

Recruitment and On-boarding **COVID-19 Guidance for applicants**

Thank you for applying for a job with Babcock.

Over the course of the pandemic, the guidance on working from home has varied depending on role type and location. We follow the Government's guidance and this can impact on our ability to on-board new employees.

We are continuing with recruitment activity but we have implemented the steps below to ensure that this is done in a responsible way with consideration of the unprecedented circumstances we are facing.

There is a risk that less resource is available to support recruitment and induction activities due to illness, self-isolation or the limitations of remote working.

What impact does COVID-19 have on the recruitment and on-boarding process?

- ✓ If you applied to a role which is not categorised as 'essential' or which cannot be performed by remote working, the recruitment process is likely to be affected. This may mean that your application may be delayed
- ✓ Interviews may not be in the traditional face-to-face format. Interviews may be held face-to-face or by phone, video call or online interview. You will have advance notice if we would like to arrange an interview slot with you and more information will be provided about the format by the recruitment team
- ✓ If new employees commence employment during the COVID-19 pandemic, they may not experience a typical Babcock induction, particularly if they are not based on-site.



When can new employees start?

During the pandemic, many new permanent and contingent workers have commenced work with Babcock. We will agree a suitable start date with you, subject to pre-employment screening checks being successfully completed.

If I start work with Babcock during the pandemic, would I go to an induction session?

New employees usually attend an induction session which is held on-site. During this pandemic we will not be holding our regular induction sessions. We will make arrangements for new employees to complete an amended induction which does not require attendance at an induction session.

This advice is valid at the time of publication and changing government advice and Babcock working practices take precedence at any particular time.