



Recruitment Policy and Procedure

1. Introduction

This Recruitment Policy and Procedure outlines the principles and procedures for attracting, selecting, and hiring qualified candidates for positions within Carefirst Recruitment Ltd. It aims to ensure fairness, transparency, and compliance with applicable laws and regulations in the recruitment process.

2. Policy Statement

Carefirst Recruitment Ltd is committed to recruiting and selecting candidates based on merit, qualifications, and job-related criteria, without discrimination on the basis of race, colour, religion, gender, sexual orientation, age, disability, or any other protected characteristic. We will strive to create a diverse and inclusive workforce that reflects the communities we serve.

3. Recruitment Procedure

Advertisement of Vacancies:

All vacancies will be advertised externally through various channels, including online job boards, social media, and professional networks.

Job postings will include essential job duties, qualifications, and requirements, as well as information about Carefirst Recruitment Ltd and its values.

Application Process:

All applicants will be required to submit a complete application form or CV/resume and cover letter in response to the job posting.

Applications will be reviewed by the recruitment team or hiring manager to assess candidates' qualifications and suitability for the position.

Shortlisting:

Shortlisting will be based on predetermined criteria related to the job requirements and qualifications.

Only candidates who meet the essential criteria will be shortlisted for further consideration.

Interviews:

Shortlisted candidates will be invited to participate in interviews, which may include one or more rounds conducted by the hiring manager, HR representatives, and/or other relevant stakeholders.

Interviews will be conducted in a fair and consistent manner, with standardised questions designed to assess candidates' skills, experience, and fit for the role and organisation.

Reasonable adjustments will be made to accommodate candidates with disabilities or special requirements.

Selection and Offer:

The hiring manager will make the final decision based on the assessment of candidates' qualifications, interview performance, and references.

A formal offer of employment will be extended to the selected candidate, subject to satisfactory references, background checks, and any other pre-employment requirements.

4. Equal Opportunities and Diversity

Carefirst Recruitment Ltd is committed to promoting equal opportunities and diversity in the recruitment process. We will strive to eliminate discrimination and ensure that all candidates are treated fairly and with respect, regardless of their background or characteristics.

5. Confidentiality and Data Protection

Personal data collected during the recruitment process will be handled in accordance with data protection laws and regulations. All information obtained from candidates will be treated confidentially and used solely for recruitment purposes.

6. Training and Development

HR staff, hiring managers, and other personnel involved in the recruitment process will receive training on equal opportunities, diversity, and unconscious bias to ensure fair and unbiased decision-making.

7. Review and Monitoring

This Recruitment Policy and Procedure will be reviewed periodically to ensure compliance with legal requirements and best practices in recruitment. Recruitment metrics, including time-to-fill, source of hire, and diversity statistics, will be monitored to identify areas for improvement.

8. Contact Information

For inquiries or concerns regarding recruitment or this policy, please contact the team at info@carefirst.biz – 0207-034-0550.

9. Acknowledgement

By signing below, I acknowledge that I have read, understood, and agree to comply with the Recruitment Policy and Procedure of Carefirst Recruitment Ltd.

Signature: _____ Date: _____