

Agenda only recruits people who are passionate about animal care and welfare, people with integrity who are honest and trustworthy and who have a great work ethic.

To enable us to hire the very best people we have a comprehensive 10 step hiring and screening process.

## Agenda's Commitment to Hiring the Best



# Agenda's 10 Step Hiring & Screening Process

## 1 CV/Application - Red Flag Analysis

- Extensive review of CV
- Identify/Investigate Red Flags
- Suitability

## 2 Work History

- Employee Competency
- Previous Employment
- Gap Review

## 3 Telephone Interview including

- Security Questions by Trained Interviewers
- Job Description & Application Form
- Health Questionnaire

## 4 Pre-Interview Background Check

- 10 Checks including Identity
- Animal Rights Checks
- Internet Mining

## 5 Face to Face Interview

- Signed Welfare First Contract
- Life as a Contract Animal Technician
- Signed Pet Declaration

## 6 Full Background Check

- 12 additional checks including right to work
- Occupational Health Certification
- Security Screening Certification

## 7 Contract & Confidentiality

- Signed Social Media Code of Conduct
- Contracts Care Pack
- Staff Handbook

## 8 Induction & Contact

- Agency Worker Regulation Checks
- Time Sheets Guide & Training Record
- Techtalk Intranet Resource

## 9 Appraisals

- Regular one to one reviews
- Annual face to face
- Objective and training planning

## 10 Annual Re-Screening

- Including Open Source Internet Mining
- Candidate Refresher Interview