

Talent Acquisition & Induction Policy

Purpose

The Talent Acquisition Policy (hereinafter referred to as “the policy”) contains the policy of conduct observed by Babington in the recruitment and selection process. The purpose of the policy is to provide a standard for the recruitment and selection procedure. The policy is set up chronologically, from the time that the vacancy becomes open for recruitment to the date the candidate is onboarded and inducted into the business.

Babington (hereinafter referred to as “the company”) is committed to employ, in its best judgment, suitable candidates for approved positions while engaging in recruitment and selection processes that adhere to both employment laws and safer recruitment practices. It is the policy of Babington to provide equal opportunities for employment to all applicants and employees. Babington is externally recognised as a disability confident employer.

The policy applies to a procedure that is directed toward filling a vacancy within the company and for which the recruitment of candidates takes place by public announcement, such as in advertisements on company website, Internal communication channels, job boards, social media, articles, radio or through employment agencies or executive search.

Core Principles

The policy is based on the following core principles:

- All internal/external applicants will be chosen based on suitability with respect to the position.
- Applicants will be informed on the application procedure and the details of the vacant position.
- The company will request that the applicant provide only the information that is needed to assess suitability for the position.
- Applicants will provide the company with information it needs to form an accurate picture of the applicant's suitability for the vacant position.
- All documentation relating to the applicant will be treated confidentially and in accordance with the GDPR regulations. Applicants will have the right to access any documentation held on them in accordance with the Data Protection Act (DPA).
- If an applicant submits a written complaint to the company, the company will investigate and respond to the complaint in writing.
- The company will encourage the recruitment of employees with disabilities and will make reasonable adjustments to all stages of the recruitment process and as required for a successful applicant with a disability to undertake the post.
- The company will promote best practice in recruitment and selection. It will continuously develop its recruitment and selection practices to allow new ideas and approaches to be incorporated.
- The company will ensure that its recruitment and selection process is cost effective.

Responsibilities

The responsibilities of the hiring team are to adhere to Recruitment and induction protocols as outlined in the recruitment guide which can be found within the Talent Acquisition Hub. All members of the hiring team should ensure they are familiar with the requirements prior to engagement with potential candidates.

Position Information

Upon the identification of a vacancy being present with the company, an Request to Recruit (RTR) will be submitted containing all the relevant details for the position, along with the following role details:

- The details and responsibilities of the position
- The level/place of the position within the organisation
- The nature of the employment (for example, temporary or permanent)
- Working hours and duration
- Person specification, outlining the skills, knowledge and experience required

Selection and Interview

Shortlisting must be carried out by a minimum of 2 people to avoid any possibility of bias, one of whom would normally be the direct line manager. If a member of the hiring team involved in the recruitment process has a close personal or familial relationship with an applicant, they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

The company will endeavour to notify the applicant within seven working days after the closing date for submission of applications:

- If the applicant has been rejected.
- If the applicant has been invited for an interview.

Shortlisted applicants will be provided with details of the selection process, including any assessments, in writing giving as much prior notice as possible before the interview. In accordance with the Equality Act 2010, candidates will be asked to advise if there are any arrangements or reasonable adjustments that need be made so that they can participate fully in the selection process.

All applicants (internal and external) should be assessed objectively against the selection criteria set out in the Person Specification. Assumptions about the qualities of internal candidates should not be made.

On interview the company will ask questions on those aspects that are relevant to the position and/or job performance. The applicant will provide the company with information that gives a true and fair picture of their professional competence, education, knowledge, and experience.

Notes recording the salient points of the interview should be taken, by the interviewers, so that they can refer to these when assessing applicants against the person specification and making decisions. All notes on the applicant taken during the recruitment and selection process should be passed back to the Talent Acquisition team following the selection process and will be kept for a minimum of 6 months following the selection process.

Making the Appointment

It is recognised that in many cases it is desirable to make a verbal offer very shortly after the selection process to enhance the company's ability to recruit the selected applicant. In such cases the verbal offer will be made by the Talent Acquisition Team.

All new starters and re-starters to the company will be engaged on a probationary period as detailed in the Probationary Period Policy and be appointed on a salary point in the relevant band. Only in exceptional circumstances will a starting salary which is higher than the threshold of the band be agreed, this would normally be where a post is of such a specialist nature that the higher salary is necessary to secure the best candidate for the post. Such cases must be authorised by the directors prior to the salary offer being made.

Pre-Employment Checks

Once acceptance of position has been made, the Talent Acquisition team will produce a written offer of employment through the ATS (Applicant Tracking System) and will initiate pre-employment checks.

All employees of the company are required to undergo a criminal record disclosure check (DBS). An enhanced level of check is applicable to all learner facing roles and anyone with direct and/or sole contact in a teaching environment.

All other employees will undergo a basic level check. This is compulsory requirement for employees, volunteers, agency workers, contractors, and subcontractors.

No employee can work with learners alone or have access to learner data until the DBS process is complete. As part of the DBS and right to work process, all applicants must provide relevant ID and proof of a UK based address.

Any information regarding past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case.

Successful applicants will be required to provide two satisfactory references and copies of any relevant qualifications.

Should the company decide at any stage during the process that an applicant is not qualified to fill the position, the company will notify the applicant and the offer withdrawn. The rejection will be in writing (by letter or by e-mail).

For more information on pre-employment please refer to the recruitment guide which can be found in the Talent Acquisition Hub.

Induction

Induction is the final stage of the recruitment and onboarding process. Once the successful applicant has accepted the offer of employment and a start date has been agreed, the Talent Acquisition team will invite candidate to a central induction day. The line manager/Head of Department is responsible for preparing a comprehensive local induction programme for the new employee.

Complaints

The company will review all written complaints made by applicants and will respond to the applicants normally within one calendar month. Complaints will be submitted to the Head of Talent Acquisition and Development.

Failure to adhere to the above policy may result in disciplinary proceedings.

The People and Talent Director is the owner of this document and is responsible for ensuring that this procedure is reviewed in line with the review requirements of the Management Review of the ISMS.

A current version of this document is available to all colleagues on the corporate intranet.

This document was approved for incorporation into the Information Security Management System (ISMS) by the Information Security Steering Group (ISSG) and is issued on a version-controlled basis.

Document Management:

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Change History Record

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2.0	Amended to include reference to the Access Control Policy	Kirsty Lewis	22/03/2018
3.0	Reviewed and minor amendments made to reflect roll-out of AUIT mandatory training	Kirsty Lewis	13/02/2019
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5.0	Review and minor amendments made to reflect additional practices.	People & Talent	26/11/2021