

Bigness Group – Recruitment & Selection Policy

1. Purpose

The purpose of this policy is to ensure that Bigness Group recruits and selects the best candidates fairly, transparently, and efficiently. Recruitment decisions will be based on merit, aligning with organisational needs and values.

2. Principles

- Recruitment will be **fair, open, and non-discriminatory**.
- Selection will be based on **skills, experience, and potential**.
- All candidates will be treated with **respect and professionalism**.
- The process will support **diversity and inclusion** across all roles.

3. Recruitment & Selection Process

Step 1: Job Specification

- The HR team and management prepare a role specification.
- Includes responsibilities, objectives, and required/desirable skills.

Step 2: Job Promotion

- Jobs may be advertised internally, externally, or both.
- Channels include: company website, online job boards, LinkedIn, recruitment agencies, and local networks.

Step 3: Applications

- Candidates submit an application form and CV.
- All applications are acknowledged.

Step 4: Shortlisting

- A panel reviews all applications.
- Shortlist of 2–3 candidates is created.
- Unsuccessful candidates are notified with feedback.

Step 5: Interview & Assessments

- Interviews are conducted by HR and management.
- Selection tools may include:
 - Psychometric testing
 - Skills tests (numeracy, literacy, logic)
 - Technical or practical demonstrations
 - Presentations (for senior posts).

Step 6: Reference Checks

- Conducted after a provisional offer.
- At least two references, including the most recent employer, must be obtained.

Step 7: Job Offer

- A formal written job offer is made once references are verified.
- Terms and conditions of employment are clearly outlined.

Step 8: Induction Training

- Conducted on the employee's first day.
- Covers:
 - Health & Safety

- Code of Conduct
- Role-specific training
- Team and organisational introduction

4. Tools & Enhancements

- **Skills Matrix:** Used to match candidates' skills to job requirements.
- **Workforce Planning:** Ensures recruitment aligns with long-term business needs.
- **AI Support:** Screening tools may be used to improve efficiency and fairness.
- **Structured Induction Plans:** Personalised onboarding for new staff with 30/60/90-day checkpoints.

5. Responsibilities

- **HR Team:** Oversees recruitment process, compliance, and candidate care.
- **Hiring Managers:** Define role requirements, participate in shortlisting, and interviews.
- **Board/Directors:** Ensure recruitment practices align with Bigness Group's values and legal obligations.

6. Review

This policy will be reviewed annually to ensure compliance with employment law, industry best practices, and organisational objectives.