

RECRUITMENT AND SELECTION POLICY

The recruitment and selection policy for Manchester Business Consortium Ltd aligns with the policy and procedures appertaining to:

- Equal Opportunities
- Equal Pay
- Health & Safety
- Disablement Recommendations Act of 2004

Manchester Business Consortium Ltd strives to become an equal opportunity employer. No applicant will be treated less favourably than another on the grounds of a person's appearance, age, gender, colour, ethnic, national or regional origin, disability, status, HIV status, sexual orientation, family & marital circumstances, religious or political beliefs or any other similar distinction. All job specifications will be based on the needs of the specific tasks and not artificially prohibitive by qualifications and requirement not directly related, thus helping to ensure the principles of the best person for the job.

Manchester Business Consortium will positively welcome all applications, including those from groups which are currently under represented in our organisation.

Manchester Business Consortium Ltd will operate within the regulations of the Disability Discrimination Act with due regard to reasonable adjustments and provision available via the Governments various initiatives such as Access to Work. It will be common practice for Manchester Business Consortium Ltd to advertise vacancies within the organisation as well as elsewhere. Applications are considered on set criteria set down in a job description. All staff are able to apply for any of the positions which are advertised.

Recruitment Process:

1. When a new position or vacancy arises the Directors will decide on the Job Description and Person Specification, which will be the measure against which all candidates will be measured.
2. Directors will decide whether to advertise the post internally or internally and externally.
3. If the position is to be advertised externally then the Directors will consider the most appropriate places to advertise giving due consideration to equal opportunities.
4. Applicants will be requested to forward their Curriculum Vitae and an accompanying letter.
5. The applicants will be scored on how they meet the Job Description and Person Specification and a short list drawn up for interview.

6. Short listed applicants will be contacted by letter to invite them to attend an interview.
7. Interview panels will consist of two or more individuals, (normally including at least one Director).
8. Interview panel members will agree prior to interview dates the questions to be asked of candidates and which questions each panel member will ask.
9. Each panel member will score the candidates individually, then the scores will be collated and following post interview discussions a selection will be made.
10. The successful candidate will be notified in writing and asked to confirm their acceptance.
11. All unsuccessful candidates will be notified in writing.

Signed 
Ann Monaghan
Director, Manchester Business Consortium Ltd

Dated: 1st May 2006

SUB-CONTRACTOR RECRUITMENT AND SELECTION POLICY

The sub-contractor recruitment and selection policy for Manchester Business Consortium Ltd follows the recruitment and selection policy of the company.

Sub-Contractor Recruitment Process:

1. Sub-contractor selection is based on their ability to satisfy Manchester Business Consortium Ltd's expectation of delivery and contractual requirements including those of our clients.
2. In the first instance check that the individual was SFEDI recognised.
3. Check that individual has necessary insurance and professional indemnity.
4. Gain Curriculum Vitae to check necessary experience of delivery.
5. Interview to ascertain suitability.
6. Factors for selection include: relevant qualifications, previous experience in relation to the market needs, excellent communication skills, previous Business Link work experience, references, of good character with no convictions that would render them unsuitable for dealing with individuals and businesses.
7. Forward Curriculum Vitae to ChamberLink for approval to utilise.
8. Only once approval received from ChamberLink, move forward on Induction.
9. Induction of individual will include: signing of professional and ethical agreement, all relevant paperwork to be used, quality and standard of work and paperwork required, deadlines.
10. File is set up with individuals Curriculum Vitae and copy of agreement.

Signed... *Ana McGrath*
.....Director, Manchester Business Consortium Ltd

Dated: 1st May 2006