



Integrity. Commitment. Reliability.

Since 1982

Recruitment & Selection Policy & Procedures

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.
- 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.