

RECRUITMENT POLICY

HR 7

POLICY STATEMENT

Recruiting the right 'talent' to aid the development and success of the Channel is of vital importance. Our recruitment policy is designed therefore to ensure that we reach the broadest range of candidates possible and that all candidates are assessed fairly against objective selection criteria.

SCOPE

Anyone applying for an advertised vacancy.

GUIDING PRINCIPLES

- The Channel will wherever possible advertise across all communities using national and local advertising media as appropriate. Vacancies will also be placed on our Website [4Careers](#) which is not limited by physical distribution constraints or national boundaries and gives people living overseas an opportunity to apply for positions.
- We will select preferred recruitment suppliers and review our list on an annual basis. We will negotiate the service level required by each supplier and rates of payment. Each supplier will be required to sign up to a letter of intent which will outline their commitment to diversity, confidentiality and service levels.
- Posts will also be advertised internally on our Intranet
- We will ensure that all applicants are selected against agreed criteria for the role and the methods will be the same for each candidate - we will work with disabled applicants to ensure any tests or selection methods are adapted accordingly
- A variety of selection methods will be used in and may include aptitude tests, psychometric questionnaires, presentations, job-related exercises and scripted interviews. All tests will be carried out by trained and qualified assessors.
- We will provide feedback to any interviewed candidate on request. Feedback will wherever possible be given face to face to all internal interviewees and by phone to external applicants or the agency representing them
- At least one of the interviewers will have been trained in interviewing skills

- The information provided to us will be handled sensitively and staff dealing with confidential information will have signed up to our confidentiality agreement
- We will respond to any complaints concerning any aspect of the recruitment process promptly.

RESPONSIBILITIES:

Line Managers

Line Managers are responsible for

- ensuring that necessary approval for the post has been given and that funding is therefore available for the post
- defining the role responsibilities and competencies/skills required and preparing the job and person specification, to be agreed with HR
- Agreeing the recruitment process with HR
- selecting candidates for interview against the criteria
- carrying out interviews with HR
- making the decision on who to select as best candidate for the job
- agreeing the financial offer that will be made by the HR department.

Human Resources Officer

The Human Resources Officer is responsible for :

- authorising expenditure against the recruitment budget
- ensuring that good practice is followed throughout the selection and recruitment process.
- recommending the appropriate method of advertising and approve the costs of such advertising
- providing advice and assistance with all other aspects of the process as required
- making offers of employment

Other References: [Diversity & Equality Policy](#)

Last Updated: February 2002