

Recruitment & Selection Policy

bpArchitecture aim to attract, select, recruit and retain quality employees who identify with and will therefore promote the culture and aims of the Practice.

Recruitment and Selection

The successful recruitment of employees to **bpArchitecture** requires a careful and structured approach to ensure that all new employees satisfy our current requirements, and identify with the culture and aims of the Practice. The recruitment and selection process is managed by the Director together with our external Human Resource consultant, who provide updates on relevant training and employment law.

Where a post becomes available, the current workload and Business Strategy will be reviewed to identify the requirements of the post before the post is publicised. Internal, promotion and development would be considered in preference to recruitment, where possible. This may however leave another post vacant, and the post may then need to be considered in the context of recruiting a replacement.

The following two procedures apply where recruitment is via advertisement, and interview route

Job Description

For each post within the Practice job descriptions will be kept up to date, and reviewed before any recruitment process. These will outline duties and responsibilities required for each post. Copies of standard and individual Job Descriptions are held on a central file.

Person Specification

A Person Specification should be drawn up to identify the qualities and attributes required to fulfil the requirements of the Job Description. Care must be taken to recruit the most suitable person for the post.

An objective view must be taken.

At this time the salary range and package may also be decided.

Advertisement

Advertisement will be placed on the Practices web site, and in selected media to attract applications from the widest range of suitable applicants. Care must be taken when wording the advertisement to ensure that it truly reflects the position advertised.

The advertisement should project a positive and professional image of the Practice and also reflect the culture and ethos of the organisation to attract applicants who identify with this.

The advertisement should request letters of application enclosing a current CV, a few select images, and identify that the practice is an Equal Opportunities employer. In all cases the Corporate identity should be utilised. A closing date for applications must be specified to enable efficient processing of applications.

Staff should read this document and sign the relevant policy sheet on Reception

Shortlisting

A shortlist for interview must be drawn up as soon as possible after the closing date for applications. Assessment must be made against the agreed criteria to allow an objective selection and to prevent possible claims of discrimination.



Shortlisted candidates will be notified by Standard Letter and invited to attend an interview. For technical posts, candidates will be asked to bring along a portfolio of their recent work. At this time unsuccessful candidates will be notified immediately by Standard Letter.

First Interview

The interview will select to reflect the vacant position in terms of skills and knowledge required, candidates will also be scored on how they will fit on with the ethos of the practice.

Questions will be devised to establish the knowledge, skills, experience and suitability of the applicant in line with the requirements of the Person Specification.

At no time will the sex, race or disability of an applicant have any influence on a recruitment decision where the applicant can demonstrate the qualifications, knowledge, skills, experience and characteristics required for the post.

Second Interview

Where a second interview is required, candidates will be invited to attend by letter and asked to include a short presentation.

Unsuccessful candidates will be notified immediately by Standard Letter.

Presentation brief and invitation to second interview to be issued immediately to selected candidates.

Selection of successful candidate.

The use of selection tests will be used to confirm the suitability of the selected candidate and not as a selection method:

1. Psychometric - job skill/knowledge
2. Personality - characteristics and traits

Appointment

An offer of employment will be made to the successful candidate by telephone, and the name of a referee requested (where not previously provided). Following receipt of satisfactory references the offer will be confirmed by a letter of appointment - outlining conditions of employment, details of which must be agreed with the Director.

This letter requires written acceptance.

All employees must have a letter of appointment PRIOR to commencing employment.

The timing of the notification of unsuccessful candidates may depend upon the acceptance of the successful candidate.

Probationary Period

Every new appointment is subject to a probationary period of three months. Certain staff benefits will be come into effect after completing the three month probationary period, further benefits will not come into effect until an employee had completed 12 months continuous employment.

Benefits provisions are applied as outlined in the letter of appointment.

A Letter confirming that the probationary period has ended will be issued.

Agency Recruitment

The use of outside agencies will only be used where the practice is unsuccessful obtaining suitable candidates by advertisement.

In all such cases a copy of the Agency Terms & Conditions must be reviewed prior to use of this method.

Due to the cost implications of an employee leaving the Practice after a short time a regular review of performance will be undertaken to ensure that unsuitable appointments are identified as soon as possible and to ensure the maximum refund of the agency fee possible



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