

Recruitment & Selection Policy & Procedures

REVIEWED AND APPROVED BY SKILLS AND EMPLOYMENT EQUITY COMMITTEE ON THE 12TH OF NOVEMBER 2012

Policy Statement

- Advertising of posts within Ramsay Webber Attorneys shall be conducted internally and externally.
- The nature of the post(s) shall determine the media type(s) to be employed in advertising (e.g newspapers and websites etc).
- All advertisements shall indicate that Ramsay Webber Attorneys is an “Equal Opportunities Employer”. Ramsay Webber Attorneys retains the right not to appoint if no suitable applicant can be sourced.
- Only, if applicable, will experience be specified as a job criterion i.e for Managerial positions. Ramsay Webber Attorneys shall not discriminate against recently qualified staff.
- Respondents to posts advertised shall be directed to respond to the company via a specified website address or, depending upon the nature of the post(s), to fax their applications to a fax number, or submit their applications by post or hand-delivered.
- At least two interviews with potential shortlisted candidates shall be conducted. The interview panel shall, normally, comprise the relevant Line Manager and or Head of Department.
- Interviewing panels shall have discretion with regard to the co-option of expert services in adjudicating applications for highly technical posts.
- Reference checks shall be conducted having first informed the shortlisted candidate.

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- Given the volume of applications received for the majority of posts, the company shall retain information received from short-listed candidates, only, for a period of 6 months.