

LANGUAGE REACH

Recruitment Policy for Language Reach

At Language Reach, we are committed to attracting and retaining the best talent globally to ensure our clients receive high-quality translation, interpreting, and DTP services. This policy outlines our recruitment practices for both permanent office staff and contractors.

1. Job Posting

All job vacancies will be posted on our website, job boards, social media, and other relevant channels. The job posting will include the following information:

- Job title and description
- Location
- Required qualifications and experience
- Salary range and benefits
- Application instructions and deadline

2. Application Process

Applicants are required to submit their CV, cover letter, and any other relevant documentation specified in the job posting. Our recruitment team will review all applications and shortlist candidates who meet the required qualifications and experience.

3. Interview Process

Shortlisted candidates will be invited for an interview, which may be conducted in person, via video conference, or over the phone. The interview will assess the candidate's skills, experience, and cultural fit. Depending on the role, candidates may be required to undergo language proficiency tests.

4. Selection and Offer

Following the interview process, the recruitment team will select the most suitable candidate for the role. We will make an offer of employment to the successful candidate,

which will include details of the role, salary, benefits, and any other relevant information. The offer will be subject to satisfactory references and, where applicable, security clearance.

5. Onboarding

All new hires will undergo a comprehensive onboarding process to familiarize them with Language Reach's policies, procedures, and culture. The onboarding process may include training, shadowing, and mentorship, depending on the role and the candidate's experience.

6. Contractor Recruitment

Language Reach works with a global network of freelance translators, interpreters, and DTP specialists. We require all contractors to provide evidence of their qualifications, experience, and references. We also ensure that all contractors sign a contract that outlines the terms and conditions of their engagement with Language Reach, including confidentiality and data protection.

7. Diversity and Inclusion

Language Reach is committed to promoting diversity and inclusion in our recruitment practices. We value diversity in all its forms and actively seek to attract candidates from a range of backgrounds and experiences. We do not discriminate on the basis of race, gender, sexual orientation, religion, disability, or any other protected characteristic.

8. Compliance

Language Reach complies with all relevant employment laws and regulations in the UK and other countries where we operate. We require all staff and contractors to comply with our policies and procedures, including our code of conduct, data protection, and health and safety.

9. Conclusion

Language Reach is committed to attracting and retaining the best talent globally to deliver high-quality translation, interpreting, and DTP services. Our recruitment policy ensures that we follow fair, transparent, and ethical practices in our hiring process for both permanent office staff and contractors.