



## Fruitful Jobs Ltd Recruitment Policy

### 1. What is this document?

- a. This document sets out the responsibilities of those who work for us regarding observing and upholding our recruitment policy across all areas of recruitment within our business.
- b. It also acts as a source of information and guidance for those working for Fruitful Jobs Ltd, helping them to ensure effective recruitment throughout the business.

### 2. Policy Statement

- a. Fruitful Jobs Ltd recognises that effective recruitment practices are fundamental to its success. Good selection will provide a better service to its clients, improved work force morale, lower turnover of staff and lower rates of absenteeism.
- b. The policy is designed to ensure all staff involved in the recruitment, interviewing, selection and appointment of workers and employees have a framework which will ensure compliant, safe, ethical and effective methods, adhering to best practise and legislation at all times.
- c. The policy covers the recruitment of:
  - i. Workers (both local and overseas)
  - ii. Permanent placements for a client
  - iii. Internal recruitment
- d. This policy supports Fruitful Jobs Equal Opportunities Policy.

### 3. Who is covered by the policy?

- a. This policy applies to all Fruitful Jobs branches both in the UK and Overseas, and includes directors, senior managers, managers, employees and volunteers (referred to collectively as staff in the policy).
- b. The policy does not form part of the contract of employment for employees.

### 4. Implementation of the policy

- a. The Managing Director & Directors have overall responsibility for the implementation of this policy.
- b. Compliance is responsible for monitoring and reviewing the policy and its implementation and make recommendations for changes to minimise any risk to operations.
- c. Managers / Supervisors are required to familiarise themselves with the policy, ensuring they understand its requirements and operation. Training will be provided to employees as appropriate to their duties within the business.

### 5. Local Worker Recruitment

- a. Advertising of the role / roles is carried out as per section 7 of the policy
- b. Upon selection of a shortlisting / suitable candidate (in accordance with the agreed criteria), the workers can attend an induction if they accept the role.

- c. Information can be taken over the phone, but full registration must be done in person to ensure the interview process is completed and right to work checks can be carried out.
- d. The induction pack must be printed and made available for the worker to complete.
- e. The induction must be completed in full by the worker, the Fruitful Jobs recruiter may help the worker if they are having difficulty. The worker must be issued with all the documents in the induction.
- f. Recruiters must complete the interview assessment form (including covering if they have paid any charges). The checklist must be completed to ensure all parts of the induction have been completed.
- g. Recruiters must carry out a right to work check; including taking colour copies and counter signing the document, in accordance to Fruitful Jobs right to work policy.
- h. Inductions are only to be carried out by recruiters who have received suitable training.
- i. All workers must have the 48 hour opt explained to them, ensuring they understand which box they are ticking.
- j. Other documents required include:
  - i. All client specific documentation
  - ii. If using Fruitful Jobs transport, the transport agreement must be signed
  - iii. If the worker does not have their own bank account, they have the option to open a One Pay account, if they wish to do this they will need to sign the One Pay agreement.
- k. The worker must be issued with a Key Information Document (KID) and the relevant worker assignment schedule.
- l. All induction paperwork must be carried out before the worker commences an assignment.

## **6. Overseas Worker Recruitment**

- a. All overseas recruitment must take place directly without the involvement of any third parties.
- b. All adverts for overseas recruitment must also be placed in the UK, in accordance with the advertising standards detailed in section 7.
- c. Recruitment must be carried out by a Fruitful Jobs employee. If a worker or third party proposes that their friend or family member wishes to work in the UK, the recruiter must contact the applicant directly.
- d. All application must be interviewed, this can be individuals or in a group scenario depending on the facilities available. Details of how they found Fruitful Jobs must be recorded and whether they have paid any fees.
- e. The recruiter will follow the selection criteria (in accordance to the agreed criteria). Any specific dexterity / hand coordination testing will be carried out.
- f. The worker must view the generic Fruitful Jobs presentation on working in the UK, providing them with full details on what to expect from working in the UK.
- g. The worker must also be given a presentation / induction specific to the job / employer they have applied for, ensuring they have full details on who the employer is, what the work will be, where they are located, accommodation details if relevant and all other details relevant and pertinent to the role.

