Smiles Dental Training

Employment (Recruitment & Selection) Policy

Introduction

Smiles Dental Training is the key employer. As such, it must ensure that it promotes itself as an employer of choice and attract high calibre employees to deliver services for training dental nurses. In doing so, the company must comply with relevant legislation and adhere to the best possible recruitment and selection standards and practices to ensure that recruitment and selection is effective, efficient and fair.

Staff are the company’s greatest asset. Success depends on having the right number of staff, with the right skills in the right place at the right time. It is therefore important to have effective recruitment, selection and retention policies and strategies in place that will help to reduce labour turnover and costs and to increase staff flexibility, commitment and motivation.

The company’s recruitment, selection and retention policy provides a strategic framework within which to recruit, select and retain staff to deliver service to training dental nurses.

Scope

The policy and its provisions cover all job applicants, employees, tutors and those staff working on behalf of the company.

Aims of the policy

This Employment policy aims to:

- Put in place a framework that will ensure that corporate standards for recruitment and selection are established and achieved.
- Ensure the company complies with all relevant legislation.
- Ensure that the company recruits and retains the highest quality staff that meet the current and future needs of the company and the students.

General principles

In recruiting, selecting and retaining employees the practice will seek to:

- carry out an exit interview of all staff who leave the organisation to understand their reasons for leaving and review or amend issues if required
- establish that an appropriate vacancy exists and seek appropriate approval to fill the vacancy;
- promote a positive image of the company as an employer and service provider;
- advertise all posts concurrently – internally and externally unless there is good reason not to do so
- choose a method of recruitment and selection appropriate to the level and skills required for the post
- generate a pool of appropriate applicants
- fill vacancies in the minimum time, with best use of resources
- consider the makeup of recruitment and selection panels to ensure that where at all possible they are representative and/or balanced in terms of gender, age and ethnicity.
- ensure each candidate has appropriate time to demonstrate their capability and suitability for the role
• appoint candidates who are most likely to succeed in the role
• ensure all applicants are kept fully informed of their progress within the procedure
• manage the risks/benefits involved in making selection decisions
• adhere to the law, the spirit of the law and the practice’s policies in relation to equality and diversity in employment.
• Ensure that all staff involved in recruitment processes have received training in equalities and diversity issues
• recruit and retain skilled and experienced staff and provide a supportive environment in which to work – where staff feel valued, motivated and share a sense of ownership of the company’s vision

Mandatory requirements of the policy

• all those staff conducting interviews must have received training in recruitment and selection processes. In the case of interview panels at least one person must be trained.
• a job description and person specification must support each vacancy
• recruitment and selection will comply with legislation and company policies
• all disabled applicants who meet the essential requirements of the person specification will be guaranteed an interview;
• selection decisions will be supported by objective evidence against criteria outlined in the person specification;
• applicant progression through the recruitment process must be monitored against required equality indicators;
• a formal offer of employment will not be made until receipt of satisfactory references and all necessary pre-employment checks have been undertaken.

Equalities and diversity

The company’s approach to equalities and diversity is clearly outlined in the Equal Opportunities Policy. The organisation is committed to challenging inequality, discrimination and disadvantage. It is also committed to achieving the highest standard of service delivery and employment practice. Equality of opportunity for all sections of the community and workforce is an integral part of this commitment.

Every possible step will be taken to ensure that staff, and potential staff, are treated fairly and that all employment decisions, including those on recruitment, selection, promotion, training and career development are based on job related, objective criteria.

It is important to recognise and understand the importance of diversity, value individual differences and treat people with dignity and respect. Having a workforce that reflects the diversity of the local community will enable the practice to have a better understanding of the diverse needs of our service users and will allow us to deliver services that meet those needs.

Workforce planning

The company must keep well-informed of changes in the labour market to ensure that recruitment efforts are not wasted or directed at too small a pool of labour. Skill shortages may occur unexpectedly. Recruitment and selection processes will therefore need to be flexible to address these issues as they arise.
Responsibility for implementing the policy

Responsibility for implementing the policy lies primarily with the Proprietor.

Monitoring and reviewing the Policy

Recruitment, selection and retention policies, practices and guidelines will be reviewed regularly to ensure that they continue to reflect and reinforce the company’s commitment to equality and diversity and reflect organisational learning and changes in company.

Performance will be monitored appropriately through regular reports to the Proprietor.

<table>
<thead>
<tr>
<th>Policy Details</th>
<th>October 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Written</td>
<td>Anna Lown</td>
</tr>
<tr>
<td>Policy ratified by</td>
<td>NEBDN</td>
</tr>
<tr>
<td>Review Cycle</td>
<td>1 year</td>
</tr>
<tr>
<td>Policy Review date</td>
<td>October 2015</td>
</tr>
</tbody>
</table>