

Statom Group Recruitment Process (Simplified)

Use this as the quick guide. The Recruitment & Selection Procedure and the Recruitment & Interview SOP remain the controlling documents.

A. Controls (non-negotiable)

- No recruitment activity until the Vacancy Request Form is approved in writing.
- All candidates are recorded in Workable wherever practicable (single audit trail).
- Structured interview and documented scoring for every appointment.
- No start date confirmed until right to work is completed and evidenced.
- Engagement route (PAYE/CIS/LTD) must be confirmed before issuing paperwork.

B. Process steps

1. Vacancy request: HM completes Vacancy Request Form and gets Authorising Director approval.
2. Create vacancy: HR/HM creates Workable vacancy using templates (company, location, salary/rate, route, criteria, stages).
3. Define role: finalise Role Profile (JD/R&R) + Person Spec; upload to Workable.
4. Advertise/attract: Workable channels, referrals, agency (if approved).
5. Shortlist: score against essential criteria; record objective rationale in Workable.
6. Pre-screen (recommended): confirm basics (availability, band, right to work, travel/site).
7. Interview/assessment: structured interview; add role test where needed; score and record notes.
8. Decision: panel agrees based on evidence; record rationale and any reserve candidate.
9. Offer/engage: HR issues correct pack (PAYE/CIS/LTD) subject to checks.
10. Pre-start: complete right to work and required checks; set up payroll/supplier; issue joining instructions.
11. Onboarding: HM delivers Day 1 and first-week plan using the Onboarding Checklist; HR files evidence and closes Workable.