

# ECOSERV RECRUITMENT POLICY

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## Introduction

This policy is to ensure that the individuals within Ecoserv who are responsible for recruitment and selection, always hire and promote the most appropriate applicant or employee in a fair and consistent manner free from discrimination.

It is our policy to look to fill any open position by internal promotion or transfer wherever possible. All applicants will be assessed objectively on their merits in accordance with our **Equality and Diversity Policy**. Any person involved in the selection and interview processes who have a conflict of interest should declare it immediately to their manager/supervisor. For example, a conflict of interest could be that the applicant is known either personally or professionally to the person involved in the selection and interview process.

## Advertisements

The individual(s) placing the advertisement(s) must ensure that they use a variety of media to reach a broad cross-section of potential applicants and must include the following points.

- the job title;
- the salary or pay scale;
- any significant benefits applicable to the position;
- any minimum qualifications for the position;
- any particular skills and/or experience required for the position;
- any typical features of the position (e.g., part-time, fixed-term, outside UK etc.);
- the closing date for applications.

Care will be taken to avoid specifying requirements for the position which are potentially discriminatory either directly or indirectly.

## Job Description

Where we use job descriptions to assist in the drafting of a job advert we will ensure the details incorporated are concise and relevant to the job role being advertised.

Where personnel specifications are used along with the job advert only those details which are relevant such as essential or desirable knowledge, skills and experience will be included.

## Applications

All Ecoserv vacancy applications are managed electronically through our recruitment partner, **Indeed**. An applicant will complete the online process, which will then be delivered to the relevant Ecoserv Manager.

At each stage of the process, applicants will be kept informed and should expect to be told the following:

- When they can expect to hear whether their application is to be progressed to the next stage of the recruitment process.
- What the next stage will involve.

Dependant on the role advertised, candidates may be asked to come to Ecoserv for a short trial period (paid) of up to a week before the company makes an offer.

Decisions taken to either reject or accept an application will be checked and approved by the Ecoserv Manager before they are communicated to the applicant.

Written offers of employment/engagement will be made subject to two satisfactory references.

### Selection Tests

Where tests may be used in the recruitment process, they will be checked by the Ecoserv Manager to ensure:

- They are free from any discriminatory element:
- The test is directly relevant for the position being interviewed for.

### Prior to the Interview

- Prior to the interview, the criteria for the position should be identified
- Criteria that isn't relevant should be avoided

### Interview

- The interview will be conducted by two members of staff wherever possible and thorough notes taken. These notes may be written and/or recorded. Recorded notes must receive the permission of the applicant.
- All questions asked will be directly relevant to one or more of the selection criteria that have been identified for the position.
- No assumptions will be made nor will questions about the applicant's personal circumstances be made.

Once the interview has taken place and the decision has been made, we will contact the successful individual and arrange the start date for the position. Any offer of employment is subject to the applicant having the **Right To Work** in the United Kingdom and where relevant, an **Enhanced DBS** check.

If at any point during the recruitment process, any issues arise then the applicant should report their concerns to the Manager who will review then review those concerns.

### Internal Recruitment

It is important that we recruit well experienced people that will deliver a high standard of service to our business and our clients. We apply the process for the recruitment, development, and promotion of our staff seriously and we do this by following a fair and non-discriminatory practice.

Any opportunities for promotion will be advised and open to all members of Ecoserv staff and if they feel they have the skills and experience to bring to the role, then we welcome their application and any questions that they may have.



Jean-Henri Beukes  
Chief Executive Officer