

POLICY

Employee Recruitment & Retention

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REV	Date	Status / Description of Changes
01	05/08/2019	Updating all laws/regulations dates to the current standard. Adjusting template, for a more clear layout.
02	14/08/2020	Updated Template Minor changes
03	07/12/2020	Minor adjustment to template
04	01/11/2021	Minor adjustment to template, laws/regulations checked

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Introduction

Gradewell values its employees and aims to keep staff trained and safe. As a result we employ with the intention of retaining, offering fair pay and training opportunities.

Gradewell is proud of its small staff turnover and wishes to work with the best people and keep them fulfilled and satisfied with their employment here.

In order to achieve this we focus on improving :

- Interviews
- Fit
- Social media
- A competitive, fair salary
- Empowerment
- Recognition
- Relationships
- Working practices

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Interviews & FIT

The interview process can be time consuming however we understand that quality interviews allows use to pick the right candidate that can work with our team.

Finding an employee with the correct training but also the correct state of mind that matches Gradewell's standard is necessary to ensure long term retention. We want to employ and set up workers for success not failure.

Our interview process is fully transparent, letting employee's understand what they can expect working with Gradewell. Furthermore we look out for more than just the employee's experience and qualifications and consider the person themselves. Exuberant, loud and joke making personalities may not enjoy silent, antisocial environments. Thus to "set up workers for success" we ensure there personality matches the team they would be working with.

Competitive, fair salary

Gradewell's success relies to key members of staff working and meeting our demands, thus we aim to pay our workers a fair salary for the hours they have done, while also providing opportunities for employee's to do more paid hours every 2 weeks. All employees are given the opportunity to negotiate a fair rate with the director in order to help employee's feel looked after and cared for.

Empowerment

Trust is very important in every aspect of our lives, and at work shouldn't be different. New employees are fully welcomed to Gradewell, we give space to breath for all employee's from management to staff in order to let them get on with work on their own, without too much micro management.

Recognition

Recognising employees for their achievements, big or small can go a long way in making our employees feel valued. Gradewell promotes basic manners and treating everyone with respect, regardless of position within the hierarchy. Workers are treated as individuals and not a collective group, as a result everyone feels like they have contributed to the success of Gradewell while also directly being thanked for their work.

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Relationships

Gradewell relies on direct communication with employees and understands the importance of easy, clear and friendly communication between management and staff. Managers are expected to give all employees the respect they need and equal opportunities. In order to give management the skill set they need to build good relationships, training is given. Training in the form of E-learning or classroom style learning and sometimes mentoring can be provided. Staff are also given the chance to receive training / development opportunities.

Working Practices

At Gradewell we understand that everyone has a life outside of work, thus we provide flexible hours and days that employees can work on a weekly basis. Flexible hours can ensure loyalty especially for workers who have children or elderly to care for.

Trusting workers to use their own technology e.g. phone / tablet is also useful, as it can increase productivity as they are more familiar with their own product.

Cost of replacing staff

In conclusion, Gradewell understands that the costs of replacing staff can be very costly financially and time consuming. Monitoring what keeps our workers motivated and offering a good package that helps improve our workers quality of life will be essential as we grow as a Company and as a team we aim to reach our aims and objectives together.

Thomas Barrett – Director

