

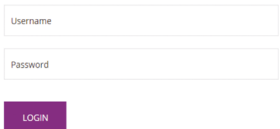










Completed by	<ul style="list-style-type: none"> • Pub Manager • Kitchen Manager (who has completed Management Academy: Recruitment) • Shift Manager (who has completed Management Academy: Recruitment) • Area Manager (required to conduct or authorise Shift Leader interviews)
Reference	<ul style="list-style-type: none"> • SOP - OF0102 – Confidential data management and disposal • Prevention of illegal working policy (myLibrary) • SOP - OF0210 - Proof of right to work (PORTW) - UK & ROI birth certificate or adoption certificate • SOP - OF0211 - Proof of right to work (PORTW) - UK & ROI passport • SOP - OF0213 - Proof of right to work (PORTW) - Home Office online check • SOP - OF0214 - Proof of right to work (PORTW) - Student visa • SOP - OF0215 - Proof of right to work (PORTW) - Visa expiry process <p>Not all candidates apply via Amris. For these applicants, Step 1 and Step 3 are not relevant.</p>
Equipment	<p>Use the correct interview form for the required job role:</p> <ul style="list-style-type: none"> • Associate, Team Leader, Bar Shift Leader or Kitchen Shift Leader interview form (WIS) • External Shift Leader, External Shift Manager or External Kitchen Manager interview form (email P & T Recruitment for a copy)

		<p>Accommodating disability / additional requirements for interview:</p> <ul style="list-style-type: none"> • Wetherspoon are a Level 2 Disability Confident Employer. This means that the company is committed to providing equal opportunities to all applicants. The company will aim to ensure that any person applying for a job with JD Wetherspoon is treated fairly and that no one is directly or indirectly discriminated against because of a disability. • Applicants who apply through the company's careers site have the opportunity to disclose a disability and to any highlight any special requirements they have for an interview. This will appear as a red flag next to the candidate's name on Amris. The pub will need to accommodate these requirements as best as possible when arranging the interview. The manager must also ask at the commencement of the interview if any adjustments are needed, and if it becomes apparent the candidate is having difficulty, make any appropriate adjustment.
Step 1	 	<ul style="list-style-type: none"> • Wherever possible, applications must be checked and processed a minimum of once per day. • Launch Amris on the pub PC. • Enter the username. • Enter the password. • Click on 'LOGIN'. • Click on 'Vacancy progress', select the relevant vacancy. • Locate the candidate's application.

Step 2		<ul style="list-style-type: none"> • Call the candidate to arrange a suitable time and date for the interview. This phone call can also be used to ask any screening questions. Where possible, the interview should be held within 24 hours of the application being made. • It is acceptable to complete the interview via technology e.g. Zoom or Skype. However, face to face interviews in the pub will provide a more detailed overview of the job role and what the candidate can expect if they were to be offered a position. • Inform the candidate that they must bring PORTW documentation with them to the interview. • For applicants with a UK or ROI passport, birth certificate or adoption certificate, original copies of PORTW must be checked in person and can not be checked via video interview or email. • All applicants from outside of the UK or ROI must provide a share code along with their date of birth to verify their PORTW. Refer to SOP - OF0213 - Proof of right to work (PORTW) - Home Office online check.
Step 3		<ul style="list-style-type: none"> • Change candidate's status on Amris to 'Invite to Interview'. • Input the date, time and interview location details. • Press 'click' to send email confirmation to candidate.
Step 4		<p>For Associate Interviews:</p> <ul style="list-style-type: none"> • It is best practice for two employees to conduct the interview, however one may suffice if necessary. • The employee leading the interview must be a trained manager. • The note taker can be an associate (or above) and must be confident in taking the interview notes <p>For all other interviews (team leader and above):</p> <ul style="list-style-type: none"> • There must be two employees conducting the interview. • The note taker must be of a more senior position than the candidate's current position and confident in taking the interview notes. • Shift Leader and Shift Manager interviews must be completed by an Area Manager or have Area Manager authorisation to be completed by the management team.
Step 5		<p>For external candidates only:</p> <ul style="list-style-type: none"> • The candidates PORTW documentation must be checked prior to conducting the interview. Refer to the 'Prevention of illegal working policy' for acceptable PORTW. • If the applicant is successful, PORTW will need to be copied at induction. Contact portw@jdewetherspoon.co.uk with any queries. • If the candidate does not have suitable PORTW then the interview will need to be rearranged.

Step 6		<ul style="list-style-type: none"> • Print the correct interview form. • Print the candidate's application or CV. • Make the candidate feel welcome and comfortable, introduce yourself and any members of the team they meet. • Show the candidate around the pub. Explain what happens in each area, pay particular attention to the area they have applied for. If the candidate has applied for a kitchen role, be sure to show them the kitchen and explain the type of work they will be involved in. • Do not allow the candidate to complete any tasks. • Allow the candidate to meet the team on duty and ask them questions. The more you tell them, the more informed they will be to make a decision as to whether to accept the position. Take care not to share any confidential information. • Make sure there is a private area of the pub available to enable the interview to take place without being distracted. • Refer the candidate to the employee promise. • All candidates must be given equal opportunity. Ensure the same interview process is followed and the same interview questions are asked for each applicant.
Step 7		<ul style="list-style-type: none"> • If the interview has been successful and the correct PORTW has been provided, the candidate can be offered a job as soon as the interview is complete. Agree a start date with the candidate. • If more time is required to make a decision, the candidate must be contacted within 24 hours of the interview to keep them up on how their application is progressing.
Step 8		<ul style="list-style-type: none"> • For unsuccessful candidates who applied via Amris, their status must be changed to 'Post Interview Reject'. This will email the candidate the outcome of their interview. • Interview notes for unsuccessful applicants must be retained for 12 months - in a labelled folder marked 'Restricted'. • The PORTW for unsuccessful applicants must be disposed of in a shredding collection bag. • This folder must be securely stored in a locked cupboard - for internal candidates this should be kept within their Personnel & Training file.
Step 9		<ul style="list-style-type: none"> • Successful candidates can be offered a job providing a copy of suitable PORTW has been made. • Once the candidate has verbally accepted a role, update their status on AMRIS to 'Offer accepted'. This will prompt the system to email them the new starter form. This form must be completed before the candidate attends their Induction Part 1. • All applicants must have their PORTW verified. Refer to the 'Prevention of illegal working policy' for more details. • Interview notes and application form/CV must be kept in the successful candidate's Personnel & Training file and will be checked as part of the 'People Audit'.