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| **About this procedure**The purpose of this procedure is to set out The Growth Company (GC’s) approach that should be followed when filling a vacant post.**Who it applies to**This procedure applies to all internal recruitment methods across GC, whether on a permanent or fixed-term contract basis.**When to use this procedure**This procedure applies to all methods of recruiting colleagues within GC, whether on a permanent or fixed-term basis. Elements of this policy also apply to the appointment of temporary resource such as contractors, consultants, associates, or agency workers. Colleagues can view all vacancies on ‘My GC Jobs’ [Current Vacancies Internal | The Growth Company](https://careers.growthco.uk/internal/home.html).**Application stage*** All vacancies should be advertised internally for a minimum of 5 working days, this could be at the same time as an external advert.
* Prior to making an internal application you should have passed your probationary period.
* Colleagues must inform their line manager about their intention to submit an internal application.
* Colleagues in redeployment should be prioritised where the vacancy is deemed a suitable alternative. For further information, you can review the Organisational Change Policy [Organisational Change Policy.doc](https://manchestergrowthcouk.sharepoint.com/%3Aw%3A/s/GSHPT/crossgroupworking/hr/mgtPortal/ESqWxd4wWuNOqUOULDjqiFYBJdSss7bx035UCDdZeFQ_Tg?e=primNH).
* When applying for a vacancy via the Hireserve Recruitment Applicant Tracking System (ATS) you will be required to fill out an application form and attach your current, up-to-date CV.
* We have introduced CV anonymisation to help Hiring Managers (HM) assess Colleague applications exclusively on their suitability for the vacancy, based on job specific criteria which will help reduce the risk of any potential bias. CV anonymisation is the process of removing the applicants name and any other identifying factors from a CV and/or Application Form.
* You will be asked if you are a current GC colleague, you must select ‘yes’ and confirm that you have informed your line manager of your application submission.
* We offer a guaranteed interview opportunity to colleagues who fulfil the essential requirements for the vacancy. The pledge is inclusive of individuals with disabilities and those members of diverse ethnic communities who wish to be considered within this scheme.
* The Internal Recruitment team (IR) will contact you following your application to notify you of your application outcome.
* We offer blended working opportunities; in normal circumstances, you will not be a dedicated home worker and will need to be in a position where you will be able to easily commute to the office in line with business requirements.

**Interview stage*** Interviews should be conducted in person.
* A minimum of two interviewers will be required, this can be reviewed in GC’s Our Working Way handbook [our-working-way-handbook.pdf (growthco.uk)](https://ourworkingway.growthco.uk/media/z2tdnxej/our-working-way-handbook.pdf).
* Where the recruitment process has different stages of interviews, Hiring Managers (HM) must undertake the final interview stage in person.
* We will make reasonable adjustments to all stages of the recruitment process as required.
* Where qualifications are required, the IR will request that you bring your relevant qualifications to the interview and copies will be taken by the interview panel.
* There may be occasions where you will be required to complete a presentation and/or a workplace assessment.
* During the interview process, we use a mixture of competency and values-based selection methods.

**Job Offer*** Only once the HM has the job offer authorised will a verbal offer be made. The HR Service Desk will confirm the job offer within 3 working days of receiving authorisation.
* If successful, you may be subject to a change in your current terms and conditions in line with your new role. This will be detailed in your offer of employment, should you be a redeployee, a trial period may be expected.
* Employment checks for the role will be carried out as part of GC’s Safer Recruitment guide, this could be a DBS, professional social media, and/or qualification check.
* Depending on your current employing entity and the entity you are moving to, this may mean there is a requirement to change your PAYE, this could trigger a P45. Payroll will ensure your deductions are correct and your annual leave may need to be altered.

**Feedback*** Colleague feedback is mandatory at all stages of the recruitment process, it is the responsibility of the HM to provide direct feedback to colleagues and their line manager to support with career development.

**Release Dates*** Colleagues moving from one department or business unit to another will be released at a time mutually agreed between the current line manager and the HM.

