
MANTRA LEARNING LTD
RECRUITMENT POLICY

A) INTRODUCTION

Mantra Learning Ltd's policy is that line managers and the HR Department are jointly responsible for the recruitment of new employees. Where there is a need to recruit a new employee into Mantra Learning Ltd, following the below procedure.

The executive director will need to be satisfied that all recruitment can be justified.

The line manager should discuss with the HR Department, the most appropriate place(s) to post the vacancy or whether an approved recruitment agency to be used.

It is Mantra Learning Ltd's policy that all vacancies will be advertised internally, by email and posting on the notice boards, as well as externally, and existing employees are to be encouraged to apply for vacant posts if they have the necessary skills, qualifications and experience.

B) SELECTION METHOD

Both the line manager and the HR department selects candidates for interview. Short-listing, interviewing and selection must always be carried out disregarding race, colour, nationality, ethnic or national origin, sex, marital status, pregnancy and maternity, gender reassignment, sexual orientation, religion or belief, disability or age.

Any applicant are not to be excluded unless it is clear that the applicant does not meet the minimum criteria outlined in the job description and person specification, and they would still fail to do so even if reasonable adjustments were made to work provisions, criteria or practices. Reasonable adjustments are made to the recruitment process to ensure that no applicant is disadvantaged.

The department manager and the HR will conduct interviews; depending on the role, this may require other managers' involvement.

Mantra Learning Ltd aims, at all times, to recruit the person who is most suited to the particular post. Recruitment is based on the applicant's abilities, qualifications, experience and merit, as measured against the job description and person specification. The guidelines circulated in Mantra Learning Ltd's equal opportunities statement adhered to throughout the recruitment and selection process. Line managers' conducting recruitment interviews must ensure that questions asked of job applicants are in no way discriminatory or personally intrusive. All candidates are asked the same questions and follow the same process, to ensure a fair process. The interview should focus on the

MANTRA LEARNING LTD
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needs of the post and the skills, qualifications and experience needed to perform it effectively.

An interview record must be made and passed to the HR Department where it will be retained for a suitable period of time.

A job offer should never be made during or at the end of an interview. All offers of employment, whether written or verbal, must have the prior approval of the Executive Director of Mantra Learning Ltd.

It is Mantra Learning Ltd's policy to seek at least two written references, one of which must be from a previous employer or, if this is the prospective employee's first job, their school teacher or higher or further education lecturer. Before references are taken up, the prospective employee's consent shall first be sought.

Prospective employees are asked for documentary proof of qualifications and eligibility to work in the UK. In certain circumstances, membership of professional body or an enhanced DBS check will be required. Any offer of employment must be conditional on this documentation being satisfactory to Mantra Learning Ltd.

C) PERSONAL DATA

All information provided by applicants will be used for recruitment purposes only. Their details will be destroyed once the role they have applied for has expired, unless the candidate is interested in being put forward for a current/future role. This role will be where their skills and qualifications match. The maximum period of time an unsuccessful CV will be held will be 6 months.

Mantra Learning Ltd will require your consent to keep your details on file once deemed unsuccessful. This will be required for both alternate positions and if another vacancy arises. This will be sent via email once a decision has been made with your application.

D) CONTRAVENTION OF THIS POLICY

Failure to comply with any of the requirements of this policy is a disciplinary offence and may result in disciplinary action. This action will be in line with Mantra Learning Ltd's disciplinary procedure.

Signed:

Date: March 2018