

Recruitment and Selection Policy

Introduction

At JCP Solicitors, our success is directly linked to the skills, dedication, and expertise of our team members. We are committed to recruiting individuals who share our values and align with our company mission.

Our recruitment process is transparent, efficient, and thorough. This policy outlines how we will recruit new members to #TeamJCP, including responsibilities, job descriptions, interviews, right-to-work checks, and our commitment to equality, diversity, and inclusion.

Making Recruitment Decisions

Team leaders will manage recruitment within their teams, in consultation with HR.

When a role becomes vacant, we will assess the business need before proceeding with recruitment. We are committed to a fair and unbiased hiring process and do not recruit family members of existing team members to ensure an impartial and merit-based approach.

Recruitment Process

Assessment Criteria

We will recruit based solely on individual merit, measured against role-specific criteria such as qualifications, experience, and skills.

Advertising Roles

Team leaders will work with the HR and Marketing team to create job advertisements aligned with their team's core values. All vacancies will include the required qualifications, skills, and experience. Internal vacancies will be circulated via email, and leaders are encouraged to promote suitable opportunities within their teams.

If a role is advertised externally, it will be placed on our website and, where appropriate, on job boards, social media, and via recruitment agencies.

Equality, Diversity, and Inclusion

We will shortlist, interview, and select candidates without discrimination based on:

- Sex, gender identity, or sexual orientation
- Marital or civil partnership status
- Race, nationality, or ethnic background
- Religion or belief
- Age
- Pregnancy or maternity leave
- Disability
- Trade union membership

We will ensure:

- Anonymous shortlisting where possible
- Interviews and assessments free from bias
- At least one HR team member is involved in every interview
- Reasonable adjustments are made where necessary

Selection Methods

Most roles will require an interview, supplemented by relevant assessment exercises. All selection methods will be based on objective criteria related to the job description and person specification.

Trainee Solicitor selection includes interviews, written assessments, and an assessment centre with skills-based evaluations.

Interviewing

Interviews will be structured around role requirements. Team leaders will ensure that all questions are relevant and non-discriminatory. No offers of employment will be made during interviews.

Following interviews, we will:

- Seek two written references
- Request documentary proof of qualifications
- Make conditional offers pending satisfactory checks

Feedback

Limited feedback will be provided to unsuccessful candidates upon request. Recruitment records will be kept for 12 months.

Right to Work Checks

We will only recruit individuals with a legal right to work in the UK. Candidates must be able to satisfy the right to work checks before their first day of employment with us.

Additional Checks

For some roles, additional DBS checks may be required. If necessary, we will explain the reasons and process in advance.

DBS certificate information will be securely stored and only used for its intended purpose. It will be disposed of securely once a recruitment decision is finalised.

Any inappropriate access or disclosure of data will be treated as a data breach and must be reported immediately, in line with our Data Protection Policy.

References

Providing References

To maintain consistency, only HR will provide references for current or former team members. Any requests should be directed to the HR team.

Our references will include only:

- Employment dates
- Previous job title(s) and duration

We will not provide personal opinions on performance or conduct. All references will be marked private and confidential and sent by post where possible.

Retaining References

HR will keep copies of references for 12 months in individual records.

Monitoring and Compliance

We regularly review our recruitment practices to ensure they remain fair, transparent, and aligned with our values. We are committed to an inclusive and merit-based recruitment process that upholds the highest standards

This policy is provided for information purposes to give an outline, for our stakeholders, of our full policy that can be found in our #TeamJCP Handbook. To request the full policy that includes procedural information, please contact HR@jcpsolicitors.co.uk