

Williams Medical Supplies plc Recruitment Policy

We recognise that the company's success depends on the calibre of its people and that an offer of employment indicates a long-term commitment. We want to enable all employees to reach their full potential to the mutual benefit of the individual and the organisation.

As a department we promise to provide support to the individual, each department and the company by working to the guidelines set out in the following policy. Discretion, integrity and confidentiality are considered to be of paramount importance within the department.

- Our recruitment practices will be viewed as fair and professional to both internal clients and potential employees
- We will encourage managers to review their department structure in order to review the necessity for recruitment.
- We will actively promote the appointment of internal candidates whilst ensuring that this does not compromise on our recruitment standards
- The recruitment process will be geared to identifying the key skills, knowledge and attitudes required
- All external advertising will be professional and portray the desired company image.
- Careful consideration will be given to every applicant, regardless of their gender, marital status, colour, race, ethnic origin, nationality or disability, in line with our Equal Opportunities Policy
- We will reply promptly and courteously to every candidate by ensuring that applications are acknowledged within two days of receipt.
- Candidates will be kept informed of the progress of their application
- All job offers will be made on condition that the successful candidate can provide two satisfactory references
- A copy of the Company's Terms and Conditions of Employment will be issued to staff within 4 weeks of formally joining the company.
- We will ensure that each new recruit undergoes induction training in order to maximise the rate of individual and organisational learning
- We will continuously review the success of our recruitment process and in doing so continue to improve upon it