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| Policy name: | Recruitment & Selection Policy |
| Author: | Ben Butcher, Head of Operations |
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| | | For next revision: link to updated ex-offenders policy under 'selection process' |

Purpose:

This policy applies to all aspects of recruitment and selection at Magic Me and is relevant to all colleagues. For the purpose of this policy, the term "colleagues" encompasses permanent staff, freelance, fixed-term contract, trustees, trainees, and volunteers. In effect, it covers all individuals who are "recruited" to Magic Me through a formal or informal process.

It is the intention of Magic Me to recruit and retain colleagues of the highest quality and diversity, ensuring that the aptitudes and abilities of individuals are matched to job requirements. We are deeply committed to fostering a truly inclusive and equitable environment, acknowledging that not everyone starts from the same place. This policy outlines our commitment to a blind recruitment process to minimise unconscious bias and ensure fair consideration of all applicants based solely on merit and suitability for the role, while actively working to rectify imbalances and address structural inequalities.

This policy applies as a basic principle to all staff, artists, freelancers, trustees, and trainees recruitment of every type in every part of the company. Recruitment will be solely on the basis of the abilities and individual merit of the applicant as measured against the criteria for the job.

This policy should be read in conjunction with our Equality, Equity, Diversity & Inclusion Policy.

Key documents:

- [Code of Conduct](#)



- [Equality, Equity, Diversity & Inclusion Policy Statement](#)
- [Data Protection Policy](#)

Values:

Our recruitment process is deeply rooted in Magic Me's core values. We are guided by our values of collaboration, inclusivity, creativity, and thoughtfulness and we are committed to embedding them into every aspect of Magic Me's work. We believe that by embodying these values throughout our hiring, we attract individuals who not only possess the necessary skills but also share our commitments to:

- **Collaboration:** We seek individuals who thrive in a collaborative environment, valuing teamwork and shared success.
- **Inclusivity:** We are committed to improving recruitment practices to develop a workforce that better reflects the diverse communities of East London. Our blind recruitment process is a direct reflection of our commitment to inclusivity, ensuring that lived experience, diversity of thought and background is celebrated and integrated into our team.
- **Creativity:** We look for innovative thinkers who can bring fresh perspectives and creative solutions to our work. We encourage applicants to showcase their unique approaches.
- **Thoughtfulness:** We approach every stage of recruitment with careful consideration, ensuring a respectful and supportive experience for all applicants, and valuing candidates who demonstrate their own reflective practice.

General principles:

At Magic Me, we believe everyone should be treated fairly during recruitment and selection. We commit to ensuring that no one is treated unfairly because of their: background, race, nationality, where they come from, religion, gender (including if they've changed gender), sexual orientation, age, marital status, disability, or if they are part of a trade union.

Unfair treatment, or discrimination, happens when someone is treated worse than others for any of these reasons. It can also happen if we set rules or requirements that make it harder for certain groups of people to apply for a job.

Unfair treatment can show up in different ways:

- Direct discrimination: This is when someone is directly treated unfairly because of who they are.
- Indirect discrimination: This is when a rule or practice that seems fair actually puts certain groups at a disadvantage.



- **Victimisation:** This is when someone is treated unfairly because they have complained about discrimination or helped someone else who did.
- **Harassment:** This involves unwanted behaviour that makes someone feel uncomfortable, intimidated, or offended.
- **Bullying:** This is repeated, unwelcome behaviour that harms someone physically or emotionally.
- **Failure to make reasonable adjustments:** This is when we don't make necessary changes to help someone with a disability.

If you have any concerns about these issues at any point in the recruitment process, please contact the Head of Operations via info@magicme.co.uk.

Magic Me is committed to making sure our recruitment process is free from any unwanted behaviour that could make someone feel disrespected, intimidated, or uncomfortable. All hiring decisions will be based only on what's relevant to the job, without any unfair or illegal reasons. We are also dedicated to actively working against racism and ageism in all our hiring practices.

Magic Me will always try to make sure that:

- Lead recruiters (normally the hiring manager) are appropriately trained in the use of this policy and have received unconscious bias training.
- Everyone who applies has an equal chance to get a job and grow with us.
- Our decisions about applicants are fair and unbiased.
- No applicant is treated unfairly for any of the reasons mentioned above.
- No applicant is put at a disadvantage by job requirements or conditions unless they are absolutely necessary for the job and make good business sense.

Recruitment process:

To ensure recruitment processes are fair, encourage diversity of applications, and uphold our commitment to blind recruitment and equity, the following steps will be taken:

- **Accessible and clear language:** All documents involved in the recruitment process, including but not limited to: job/role descriptions, job adverts, and emails to potential candidates, will use accessible and clear language. Adverts and job/role descriptions will encourage applicants from diverse backgrounds and clearly state that diversity is a priority for Magic Me, with a focus on developing a workforce that better reflects the diverse communities of East London.
- **Wide advertising:** Roles will be advertised widely, including local groups, and protected characteristic job boards, to attract a wide range of candidates. On request we can make alternative application or job pack formats available for candidates with access needs.
- **Blind application review:**



- Anonymisation: All application forms will be designed to separate personal identifying information (such as name, age, gender, ethnicity, and educational institutions) from the sections detailing skills, experience, and answers to job-related questions. This anonymisation will be done by someone not involved in the short-listing process prior to short-listing to ensure impartiality.
- Focus on merit: Short-listers will only have access to the anonymised sections of the application, ensuring that decisions are based solely on the candidate's demonstrated skills, experience, and responses to the application questions against the person specification.
- Policy publication: This policy will be published as part of the recruitment documentation alongside the job/role description.

