to satisfactory reference.

New staff must have completed Engagement forms and supplied identification as per our Company Vetting procedures policy.

f. References (Taken by Head Office HR Staff)

These will be taken up either by email request or phone reference. A record of that phone discussion will be filed with the employee's papers. Should the reference be negative, consideration should be given to whether the offer is withdrawn or the employment terminated. Head office will inform the department concerned.

g. Unsuccessful Applicants

Once acceptance of the organisation offer has been made, the unsuccessful applicant should be advised accordingly.

It could well be of value to state (for some applicants) that their details will be kept on file so that they could be considered if a further position becomes available. This approach is not only courteous but enhances the organisation's image in the community.

h. Probationary Period

It is preferable to tell a new employee that their performance will be carefully monitored and regularly reviewed over a period of time (normally 3 months). Should their performance not meet the organisations standards, then the way is clear for the organisation to terminate their employment.

It is not wise to state that an employee is on probation for (say) 6 months, since this implies that they are guaranteed for 6 months.

TRAINING

DADI is committed to the principle of training and believe that to be effective, all staff must be fully conversant with every aspect of their particular job. To achieve this level of competence, DADI will provide staff with opportunity for training to improve their individual performance.

DADI believes that only by training will it be able to compete with competition in the market place. The training must extend to all levels within the organisation, from manual operatives to management levels.

Obviously, the training needs of each individual will vary according to the level of responsibility vested in him/her. In seeking to maximise the potential of each staff, the organisation must first concentrate on the basics associated with each job or position.

DADI insists on compliance with H&S since it is fundamental within a working environment. All staff will be trained in those aspects of H&S which can affect them personally, or those with whom they work. This initial training will be completed in their induction. All staff must sign their staff records to acknowledge receipt of training prior to commencement.

Active feedback is encouraged from all staff and requests for additional training is encouraged and provided where appropriate.

Shiela Nakiranda, Director
Date Signed: January 2023