

# ASHDOWN SITE INVESTIGATION LIMITED

## SELECTION AND RECRUITMENT POLICY

- 1) Ashdown Site Investigation Ltd attaches the greatest importance to recruiting staff with the qualifications and ability appropriate to the position to be filled.
- 2) An assessment of staffing levels will be addressed at the monthly management meeting where current levels are assessed against current and predicted workloads. If the need for additional or replacement staff is identified consideration will be given to filling any vacancies from within the existing workforce. If this appears to be possible a job description is drawn up and the appropriate person(s) approached to determine the level of interest. If necessary an interview will be arranged and an internal appointment made. See 4 for interview procedure.
- 3) If no suitable internal candidate is identified the job will be advertised in the local or specialist press or specialist recruitment agencies are approached. Existing staff will also be advised of the position and they may also apply if they so wish. On receipt of CV's the Managing Director and appropriate Manager/Senior Engineer will draw up a short list. In the first instance selection will be based solely upon experience, qualifications, any references or testimonials received, the presentation of the CV and the use of English, if the latter is relevant to the position available. In accordance with the company equal opportunities policy no job applicant or employee is to receive less favourable treatment on the grounds of sex, age, marital status, race, colour, nationality, ethnic or national origins, disability or sexual orientation.
- 4) Short listed candidates will be invited for an interview with the MD and either the Operations Manager or Senior Engineer, as appropriate to the position. An interview report will be completed by both interviewers for use in the post interview selection meeting that will be attended by the MD, Manager and Senior Engineer. The selection criteria are purely merit and ability to do the job. Selection will be in accordance with the company's equal opportunity policy.
- 5) If a suitable applicant is identified a job offer, including job description, employment conditions, and proposed salary and start date is sent to the chosen applicant. On acceptance a formal contract of employment is issued for signature by the successful applicant. Applicants deemed to be unsuitable will be advised that they were unsuccessful.