

RECRUITMENT POLICY

BACKGROUND

The Chancellors Group of Estate Agents Ltd prides itself on being an equal opportunities employer.

One of our core principles states that we will 'recruit and employ people for all jobs on the basis of ability and the requirements of the job'.

The aim of our policy is to ensure that our selection criteria is fair and individuals are selected, promoted and treated on the basis of their relevant merits and abilities.



Russell Baldwin & Bright

Chancellors, Anscombe & Ringland and Russell Baldwin & Bright are trading names of The Chancellors Group of Estate Agents Ltd whose registered office is at One Station Square, Bracknell RG12 1QB. Registered in England No. 2345397

POLICY

- Our staff are fundamental to our success. A strategic and professional approach to recruitment helps enable us to attract and appoint staff with the necessary skills and attributes to fulfil our strategic aims and business requirements.
- We are committed to ensuring that the recruitment and selection of staff is conducted in a manner that is systematic, efficient, and effective and promotes equality of opportunity.
- This policy has been designed to provide a flexible framework, which promotes good practice, adopts a proactive approach to equality and diversity issues and supports fully The Chancellors Group of Estate Agents Ltd across all business objectives.

AIMS

- To ensure that recruitment processes are fit for purpose
- To appoint the right person for each position and location
- To ensure compliance with our Equal Opportunities Policy and relevant employment legislation
- To meet our operational requirements and strategic aims

PRINCIPLES

- All employees involved in the recruitment process will be aware of this policy and the equal opportunities legislation. In addition, any external consultants or recruitment agencies that assist in the recruitment process must act in accordance with this policy.
- Documentation relating to applicants will be treated with confidentiality at all times.
- The recruitment process will not commence until a Board Director has agreed that there is a requirement to fill a position.
- Selection decisions will be made on a candidate's:
 - Ability to perform within the role
 - Ability to make a contribution to the organisation's effectiveness
 - Potential for development
- Selection decisions will normally be made by a Director in conjunction with the relevant senior manager.

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ATTRACTING CANDIDATES

- Adverts should be clear and outline the key requirements of the role, highlighting essential criteria, location, remuneration package and details of how to apply.
- All positions will normally be advertised on our company website and in addition to this we actively encourage internal applications and staff referrals. This helps to maximise equality of opportunity and provide staff with greater opportunities for career development
- In addition to this we also use targeted recruitment websites and social media sites in order to gain a diverse range of applications from candidates.
- Branch positions may also be advertised locally via window cards or postcard style leaflets. This maximises the opportunity to attract local applicants.

SELECTION PROCESS

- The selection process should be:
 - Transparent
 - Timely and cost effective
 - Equitable
 - Free from conflict of interest
- All recruitment will be based on job descriptions and person specifications.
- All applications will be treated confidentially and circulated only to those individuals involved in the recruitment process.
- Short listing will be undertaken against the key criteria required for the job.

THE EMPLOYMENT CONTRACT

- At the end of the recruitment process all records will be retained for six months
- Offers of employment are conditional upon the receipt of satisfactory references.
- References will be sought after an offer of employment has been accepted and will wherever possible be sought from previous employers. Unsatisfactory references will be discussed with the individual concerned and may result in the offer of employment being withdrawn.

FEEDBACK TO CANDIDATES

We aim to give feedback within 48 hours of an interview taking place. Should further information be required this will be obtainable from the Internal Recruiter.

MONITORING AND REVIEW OF POLICY

Regular reports on trends and statistics relating to the recruitment and appointments will be provided to the Directors as appropriate.