

Statom Group Recruitment & Selection Procedure

1. Purpose

To recruit the right people fairly and consistently across Statom Group and all associated companies, using an evidence-based process that meets UK employment law and UK GDPR requirements, and applies correct worker status controls for PAYE, CIS and LTD engagements.

2. Scope

This procedure applies to recruitment and selection for all vacancies within Statom Group and all associated/Group companies (each a “Group Company”).

- PAYE: permanent, fixed-term, temporary and casual employees
- CIS: individuals engaged under the Construction Industry Scheme (where applicable)
- LTD: contractors engaged via their limited company (including IR35/status considerations where applicable)
- Agency-supplied labour where a Group Company participates in selection

3. Definitions

- Hiring Manager (HM): the manager responsible for the vacancy and selection decision.
- Authorising Director: Managing Director (MD) or other Director with delegated authority to approve headcount/spend.
- Workable: the Group’s recruitment system of record (advertising, applications, scoring, notes, approvals evidence).

4. Principles and controls

- Use objective, role-related criteria and documented scoring.
- Apply the same core process to all candidates for the same vacancy.
- Provide reasonable adjustments where requested/needed.
- Handle candidate data lawfully, securely, and only as necessary (UK GDPR).
- Complete right to work checks before any start date (PAYE/CIS/LTD).
- Confirm engagement route (PAYE/CIS/LTD) before issuing any offer/engagement paperwork.
- Use Workable as the primary system for the recruitment audit trail across all Group Companies.

5. Roles and accountability

Hiring Manager (HM)

- Identifies vacancy need and completes the Vacancy Request Form (business case).
- Proposes engagement route (PAYE/CIS/LTD) with rationale.
- Supports HR to finalise the Role Profile (JD/R&R) and Person Specification.
- Shortlists, interviews, assesses, and selects using Workable scorecards/notes.
- Owns onboarding delivery (first-week plan, site/office induction).

Authorising Director (MD/Director)

- Authorises the business case, headcount and recruitment spend before recruitment starts.
- Approves any conditions (salary cap, FTC only, internal-first, no agency, etc.).

HR / People Team (Group)

- Owns the procedure and assures compliance (Equality, UK GDPR, right to work).
- Publishes vacancies in Workable and manages candidate communications (or oversees HM where delegated).
- Manages offers/contracts/engagement packs and pre-start checks.
- Owns record keeping and retention controls (Workable + personnel/contractor files).

Finance/Payroll (Group or local as applicable)

- Confirms affordability and budget coding.
- Ensures correct setup for PAYE/CIS and any supplier setup requirements for LTD.

6. Procedure (end-to-end)

Step 1: Vacancy request, business case and authorisation

Before any recruitment begins, the HM must submit a completed Vacancy Request Form to the Authorising Director. No Workable advert is posted, no agency is instructed, and no interviews are arranged until written authorisation is received.

The Vacancy Request Form must include:

- Reason for hire and impact if not hired
- Role title, location/site expectation, reporting line, proposed start date and duration
- Proposed engagement route (PAYE/CIS/LTD) with rationale
- Salary/rate range and total cost estimate (including on-costs/fees where relevant)
- Budget confirmation and cost centre/project code
- Recruitment route (direct/agency/referral) and any conditions/constraints

Step 2: Create vacancy in Workable

- HR (or HM where delegated) creates the vacancy in Workable using Group templates.
- Vacancy must state Group Company, location/site expectations, salary/rate range, engagement route, essential/desirable criteria, and selection stages.
- All candidates (direct, referral, and agency where practicable) must be recorded in Workable to maintain one audit trail.

Step 3: Role definition

- HR supports HM to finalise the Job Description / Role Profile (R&R) and Person Specification (essential vs desirable).
- Required qualifications/tickets/licences are confirmed and documented.
- Final documents are uploaded to Workable.

Step 4: Attraction and advertising

- Vacancies are advertised through Workable to selected channels: internal posting, careers page, job boards, LinkedIn, referrals, agencies.
- Adverts must include salary/rate range, location/working pattern expectations (PAYE), right to work requirement, Equal Opportunities statement, and adjustment request route.

Step 5: Applications and UK GDPR controls

- Workable is the primary system for storing applications and selection records.
- Access is restricted to HR and the recruiting panel.
- Collect only what is necessary at each stage and retain data in line with the Group retention schedule and privacy notice.

Step 6: Shortlisting

- Shortlist against essential criteria using Workable scorecards.
- Record brief objective rationale for progress/decline.
- HR spot-checks consistency and compliance.

Step 7: Interview and assessment (structured)

- Minimum standard: structured interview, plus a role-related assessment where appropriate.
- Use the Group Interview Pack: mapped questions, scoring rubric, and note-taking guidance.
- Do not ask unlawful/irrelevant questions (e.g., health, pregnancy/family plans, age, religion).

Step 8: Selection decision and approval to offer/engage

- Select based on evidence and scoring; record decision rationale in Workable.
- Confirm salary/rate/package within approved limits and any conditions.
- HR confirms approvals are complete before any offer/engagement is issued.

Step 9: Offer / engagement and pre-start checks

All offers/engagements are conditional until checks are complete.

PAYE (employee)

- HR issues conditional offer and contract subject to right to work (before start), references (risk-based), and qualification/ticket verification where required.
- Any role-justified checks (e.g., DBS, OH) must be proportionate and documented.

CIS (individual)

- HR issues CIS engagement pack subject to right to work (before start) and CIS verification/onboarding requirements.
- Pack must confirm rate, scope, duration, site rules and H&S requirements, and payroll setup requirements.

LTD (limited company contractor)

- HR issues contractor engagement pack subject to right to work for named worker(s) (before start).
- Terms must define scope/deliverables, invoicing, and required insurances; complete IR35/status assessment where applicable.

Control: No start date is confirmed until right to work is completed and evidenced.

Step 10: Onboarding handover

- HM owns the onboarding plan and delivery (site/office induction, objectives/deliverables, equipment/access).
- HR owns compliance evidence, filing, and closing the Workable record with outcome and retention applied.
- Use the Step-by-Step Onboarding Checklist to evidence completion.

7. Records and retention

- Workable holds the recruitment audit trail: approvals evidence, shortlist scoring, interview notes, selection rationale.
- Successful hires: key documents move to the personnel/contractor file.
- Unsuccessful candidates: retain only as long as necessary then delete securely in line with the Group retention schedule.

8. Related templates and documents

- Vacancy Request Form (business case and approval)
- Recruitment Process & Interview SOP (detailed steps and templates)
- Interview question bank, scorecards and assessment rubrics
- Pre-start checks checklist (including right to work)
- Step-by-Step Onboarding Checklist

- Probation review templates (PAYE)