



Recruitment and Selection Policy

Effective recruitment and selection are crucial to the successful operations of Hartland Group Ltd. The company is committed to identifying and hiring individuals with the necessary skills, expertise, and qualifications to achieve strategic objectives while upholding the company's values and mission.

Advertisements Vacancies will typically be advertised on appropriate recruitment job boards, including government employment platforms. Additionally, all vacancies will be posted on the company website and internal notice boards, where applicable. Hartland Group Ltd provides internal promotion opportunities whenever possible to support staff development.

On occasion, the company may decide to limit job advertisements to internal candidates. Junior roles will always be advertised internally first to foster career growth among existing staff unless specialist skills are required.

Any roles restricted to internal candidates will be clearly stated in the advertisement. Internal candidates will be assessed based on the same criteria as external candidates.

Application Process All applicants, unless applying for an internally restricted role, will be required to complete a standard application form to ensure fair and consistent assessment. In some cases, a CV may also be requested.

Job applicants will receive a job description, details of the conditions of employment, company information, and an outline of the recruitment process, including potential interview dates. Job descriptions will include key responsibilities, required qualifications, and relevant experience.

Hartland Group Ltd is committed to equality in recruitment, ensuring that no applicant is disadvantaged based on disability, gender, race, religion, age, sexual orientation, marital status, parental status, caring responsibilities, or working hours.

Applicants will be asked to declare any disabilities and indicate any reasonable adjustments required for the interview process. All disabled applicants meeting the essential job criteria will be interviewed and considered based on merit.

References and Background Checks Applicants must provide two references, one of which should be their current or most recent employer. References will be sought only for shortlisted candidates, usually after interviews unless specified otherwise by the candidate.

For unregulated roles, candidates must disclose any unspent criminal convictions in line with the ***Rehabilitation of Offenders Act 1974***, and a ***Basic Disclosure and Barring Service (DBS)*** check may be conducted.



For regulated positions involving children, vulnerable adults, law enforcement, legal professions, financial roles, or security, successful candidates must undergo relevant background checks, including enhanced DBS clearance. The need for such checks will be clearly indicated in the job advertisement and conditions of service.

Applicants must also declare any familial relationships with existing employees of Hartland Group Ltd.

Due to the high volume of applications, candidates who do not receive a response within 10 days should assume their application has not been successful. Upon request, feedback will be provided to unsuccessful candidates.

All application details will be kept confidential and made available only to those directly involved in the recruitment process. The recruitment team will collect and provide application materials to hiring managers for shortlisting.

Selection Process Candidates will be shortlisted based on merit, considering company commitments to equality and diversity. Reasonable notice will be given for interviews to allow candidates sufficient preparation time.

Interviews will be conducted by a panel that is gender-balanced wherever possible. The interview panel will ensure candidates are comfortable and able to present themselves fairly.

A standardized set of interview questions will be prepared based on the job description. Candidates will be asked identical questions in the same order, and responses will be scored on a 1-10 scale. Each panel member will independently assess candidates, with time allocated for discussion and scoring post-interview.

Interviews are a two-way process, and candidates will be given opportunities to tour the workplace and ask questions about the company, ensuring they fully understand the role and work environment.

Additional selection methods, such as assessments or practical tasks, may be used. Candidates will receive reasonable notice and relevant details in such cases.

All appointments will be made strictly on merit, aligning with job requirements. Interviewed candidates will be informed of the outcome as soon as possible. Unsuccessful candidates' application records will be managed according to statutory retention periods.

Employment Conditions and Probationary Period All job offers will be conditional on satisfactory results from:



1. References
2. Right to Work verification
3. DBS check or vetting clearance (if applicable)

New employees will be subject to a three-month probationary period. A review meeting with the line manager will be held at the end of this period to assess progress. If necessary, the probation period may be extended for an additional three months at the discretion of the manager.

Recruitment Monitoring Hartland Group Ltd is committed to fair recruitment practices, ensuring no applicant is disadvantaged based on personal characteristics. To uphold this commitment, all candidates will be asked to complete a recruitment monitoring form. This form will be separated from the application upon receipt and treated confidentially. The information will solely be used to monitor the recruitment process.

Exit Interviews All employees leaving Hartland Group Ltd voluntarily will be offered an exit interview with their manager before their last working day.

Exit interviews provide valuable insights into employee experiences and help identify areas for improvement in company policies and practices. Managers will document key points, including suggested changes or significant issues while maintaining confidentiality.

Name Roderick Brobbey

Role Director

Date 30/01/2025

Signed *RBrobbey*