This list is not exhaustive, and other actions should be taken in line with Positive Action guidelines. Further guidance on Positive Action can be found [here](#).

Selection process:

Selection decisions are to be taken purely on the basis of merit. Role definitions and person specifications will be limited to those requirements which are necessary for the effective performance of the job.

- Shortlisting: During shortlisting, candidates will be scored against the person specification and the stated required and desirable requirements.
- Interview Process:
 - Structured interview questions: Questioning will be confined to relevant job related issues and selection decisions based on values, skills, aptitudes, competencies and team-working capabilities of the candidate.
 - Advance questions : Interview questions will be provided in advance as standard.
 - EDI question: As standard, the interview will ask one targeted question related to EDI.
 - Diverse interview panels: Ensure where possible that the interview panel includes members with a range of protected characteristics.
 - Unconscious bias: Interview panel lead will have received unconscious bias training and should direct the panel to challenge their unconscious biases.
- Decision making: No candidate will be rejected on the basis of trade union membership, spent conviction, or any other discriminatory reason.
- Positive action: In line with Positive Action guidelines if two candidates are as "qualified" as each other then preference will be given to candidates from an underrepresented group.



Pre-employment checks:

Once a candidate has been selected from the interview process, Magic Me is required to conduct the following checks:

- Right to work: The company is required to establish that a candidate has the right to work in the UK.
- References: As part of safer recruitment practice, Magic Me must obtain references from the candidate's most recent employers. These checks will only be conducted once a conditional offer of employment has been made.
- DBS checks: Where appropriate and justified for the position, Magic Me may carry out DBS checks. DBS checks can only be carried out once the applicant has been offered the role and the company reserves the right to withdraw the job offer if the results show anything that would make the applicant unsuitable.

Once successfully recruited, Magic Me will introduce colleagues to the organisation using an Integration Plan. This will allow them to effectively integrate by supporting them to build relationships with colleagues, getting them used to the responsibilities of the role and developing understanding of the ways in which we work. In particular there will be a focus on our organisational values and [Code of Conduct](#).

Equal opportunities monitoring:

Magic Me is committed to understanding who we are as an organisation and identifying gaps to drive meaningful change. Below sets out the data that we collect and the principles that underpin the collection. More information about our data protection practices can be found in our [Data Protection Policy](#).

- Applicant data collection: Applicant data will be collected to inform and monitor recruitment processes, by using the Equal Opportunities Monitoring Form embedded in the website application form. This data includes:
 - Ethnic Minority
 - Age grouping
 - Sex
 - Gender Identity
 - Sexual Orientation
 - Disability
 - Religion
 - Socio-economic background
- Anonymity and confidentiality: Any information obtained for this purpose will be kept during the recruitment process in a format which does not contain the identity of the



respondent. This data is collected for statistical monitoring purposes only and will not be linked to individual applications during the shortlisting or interview stages.

- Purpose of monitoring: In accordance with recommended practice the ethnic, gender and age composition of applicants for jobs may be monitored. This monitoring helps Magic Me to assess the effectiveness of our outreach and advertising strategies in attracting a diverse pool of candidates. Additionally it will inform future strategies to enhance diversity and inclusion within our workforce, directly contributing to our annual EDI plan and continuous improvement efforts.
- Data security: Retained information will be kept securely and access given only to authorised personnel, in line with the GDPR and Data Protection Act 2018.

Data retention:

All applications will be retained for a period of at least six months in order to provide information should an applicant decide to appeal or bring a claim in respect of the interview process or reasons for non-appointment.

Retained information will be kept securely and access given only to authorised personnel, in line with the GDPR and Data Protection Act 2018.

This policy does not form part of the employee's contract of employment or otherwise have contractual effect unless stated.

Continuous improvement of this policy:

At Magic Me, we understand that achieving true equity, diversity, and inclusion in recruitment is an ongoing journey requiring dedication and resources. This policy will be reviewed annually and updated to ensure it remains relevant, effective, and aligned with best practices and our broader EDI commitments.

We will:

- Conduct annual reviews of this policy.
- Use feedback from colleague (staff, artist and trustee) surveys, and monthly pulse surveys to identify areas for improvement and track progress related to recruitment and selection.
- Stay informed about changes in legislation, societal expectations, and emerging best practices in fair recruitment, integrating them into our policy and actions.
- Evaluate the impact of our EDI initiatives on workforce diversity and inclusion.
- Foster a culture of psychological safety for all stakeholders, where feedback and new ideas are welcomed to drive continuous learning and growth in our hiring practices.