

Culture&

Employee Recruitment Policy

Introduction

As a charity, people are Culture&'s most important asset. We therefore recognise that it is crucial to recruit people with the necessary skills, knowledge and experience to help us achieve our charitable purpose and associated goals and to do this in a fair and equitable manner.

We provide appropriate support, supervision and appraisal to allow employees to thrive and realise their full potential in the workplace. We value the contributions that employees make to the aims and objectives of Culture&.

Recruitment and Selection

We are committed to compliance with all relevant legislative obligations, which apply to the workplace.

Selection criteria are based on the relevant skills, qualifications, experience and potential of candidates. We provide equality of opportunity and we ensure a recruitment process free from any form of unlawful discrimination or bias under the Employment Equality Acts 1998 – 2015.

Our recruitment and selection process include the following stages:

- Identify the need for a vacancy
- Preparing/reviewing/revising a Job Description and terms and conditions of employment
- Agreeing selection criteria
- Preparing and placing a recruitment advertisement
- Shortlisting applicants against agreed selection criteria and recording those responses on the shortlisting grid
- Notifying interview candidates and unsuccessful applicants
- Interviewing of candidates by a suitable interview panel. The panel must number at least 2 and have no more than 3 interviewers. This will typically include the CEO and an additional senior member of staff and/or a trustee.
- Assessing candidates against agreed selection criteria and recording responses and scores on the interview grid
- Making an offer of employment to successful candidate(s) (on a provisional basis subject to checking of references and verification of educational qualifications)
- Verifying relevant educational qualifications/licences of the successful candidate(s)
- Checking employment or other references with referees nominated by the successful candidate(s)

- Ratification of appointments by the board of charity trustees Notifying unsuccessful interview candidates Issuing a contract of employment for the employee's signature
- Providing interview feedback using the information held on the interview grid to unsuccessful candidates who request it

Creating job descriptions

Job description should be clear and accurately represent the open position. They should include:

- Brief description of Culture&'s company and mission
- Short summary of the role's purpose List of responsibilities
- List of requirements and person specifications
- How to apply

The job advertisement must be based on the job description.

Employee selection stages

Culture& has a standard hiring process that may be modified according to a role's requirements. Our standard process involves:

- Resume screening (written, audio or video)
- Phone screening if required
- Setting an assignment such as presentation on a specific topic, or an "in tray" task if appropriate.
- Interview

Managers may choose to add/remove stages depending on the role they're hiring for. However, the stages of CV screening and interview are compulsory. Managers should always inform candidates if they have decided to reject them (whether at interview or the application stage). Leaving candidates in the dark can be stressful for candidates and damaging to Culture&'s reputation. Offering feedback to unsuccessful candidates is encouraged - being respectful and keeping comments brief.

Revoked offers

In any case when a formal offer has to be revoked, the manager must notify the candidate as soon as possible and draft and sign an official document that will lay out the legitimate reason for revoking the offer. Legitimate reasons include:

- Candidate is proved to not be legally allowed to work for our company at a specific location
- Candidate has falsified references, qualifications or otherwise lied about a serious issue
- Candidate doesn't accept the offer within the specified deadline (deadline must have been included in the offer letter)

Confidentiality and Data Protection

Culture& respects the right to privacy and confidentiality of our employees and prospective employees. Culture& may from time to time in the course of administering its business, and exercising its legal rights and performing its legal obligations in connection with the recruitment of employees, need to process both personal data and special categories of personal data (including, for example, information relating to health). Culture& will process such data in accordance with the applicable data protection legislation including the General Data Protection Regulation and implementing legislation. Further details in relation to what personal data is collected in relation to employees or prospective employees, and the purposes for which such data may be used are set out in Culture's data protection policy (which may be amended or updated from time to time).

Reference Checks

Reference checks and any verification of educational qualifications, which involves contact with third parties will only take place once Culture& forms a clear view that it would like to recruit a particular employee. Culture& will always request the permission of the candidate in advance of checking references or qualifications. Reference checks for every candidate are carried out in the same way. It is the policy of Culture& to seek two references, from separate sources e.g. academic, employment, volunteering etc.

Training and Development

Employees undergo an induction and onboarding process that provides information about Culture& appropriate to their role. Every employee will be provided with:

- A job description
- Information about the vision, mission and organisational structure of Culture&
- Information about how the employee's role fits within the broader purpose of Culture&
- Information about the employee's supervisor/line manager and key contacts within the organisation
- Details of working conditions
- A copy of Culture&'s Employee Code of Conduct
- Details of Culture&'s grievance and disciplinary procedures
- All other relevant policies and procedures of Culture&
- An opportunity to ask any queries that they may have about their role

An appropriate level of training is available to all employees to assist them to work in a safe and effective manner.

Probationary Period

A probationary period is normally arranged for new employees and existing employees who have taken on new roles within Culture&. The relevant period is outlined in an employee's contract of employment.

Support, supervision and appraisal

Employees have access to support, supervision and appraisal during the probationary period and throughout their employment period. Difficulties that arise will be dealt with in a fair, open and efficient way and in line with Culture&'s grievance and disciplinary procedures.

Remuneration

Remuneration for employees is outlined in their contract of employment.

Expenses

Employees may be reimbursed for expenses incurred, in line with Culture&'s policies and procedures and by prior arrangement only.

Review of Policy

The board of charity trustees will review this policy at three-year intervals or as appropriate. The Chief Executive is responsible for ensuring that this policy is implemented effectively. All other staff and volunteers, including charity trustees, are expected to facilitate this process.