



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 will need incorporating into the agency's terms and conditions for signature.

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. The standard agency rebate periods are punitively short and encourage companies to give up on a new employee.

NewOrbit 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 of their employment, then the agency shall refund 4/6 of the fee, if they leave during the fourth month of their employment then the agency shall refund 2/6 of the fee.

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.

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

Our location is difficult to access via public transport – employees are likely to need access to a car to visit the office.

Communications

Please send all candidates to our central recruitment inbox: recruitment@neworbit.co.uk. Please do not contact individual members of staff directly.

All invoices should be sent to finance@neworbit.co.uk, cc'ing recruitment@neworbit.co.uk. Invoices will not be paid unless sent to the correct contact point.



Employee Benefits

- 25 days holiday (+ bank holidays)
- Remote Working options available (a split between home/office is preferred)
- Private healthcare scheme
- Group Life Assurance
- Profit Share Scheme (discretionary)
- Pension Scheme (salary exchange available)
- Cycle to Work Scheme

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 programming exercise:
 - They will need to have a development environment/IDE working on your machine. There’s a free community edition if VS is your IDE of choice.
- A technical Q&A about their experience and some situational questions
- A further interview to find out a bit more about them as a person, and an opportunity for them find out more NewOrbit

We can do this stage at our Chalgrove office, or via Teams if preferred.

If appropriate, we may suggest that the F2F stage is split into two sessions: an online tech test, and a face-to-face interview.

The interviews are taken by one or two of our principals developers.

What do they need to bring?

We must complete background checks and right to work checks on all employees before they join the organisation.

Original documentary evidence is required for this; therefore, we give candidates the opportunity to bring in these documents with them to their interview (to save an extra journey). If they can’t or don’t want to bring these in at the face-to-face interview stage, that’s absolutely fine, but they would need to bring these in (or post them to us) before an offer can be confirmed. The right to work and background checks would only be commenced once we receive an offer acceptance in writing.

For the right to work check, if they are a UK national, they will need to supply documentary evidence as proof of their right to work in the UK. A full list of acceptable documents can be found in Annex A in the Home Office’s [“An employer’s guide to right to work checks”](#).

If they are a non-EEA national who holds a biometric residence permit or biometric residence card, or an EEA national who has been granted settled or pre-settled status under the EU Settlement Scheme, they have the option of using the government’s [online Right to Work Checking Service](#).

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 accepts 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.