**Requesting Flexible Working**Colleagues can request flexible working from as early as the recruitment stage. Where a colleague requests this during the interview stage, the HM must send them a [Flexible Working Request Form - Recruitment stage.](https://manchestergrowthcouk.sharepoint.com/sites/GSHPT/crossgroupworking/hr/mgtPortal/default.aspx?RootFolder=%2Fsites%2FGSHPT%2Fcrossgroupworking%2Fhr%2FmgtPortal%2FShared%20Documents%2FFlexible%20Working%2FFlexible%20working%20request%20forms&FolderCTID=0x0120007BBD40CA6077E6458A088EBCBC1B1CD1&View=%7BEFD0D3A8%2D07A3%2D406E%2DAB66%2D873A5D2D0C71%7D) On receipt of the completed form, the HM will consider the request, and then submit their recommendation to their Senior Manager/ Director. Where the request is rejected – the HM should discuss the outcome verbally with the colleague and explore whether an alternative working pattern/ arrangement could be met. The outcome and reason for the rejected request should be confirmed in an email to the colleague and then the offer with original terms can be issued (as per usual process). Where a request is accepted - the HM should discuss the outcome verbally with the colleague and the arrangement will be detailed within their offer letter (including detail of any trial/ end dates etc.). Information re trial periods and appeals can be found in the [Flexible Working Policy](https://manchestergrowthcouk.sharepoint.com/sites/GSHPT/crossgroupworking/hr/mgtPortal/default.aspx?RootFolder=%2Fsites%2FGSHPT%2Fcrossgroupworking%2Fhr%2FmgtPortal%2FShared%20Documents%2FFlexible%20Working&FolderCTID=0x0120007BBD40CA6077E6458A088EBCBC1B1CD1&View=%7BEFD0D3A8%2D07A3%2D406E%2DAB66%2D873A5D2D0C71%7D)**Redeployment*** Colleagues will be eligible for redeployment opportunities after the completion of the redundancy consultation process.
* Colleagues will be added to a redeployment register.
* When a new vacancy arises, IR will review the register to identify if any vacancy could be deemed a suitable alternative opportunity.
* Redeployees have a responsibility to review the current vacancies through [Current Vacancies Internal | The Growth Company](https://careers.growthco.uk/internal/home.html) on a regular basis.
* Colleagues applying for alternative roles under redeployment should be aware that their acceptance of any role must be on its advertised terms and conditions.
* Redeployees will be offered an interview for roles they apply for as long as they meet the essential skills, requirements, and experience for the role. There is no right to be interviewed for roles where these essential elements are not met.
* Colleagues successfully redeployed will maintain their continuity of employment and original start date.

**Where can I get further guidance*** Recruitment and Selection – Hiring Manager Guide
* Recruitment and Selection – Colleague procedure
* Dignity at work: [Dignity at Work Policy.docx](https://manchestergrowthcouk.sharepoint.com/%3Aw%3A/r/sites/GSHPT/crossgroupworking/hr/mgtPortal/Shared%20Documents/Dignity%20at%20Work/Dignity%20at%20Work%20Policy.docx?d=wc7bab4ce69e340d49f67eef42a38f2f2&csf=1&web=1&e=KId3pr)
* Redeployment: [Redeployment Policy.doc](https://manchestergrowthcouk.sharepoint.com/%3Aw%3A/r/sites/GSHPT/crossgroupworking/hr/mgtPortal/Shared%20Documents/Organisational%20Change%20and%20Redeployment/Redeployment%20Policy.doc?d=wa54d2334f2fe48318c04eb71955d4c55&csf=1&web=1&e=3WJUDY)
* Safer Recruitment Manager Guidance:
* Right to work: [Proof of right to work in the UK- Document List.docx](https://manchestergrowthcouk.sharepoint.com/%3Aw%3A/s/GSHPT/crossgroupworking/hr/mgtPortal/EZnOAh6AsBhCgLFemeIkHqgBGFmJ5mEhbc7pRz5ub6I-Bw?e=Q3jQa7)
* Data protection policy: [Data Protection Policy - V3.pdf](https://manchestergrowthcouk.sharepoint.com/%3Ab%3A/r/sites/GSHPT/CrossGroup/Policies%20and%20Procedures/Cross%20Group%20Functions/GDPR%20-%20Data%20Protection/Data%20Protection%20Policy%20-%20V3.pdf?csf=1&web=1&e=EjG6a5)
* Responsible Recruitment Requirements: [Responsible Recruitment Requirements.docx](https://manchestergrowthcouk.sharepoint.com/%3Aw%3A/s/corporateservices/HR/Ebmksml6KxxAtGo2GkmvjwYBej1CLG5bUJ8F1TlhW3mSZQ?e=dJJTTM)
* Guidance for completing the HMRC CEST: [Guidance for completing the HMRC CEST assessment.docx](https://manchestergrowthcouk.sharepoint.com/%3Aw%3A/s/GSHPT/crossgroupworking/hr/mgtPortal/EabMPHRdFv5KmdhMDX6zJ0ABjsUrsfXIh47itXS2bETh8Q?e=Y3x1yO)
* Modern Slavery Policy:
* Colleague Referral: [Refer a Friend Guidance.docx](https://manchestergrowthcouk-my.sharepoint.com/%3Aw%3A/g/personal/alicia_marsh_growthco_uk/EQ1pyNrLK3FNgeHNep59yRgBmYB-Nvtl3r_dQnUaQPpsrA?e=0FLq1A)

**Version Control**The current version of GC policies is available on the intranet. To ensure employees are referring to the current version, GC recommend employees refrain from printing and storing copies.

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| Version | Date | Policy Lead | Authoriser | Detail of the change | Next review date |
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