



<b>Policy name:</b>	Recruitment & Selection Policy
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<b>Approved by:</b>	Senior Management Team
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<b>Revision number</b>	<b>Date</b>	<b>Details of Change(s)</b>
<b>1.0</b>	20/09/2022	Applicant data must be collected to inform recruitment processes  Policy should be available to all applicants as part of the recruitment process.



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## 1. Reason for Policy

The policy applies to all aspects of recruitment and selection and is relevant to all staff. For the purpose of this policy the term “staff” encompasses permanent staff, freelance, fixed term contract, trustees, trainees, volunteers. In effect all people who are “recruited” to Magic Me through a formal or informal process.

It is the intention of Magic Me to recruit and retain staff of the highest quality and diversity, ensuring that the aptitudes and abilities of employees are matched to job requirements.

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 the Equal Opportunities and Dignity at Work policy.

## 2. General Principles

As identified within its Equal Opportunities and Dignity at Work policy the company will handle recruitment and selection activities free of the effect of bias or prejudice and ensure that no-one receives less favourable treatment on the grounds of among other things: colour; race; nationality; ethnic or national origin; religion or religious belief; gender (including gender reassignment); sexual orientation; sexuality; age; marital/civil partnership status; disability or trade union membership. Discrimination occurs when, on the basis of one or more of these reasons, a person is treated less favourably than others, or conditions or requirements are applied to them, which apply to them which means some groups of people would be unlikely to meet the conditions or requirements. The requirement is therefore to the detriment of that person because they cannot comply with it.

Discrimination which disadvantages a person can be carried out in the following forms:

- direct discrimination – including associative and perceptive discrimination
- indirect discrimination
- victimisation
- harassment
- bullying
- failure to make reasonable adjustments

Reference should be made to the Equal Opportunities and Dignity at Work policies and the Head of Operations/General Manager should be contacted to assist with any concerns.

Magic Me requires that recruitment procedures are carried out free of unwanted behaviour that violates the dignity of others or creates an intimidating, hostile, degrading, offensive or humiliating environment and that all employment decisions are taken without reference to irrelevant or discriminatory or other unlawful criteria.

Magic Me will endeavor to ensure that:

- All applicants are afforded equal opportunity in employment and advancement
- Judgments about applicants are free of bias and prejudice
- No applicant for employment receives less favourable treatment on any discriminatory grounds (as described above)
- No applicant is disadvantaged by requirements or conditions which cannot be justified solely on objective job related criteria or substantiated business need.

### 3. Recruitment

Decisions are to be taken on the basis of skills, aptitudes, abilities, competencies and team working demands required by the role, which will be fair and objective.

Nevertheless, the company is required to establish that a candidate has the right to work in the UK. In addition, they may need to obtain references from the candidate's current and previous employers and seek a pre-employment medical report on the candidate.

Where appropriate, the company may also carry out DBS checks, where considered justified for the position in question. 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.

To ensure recruitment processes are fair and encourage diversity of applications the following steps should be taken during the recruitment process:

- Accessible and clear language should be used in all documents involved in the recruitment process including but not limited to: job/role description; job advert and emails to potential candidates.
- Consideration should be given as to whether interview questions should be provided in advance.

- Ensure each set of interview questions contains one question regarding race equity.
- Ensure interview panel members represent a range of protected characteristics..
- Interview panel lead should direct the panel to challenge their unconscious biases
- Roles should be advertised widely including local groups for example faith or ethnic minority publications in order to attract a wide range of candidates.
- Adverts and job/role descriptions should encourage applicants from diverse backgrounds and make clear that this is a priority to Magic Me.
- Names and identifying information should be removed from applications for short-listing - where possible this should be done by someone not involved in the short-listing process.
- Applicant data should be collected to inform and monitor recruitment processes, by using the Magic Me Monitoring Form. A copy of this form can be located in the Policies folder on the shared drive. This data includes:
  - Ethnic Minority
  - Age grouping
  - Sex
  - Gender Identity
  - Sexual Orientation
  - Disability
  - Religion
  - Socio-economic background
- This policy should 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 <https://www.equalityhumanrights.com/en/advice-and-guidance/employers-what-positive-action-workplace>.

## 4. Selection

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. During shortlisting candidates should be scored against person specification and the stated required and desirable requirements. Questioning must be confined to relevant job related issues and selection decisions based on skills, aptitudes, competencies

and team-working capabilities of the candidate. No candidate will be rejected on the basis of trade union membership, spent conviction, or any other discriminatory reason.

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.

## 5. Record retention and monitoring

All applications should 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 Data Protection Act 1998.

In accordance with recommended practice the ethnic, gender and age composition of applicants for jobs may be monitored. 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 policy does not form part of the employee's contract of employment or otherwise have contractual effect unless stated.

## 6. Other related policies and procedures

Equality, Equity, Diversity & Inclusion Policy