

Recruitment Policy

Policy brief and purpose.

Our employee recruitment and selection policy describes our process for attracting and selecting external and internal job candidates. The purpose of this policy and procedure is to ensure a professional approach and the highest possible standards throughout the recruitment and selection process. In addition, this policy and procedure is set out to ensure a proactive and lawful approach to equality and diversity issues throughout the process.

We are committed to our equal opportunity policy at every selection stage.

Scope

This recruitment and selection policy applies to all employees who are involved in hiring for Gateway to FMA Ltd. It refers to all potential job candidates.

What is the recruitment and selection process?

We will only hire coaches for Fundamental Movement Academy via trusted sources e.g. Gateway to FMA Ltd.

Interview feedback

Recruiters/ hiring managers should always inform candidates they interviewed if they have decided to reject them. Leaving candidates in the dark can be damaging to our employer brand. Also, we encourage hiring managers to send interview feedback to candidates. Being brief, respectful and keeping feedback job-related are the general rules for writing feedback emails to candidates.

Revoked offers

In a case where a formal job offer has to be revoked, the hiring manager and director should draft and sign an official letter. This letter should include a legitimate reason for revoking the offer. Legitimate reasons include:

- ~Candidate is proved to not be legally allowed to work for the Academy.
- ~Candidate has falsified references or otherwise lied about a serious issue
- ~Candidate does not accept the offer within the specified deadline (deadline must have been included in the offer letter)

Hiring managers must notify the candidate formally as soon as possible.

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