

Summary of Categories of Persons to be included by Recruitment Companies in their Annual Monitoring Return

The following are brief descriptions of the key terms used in Monitoring Return Forms and how they relate to Recruitment Companies. This leaflet should be read in conjunction with the Guidance Notes that are contained in the Monitoring Return.

A fuller description and explanation of each of these terms can be found in the publication "[A Step by Step Guide to Monitoring for Recruitment Agencies](#)" which is available from the Equality Commission.

The key terms have been defined by the Equality Commission for Northern Ireland in consultation with the Recruitment Employment Federation.

Employees

Include as **employees** in Part B of the main monitoring return, any of the following, that are **EMPLOYED** by your company on your anniversary **DATE OF REGISTRATION**

- Core Staff (those employees who work in the company's premises)
- Call Centre Staff (those who are employed by your company in Call Centres) **OR** Long Term placements (generally employed for 1 year or more)
- Placement Staff (those who are employed by your company on temporary assignment)
- Individuals registered for Permanent work **who took up temporary assignment**

Applicants

Include as **applicants in Part B** of the main monitoring return, any of the following that applied to fill vacancies with your company **during the monitoring year counting only the first application**

- Applicants to Core vacancies
- Applicants to Call Centre vacancies **OR** Long Term placements (generally employed for 1 year or more)
- Applicants to your register
- Applicants registered for Permanent work **who took up temporary assignment during the monitoring period**

Appointees

Include as **appointees in Part B** of the main monitoring return **counting only the first appointment**, any of the following that filled vacancies with your company **during the monitoring year and who are STILL EMPLOYED on your REGISTRATION DATE.**

- Appointees to Core posts
- Appointees to Call Centre **OR** Long Term placements (generally employed for 1 year or more) if still employed in subsequent year such individuals do not need to be included as appointee
- All those appointed from your Register to take up a temporary assignment
- Appointees registered for Permanent work **who took up temporary assignment**

Promotees (applicable to all employers who have, or have had, more than 251+ employees at any time during the monitoring year)

Include as **promotees in Part D** of the main monitoring return, any of the following, company employees, that were promoted **during the monitoring year**

- Promotees from Core staff
- Promotees from Call Centre staff **OR** Long Term placements

Leavers

Include as **leavers in Part D** of the main monitoring return, any of the following, that left employment with your company **during the monitoring year**

- Leavers from Core posts.
- Leavers from Call Centre posts **OR** Long Term placements
- Individuals who actually Leave the Register

PART R Relates to individuals on your Register Only

(R1) Enter the number of individuals on your Register at the **Date of Registration**

(R2) First application only and include:

- Applicants to your register during the monitoring year
- Applicants registered for Permanent work **who took up temporary assignment**

(R3) First appointment only and include:

- Those appointees who were new applicants to your register during the current monitoring period, irrespective of whether they are still in employment

(R4) First appointment only and include:

- Those appointees already on your register prior to the current monitoring period, irrespective of whether they are still in employment