



Staff Selection and Vetting

Martin Stevens Project Services has a phased staff selection and vetting process:

Phase One – Requirement:

Once we have identified that there is a (possible) need to recruit staff, we do the following:

- Undertake a skill needs analysis for the prospective post, including a 'mapping' of existing skills and capabilities
- Prepare a 'Person Specification' that sets out the academic attainments, skills, attitudes, behaviours and capabilities that an "ideal" candidate would possess
- Prepare a Job Description for the post
- Draft a Contract of Employment
- Determine a remuneration package for the post holder

Phase Two – Recruitment:

- Prepare advertising material and other collateral
- Determine how the opportunity is to be made known to the 'market'
- Make the vacancy known via LinkedIn, specialist press, local press, staff and associate networks etc. as may be appropriate

Phase Three – Selection:

Following the receipt of formal applications from candidates, phase three comprises two elements, a candidate short-listing process and selection interview:

- Each application is reviewed and scored against the 'Person Specification' prepared in phase one
- From this data we prepare a ranking list of candidates and invite the highest scoring candidates to interview (the number of interviewees depending on the number of respondents and the closeness of the ranking order)
- Formal interviews are held with one or more short listed candidates chosen as potential employees
- Candidate referees would then be approached to provide a reference
- CRB checks may be undertaken
- A conditional offer of employment is then made to a chosen candidate

Martin Stevens Project Services Limited

+ 44 (0) 1634 844 314 ♦ enquiries@martinstevens.com ♦ www.martinstevens.com

Registered in England No. 02616879 ♦ 23 Sealand Court ♦ Esplanade ♦ Rochester ♦ Kent ♦ ME1 1QH

Phase Four – Induction:

Once a candidate has accepted the offer of employment we proceed as follows:

- ❑ A 'New Starter' induction pack is prepared, containing information about the company, its policies, practices etc.
- ❑ IT access accounts are created and passwords and other credentials are assigned
- ❑ Payroll databases are updated
- ❑ Identity cards, keys and security tokens are prepared / allocated
- ❑ A personalised 'Day One' timetable is created for the new starter. This will include a welcome session and induction process; a work place needs assessment to ensure that the new staff member's special needs (if any) are accommodated and their assigned workstation is need and risk assessed; ab-initio training in use of the company's IT systems; emergency and fire evacuation processes etc.

On the day the new colleague joins the company, the 'Day One' timetable is implemented and an internal mentor introduced. It is the mentor's rôle to 'hand hold' the staff member as s/he gets to know the organisation. During this day also, the mentor will develop with the staff member a work schedule for the first week or so to enable her/him an insight into the on-going work load of the business as well as the rôle specific commitments of the staff member. The new starter and the mentor will also commence preparation of a training and development plan to be implemented at the end of the probationary period.

Phase Five – Periodic Employment Review:

A new employee would normally be subject to a probationary period of three months before s/he would be confirmed as an established staff member.

Performance and conduct of the individual is reviewed informally throughout the probationary period and formally at the end of each month. The third monthly review becoming an 'End of Probation' review at which (hopefully) the relationship continues and the staff member becomes established.

Following the satisfactory completion of the probationary period, the agreed training and development plan (prepared as the probationary period proceeds) is commenced and the schedule for further reviews agreed with the staff member.

Staff reviews are normally undertaken every six months and, additionally, after the successful completion of training initiatives identified in the training and development plan.

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