



Magpie Recruitment Process

At Magpie, we understand that recruiting the right person will move our company forward, recruiting the wrong person could lead to wasted costs, losing money and damaging the sense of morale among the team. Therefore, it is important for us to have an effective recruitment and induction process and it is vital that we ensure for equal opportunity at every stage of the recruitment process.

Firstly, we have a firm grasp of our business objectives and a good overview of our company's growth and potential gaps. Every month during our board meeting, the following issues are discussed as part of our Human Resource Plan so we can respond to any recruitment/restructuring needs our company has:

- Skills development, training, promotions
- Skills audit of current staff
- Upcoming technology
- Recruitment needs, gaps to be filled, predicting redundancies and avoiding them, growth sectors

Once we have identified a recruitment need we adhere to the following process:

RECRUITMENT:

Advertising for the position

Create a job advertisement including

- Job Role
- Job description
- Tasks and responsibilities
- Function within the company
- Person specification - Desired skills, knowledge, aptitude
 - Necessary experience
 - Necessary skills
- Pay
- How to apply

We advertise our positions on the Graduates Yorkshire website or University portals for lower positions and through an agency for higher positions. We also spread knowledge of a position by word of mouth, our website and social media channels.

We state in all our adverts that we are an 'equal opportunities employer'.



Application

Our usual method for application is that we ask candidates to provide a CV, Covering Letter and Portfolio (if applicable). This is so we can easily see necessary skills and experience at the same time as getting a feel of aptitude.

SELECTION:

Our selection process adheres to the Equality Act 2010, Asylum and Immigration Act 1996 and the Police Act 1997.

Selection for Interview

We select for interview only the candidates who meet the necessary skills and experience as outlined on the Job Advertisement according to a score matrix to ensure equal measures. We phone the candidates to invite them to interview to check their phone manner.

Interview

Each interview is written specifically for each role. In interviews we do not ask personal questions that could cause us to discriminate. We ask the same questions to each candidate interviewing for the same job to give equal opportunities. We populate a score matrix with the questions chosen for interview so each Interviewer can keep their own score for each candidate based on the original Job Description.

Immediately after each interview we record the level to which the candidates' responses met the job specification according to the totals on the score matrix. We keep a copy of these measures on file in case a candidate would like to receive feedback post-interview. A candidate is chosen and informed via telephone that they have been offered the job subject to references.

We then contact the referees with a set list of questions (available on request)

Offer

At this point we would draw up an offer letter to send out to the successful candidate outlining:

- Job title
- Job description
- Hours
- Pay
- Brief summary of holiday allowance and sick pay
- Start date
- Who their manager will be
- Action to take to accept job offer

Paperwork

On receipt of their acceptance we would then send out a copy of their contract is then sent out for them to sign detailing full terms of employment, a Staff Welcome Pack (available on request) and a New Starter Form (available on request).