



# Standard Recruitment Terms, Key Points & Process

## Standard Recruitment Terms

Please note that these terms are non-negotiable. If we agree to enter into a recruitment agreement, these terms would need inserting into your standard terms and conditions for agreement.

### *Fees*

The maximum recruitment fee is a fixed 15% of the annual starting salary of the candidate.

### *Rebate*

If someone joins NewOrbit and there is a potential problem, we will always try to work with the person to succeed, rather than quickly move to dismiss them.

We only think this is fair and right, but it does mean that the usual short rebate periods are punitively short and encourages NewOrbit to give up on a candidate rather than help them to succeed.

In practice, even on the rare occasion we do use the rebate, it is for a relatively small portion as the person will already have been with NewOrbit for several months.

### *Rebate rule:*

If a candidate leaves NewOrbit's engagement within six months of the commencement of the engagement for any reason other than redundancy then the agency shall refund one-sixth of the recruitment fee for each whole month of that six-month period which is remaining.

### *Example:*

If the candidate leaves in the second month then the agency shall refund 5/6 of the fee, if they leave during the fourth month then the agency shall refund half the fee.

## Key Points

### *Quality Not Quantity*

Our team that works on recruitment do not do this full time – it's around our regular day job. Therefore, we won't partner with agencies that create too much 'noise' – we have ended partnerships because of this. We hope we provide enough detail on our requirements, and feedback on unsuccessful candidates to help with this.

### *Location*

We really need recruiters to filter candidates on making sure that candidates are either local, or prepared to commute/relocate. Our location is not easy to access via public transport and we want to make sure candidates are aware of this before they are sent through to us. We have frustratingly had a few examples where we have got candidates through to F2F interview/offer stage, and they have decided to pull out because of location.



## *Communications*

Please send all candidates to us through the contact form on this page and all other communication to [recruitment@neworbit.co.uk](mailto:recruitment@neworbit.co.uk). This is a shared inbox so means there'll be someone there to monitor.

## *Invoicing*

All invoices should be sent to [finance@neworbit.co.uk](mailto:finance@neworbit.co.uk). Invoices will not be paid unless sent to the correct contact point.

## *Employee Benefits*

- 23 days holiday (one extra per full years' service to a maximum of 25)
- Private healthcare scheme
- Profit Share Scheme (discretionary)
- Free fruit
- Pension Scheme (auto enrolment with NEST)

## Recruitment Process

The process as described here applies primarily to developers, however the general principles apply across all roles.

### *Stage 1: CV & Tech Test*

Once a candidate has been reviewed and vetted by yourself, and you'd like to put them forward to us, please make sure you also send them the technical test.

The team will not review a CV without a completed technical test, which can be accessed here:

<https://www.interviewzen.com/apply/d9MHmC>

It's made up of two really short programming questions, can be completed in their programming language of choice and records what they type, as they type. We'd expect this to only take about 10-15 minutes.

It may seem a bit impersonal doing this first, but it gives us a good feel for their thought processes and coding skills.

Once a tech test is received, we will feedback on whether we'd like to progress with a candidate or not. Please note, we can't always give specific feedback on the tech test as this can influence future candidate's applications.

### *Stage 2: Telephone Interview*

The next step would be a very short telephone interview – usually around 15 minutes or so. One of our Principal Developers will give the candidate a call and have a quick chat to get an impression whether they'd be a good fit, both technically and personally, for NewOrbit.



### *Stage 3: Face to Face Interview*

These usually last between 2-3 hours, and cover the following:

- A technical interview about their experience
- A programming exercise
- A further interview to find out a bit more about them as a person

The interviews are taken by one or two of our principals, and if available will involve our CTO. We try to make sure the candidates only need to come in for one F2F interview. In rare circumstances, they may be asked to come in again, but this would only be to aid a final decision.

#### Directions

Our office address is NewOrbit Ltd, Hampden House, Monument Business Park, Chalgrove, OX44 7RW.

To get to the office, turn off the B480 onto Monument Road, which then turns into Warpsgrove Lane - you should see a sign for Monument Park.

The entrance to the business park is on the right. Go through the barriers (which will be open) and carry on straight.

Take the second left turn, then the second left turn after that to arrive at Hampden House (it's a large building with blue corrugated cladding).

There's plenty of marked visitor parking available. If no visitor parking is available they can park in any free bay.

Please report to reception on arrival. If they arrive early, there's an onsite cafe called the Picnic Hamper available.

What do they need to bring?

We must complete background checks and right to work checks on all employees before they join the organisation (as part of any organisation's checks).

Therefore, please ask the candidate to bring at least two original identification documents with them to their interview.

If they can't or don't want to bring these in at the face-to-face interview stage, they would need to bring these in before an offer can be made (but we are trying to save them an extra journey!). The background check will only be commenced once we receive an offer acceptance in writing.

For the right to work check they will need to supply one document as proof of their right to work in the UK. For example:

- UK/EEA passport
- EEA or Swiss National Identity card
- Biometric Residence Permit



A full list of acceptable documents can be found in List A and B in the Home Office's "An employer's guide to acceptable right to work documents":

<https://www.gov.uk/government/publications/acceptable-right-to-work-documents-an-employers-guide>

For the background check, we require two documents - one to show their proof of identity and one to show their proof of residency. One document can be the same as the one used for the right to work check.

Examples of acceptable documents include:

- **Identification:** Passport (current & valid), Biometric residence permit, UK birth or adoption certificate
- **Residency:** Driving licence photocard or paper version, recent mortgage statement, bank statement, P45/P60 or utility bill

At least one must show their current address. If neither document shows their current address they'll need to provide a third document. It's always better to bring in more than the minimum in case any aren't valid for the check, to save a return trip!

A full list of acceptable documents and the restrictions around validity for a background check can be found here (see Route 1): <https://www.gov.uk/guidance/documents-the-applicant-must-provide>

Candidates will be asked to sign a Background Check and Right to Work Consent Form, detailing how their information is used and stored.

#### *Stage 4: Offer*

If the face-to-face interview has gone well, we may make the candidate a verbal offer then and there. We may want to take a bit of time, so may make an offer directly with the candidate and then update yourselves.

Any offers are subject to successful Right to Work and background checks. For any candidates who accept an offer of employment, we will complete Right to Work checks internally and a background check will be commenced using the Experian Background Checking system. Candidates are informed of this in their offer letter.