

McFour Ltd has an integrated recruitment process that works in tandem with our Equality and Diversity Policy to ensure that no prospective employee suffers any discrimination through our recruitment process. Our recruitment process has seven clearly defined steps which are as follows:

- Understands what is needed by establishing why the person is required? What are their duties? What are the skills required? How does the position fit within our company structure?
- We then prepare the job description and applicant profile prior to advertising the position.
- We then select where to advertise the position; this can be one of the following options:
 1. Job Sites through approved partners e.g. The Job Centre, employment agencies. or newspaper advertising all of these promote jobs via their websites.
 2. Internally if we have suitable candidates to fill the role.
 3. Our Website Contact Us section allows employees to submit their C.V.'s for consideration.
 4. We often recruit from word-of-mouth expressions of interest by prospective employees to our existing employees.
 5. Social media.
 6. Specialist Recruitment Agencies - e.g., for specialist technical roles.
- We review the applications to draw up a shortlist for interview.
- We conduct interviews either by telephone or in person, dependant on the role.
- Before offering the position to our preferred candidate we do the following:
 1. Confirm the candidates right to work in the UK and obtain proof of relevant documentation.
 2. Verify their references and any competencies pertinent to the role.
 3. It may be necessary for the role for the candidate to undergo a Safety Critical Medical if they do not have a current valid certificate.
 4. Once the applicant's credentials have been verified, we draw up a Contract of Employment and make a job offer to the successful candidate.
- When the new employee starts work with us, they complete an induction process and are given an overview of their new workplace, our policies, and procedures. They are introduced to their relevant colleagues and briefed on their initial tasks to integrate them into our team.

The company is always seeking to increase the strength in depth of our team by actively seeking to add to the range of skills and expertise we can offer our clients on any specific project.

Signed:



Date 01/02/2023

Mr Martin McDermott, Managing Director