- h. In the instance a worker is suspected of having paid work finding fee, this will be recorded and escalated to an appropriate senior manager.
- i. Overseas recruitment can also be carried out by telephone or video call were appropriate. Follow any phone or video interview the worker will be emailed all relevant documentation in relation to the specific employer / assignment.
- j. As with face to face any one suspected of having paid a work finding fee will be escalated.
- k. Social media platforms are a useful tool in recruitment and communicating with candidates about work. Only authorised Fruitful Jobs accounts may be used for the purpose of recruitment or the communicating with candidates.
- l. All employees involved in recruitment will be trained in the following:
  - i. Modern Slavery
  - ii. Preventing worker exploitation
  - iii. Anti Bribery
  - iv. Key Risks and 'warning signs'
  - v. Ethical supply chain
  - vi. Legislation awareness
- m. All recruiters will sign the Fruitful Jobs recruiter compliance principles.
- n. All recruitment will be checked and monitored and is subject to internal auditing.
- o. All recruitment will be carried out in accordance with Fruitful Jobs internal policy and in line with the GLAA licencing standard, stronger together principles, ETI Base code, legislation and regulations.

## **7. Advertising**

- a. All recruitment advertisements must be approved by the relevant manager or client prior to going live.
- b. False or misleading advertising is not permitted.
- c. All advertisements must contain Fruitful Jobs Ltd name as the advertiser of the role, the type of work. The nature of the work, the general location of the work, the minimum level of experience / skills, if a pay range is given, the level of experience detailed must be to attain the top level of the pay range. The clients name are not required to be shown in any advert.
- d. If the advert is displayed outside the UK, the advert must also be advertised in the UK, either at the same time, or 28 days before or after it is shown outside the UK. It is illegal to advertise exclusively abroad. All adverts written in another language to English must also contain an English translation.
- e. The standard process for all adverts is:
  - i. Authorisation to recruit
  - ii. Write the advert
  - iii. Approval of the advert
  - iv. Post the advert (social media / website / job boards etc)
  - v. Select / Shortlist using selection criteria.

## **8. Internal Recruitment**

- a. HR shall outline and confirm the role / recruitment required
- b. HR shall carry out the advertising and CV shortlisting, contacting candidates to organise interview, and ensuring all candidates who do not meet the criteria for selection are contacted to inform them of such.
- c. HR shall provide the recruiting dept manager with an interview pack, including competency questions, agreed assessment methods and tests.
- d. Interview process will include the recruitment dept manager and one other (normally HR) to take notes.
- e. The applicant's ability to carry out the role will be considered, including their previous work history and any gaps in this. Checks on legal requirements of the roles will be checked (driving license / professional qualifications etc). The interviewer will not ask any questions about the applicants' personal circumstances (outside the applicant's reason for applying for the role, or their hobbies or interests) or any questions prohibited in accordance with the Equality Act 2010.
- f. The interviewer will complete the interview paperwork, providing copies to HR to keep for assessment / review of the recruitment process internally.
- g. If a suitable candidate is found, the interviewer / recruiting manager will verbally offer the candidate/s and will inform HR if accepted. Upon a successful offer, HR will draft an offer letter (which will include a start date), when approved the offer letter will be sent to the candidate and references will then be checked.

#### **9. Permanent Roles (Clients)**

- a. The recruiter must confirm the details of the role with the client, obtaining a full job description or an outline of the role and the candidate requirements.
- b. Prior to the advertisement of any role or the conducting of any search, the recruiter must confirm term of business with the client. This must include:
  - i. Agreement of rates
  - ii. Invoicing period and rebate period (and rebate rates)
- c. No candidate must be sent to clients without prior agreement and signature of the terms of business (emailed agreement will be accepted).

#### **10. Review & Monitoring**

- a. Compliance responsible for monitoring the effectiveness of this policy and will review annually or as required.

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