**HR PROCEDURES**

**RECRUITMENT DATA:**

* Manager advises HR of a vacancy or Leaver determines a vacancy
* Vacancy is placed on the Company Web site/Intranet site / Companies Social Media

In-Automotive On-Line site / Reed On-Line site / Agencies / Company Banners

* All candidates that apply come through to a HR Email address: hr@platinummg.co.uk that is managed by HR Manager/HR Administrator
* Once a candidate applies they are emailed Company Application form / Equal Opps form / Company History / Job Description
* Candidate is logged onto HR shared documents
* CV Emailed to Vacancy Manager and possible cc to Brand Manager/Director
* Application forms received are acknowledged and emailed to Vacancy Manager
* Equal Opps form
* Vacancy Manager selects for interview
* HR sets up interviews and requests:
* Passport or Full Birth Certificate
* Driving Licence Card and Licence Summary
* Vacancy Manager interviews; should have:
* Application Form
* Passport or Full Birth Certificate (Manager takes copy)
* Driving Licence Card and Licence Summary Manager takes copies)
* Vacancy Manager selects for 2nd Interview
* HR arranges second interviews with Brand Manager/Director
* HR emails no after interview to unsuccessful candidates
* Position is offered to successful candidate
* HR emails no after interview to unsuccessful candidates
* HR emails Vacancy Manager with relevant Brand Manager/Director to:
* Send all recruitment documentation to HR
* Delete CV’s / Application forms / Emails from HR
* Email HR to confirm above completed or documentation has been shredded
* HR keeps recruitment data for a year either in hard copy form under lock and key or on computer. Monthly hard copies are shredded and deleted from computer files together with any logs kept.

All Hard copy data kept within HR is under lock and key. Keys are taken home by HR personnel in their bag. When office is unattended all cabinets are locked.

All data kept within HR on Computer files is password protected with screen saver protection. When office is unattended periodically through the day they are screen saver protected and at the end of the day closed down.

**EMPLOYEE DATA:**

* HR receives Offer Form
* HR emails or posts Offer letter with:
* Company History
* Reference Form
* Receipt of acceptance HR sends out Contract of Employment in the post to home address or if started with the Company to the Employees Manager with:
* Personnel Details Form / HMRC Form
* Next of Kin Form
* Confidentiality Forms x 2
* Drivers Declaration Form
* Company Car paperwork (if have a Company car)
* HR requests references by email or by post:
* Employer reference
* Character reference
* HR Prepares induction packs to include:
* Personnel Induction Form
* Health & Safety Handbook with H&S signed form
* Job Description
* Payroll Dates
* Intranet Card/Printout
* Pension info
* Ten Commandments
* Benefits Printout / Longleat letter
* Woking Time Opt Out (if applicable)
* Mobile Phone Policy (if applicable)
* Payment Card Industry Data (if applicable)
* Relevant Bonus Scheme information (if applicable)
* Service Plan leaflets (if applicable)
* Sales Admin Procedure booklet (if applicable)
* Sales Executive Commission Structure (if applicable)
* OTE & Over Achievement information (if applicable)
* Group Phone List (Managers)
* Pay Dates (Managers)

**Employee Starts with the Company:**

* HR emails the Manager First Day H&S checklist Form together with Hand scanner Pin Number
* HR Induction carried out week following employee joining the Company to include:
* Welcome to the Company with an overview of the history and structure of the Group
* Offer and Contract of Employment
* Terms and Conditions of Employment
* Company Intranet Access & Login Details
* Company Handbook / Code of Conduct
* Salary Payments
* Company Pension Scheme
* Company Training / to include FCA Training
* Probation period
* Discipline & Grievance Policy to include the appeals procedure
* Company’s IT Policy
* Employment Forms
* Holiday Entitlement
* Sickness Policy
* Appraisal Procedure
* Company rules
* H&S Policy and check First Day Induction has been carried out
* Employee Hard copy file is formed; Folder is made up and filed in cabinet within HR

**WEEKLY UPDATES (Starters/Leavers/Transfers**

* HR emails Name/Job Title/Location/Department to internal departments:
* Payroll
* IT
* PFS (FCA Staff)
* Marketing
* Group Direct Marketing (Service Staff)
* HR pass to Payroll:
* Starter Form with HMRC form & P45
* Change of Address/Change of Bank Details
* Absence Declarations with Doctor’s notes
* Adjustment form for leavers/transfers/promotions
* Request for Tenancy / Mortgage to complete salary/O/T,bonus, commissions
* Exemption Certificates

**HR SYSTEM – Vizual Personnel Director**

* HR enter and store Employee Personal details on the above HR System

**DEALERWEB**

* HR enters new employees on Dealerweb and sest up holiday entitlement. Holidays and Absences are recorded on this system

**OTHER**

Standard References to Companies

Rental references / Mortgage references

Mils – legal line share data

Apprenticeships – Training Providers, share data

First Aiders – deal with a Provider

Phone List (Internal on our Intranet)