



## RECRUITMENT AND SELECTION POLICY

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## **1 Purpose**

- 1.1 The purpose of this policy is to ensure that Xperience employs and promotes the most appropriate applicant in a fair and consistent manner free from discrimination.

## **2 Related Policies**

- 2.1 We comply with the Data Protection Act 2018 and the General Data Protection Regulation 2016, The Employment Rights Act 1996, The Employment Rights (Northern Ireland) Order 1996 and process personal information in accordance with our Privacy Notice for Job Applicants. This policy must be read and applied in line with the Company's Equal Opportunities and Data Protection policies.

## **3 Scope**

- 3.1 This policy covers all current employees and applicants for employment with the Company including those for a temporary, fixed term or permanent position. The policy will cover all internal and external recruitment and remains available to all employees.

## **4 Policy Statement**

- 4.1 This policy is committed to ensuring that there is no discrimination on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation (or political opinion as it pertains to the Fair Employment & Treatment Order (NI) 1998) at any stage of the recruitment process or in the terms and conditions offered to new employees or promoted employees.

## **5 Pre-Recruitment Authorisation**

1. Before the role is advertised, appropriate authorisation to recruit is required from the Departmental C-Suite member, Chief Financial Officer and the People Director.

## **6 Advertising**

2. All employees (including fixed-term employees) will be notified of any internally advertised positions that arise during their employment via the HiBob Platform. Vacancies that are open to internal and external candidates, will be advertised on Xperience's Careers website and chosen job boards.
  - 6.1 Advertisements will make clear that the positions are open to all suitably qualified candidates, regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, or political belief. Details of positions will be fully circulated so as to ensure access to all applicants. This includes forwarding internal advertisements to employees on long-term leave including long term absence, maternity leave, paternity and parental leave.
  - 6.2 All advertisements will carry the statement "Xperience is an equal opportunities employer".

## **7 Methods of Application**

3. Xperience will only accept applications from applicants who complete the relevant application procedure in full via the company's Applicant Tracking System/Application Portal. Questions asked will request information relevant for selection, in order to ensure consistency in information obtained from candidates.
4. Internal applicants will need to apply in the same way as external applicants using their Xperience Group email address. All applicants will be asked if they are an Internal or External candidate on the application for monitoring and reporting purposes.

## **8 Shortlisting of Applicants**

- 8.1 Shortlisting will be carried out by matching details of applicants to the requirements of the job as laid out in the role profile. The screening criteria will be applied consistently to all applicants. Records of the screening process will be retained for a period of six months by the People Team.
5. Shortlisted applicants will be invited to partake in a selection process (e.g. online testing, screening call, online or in person interview etc). Details of the selection process will be confirmed in writing via an email confirmation from the People Team.
- 8.2 Within the confirmation email, applicants will be asked if any reasonable adjustments are required relation to the proposed selection process.
6. Selection process email confirmations will outline that if an applicant is successful in being appointed to a role, Xperience have a legal duty to check the applicant has the Right to Work in the UK. If applicants are attending an in-person selection process, they will be asked to bring proof of their right to work in the UK to the meeting to assist this process. If applicants are attending an online selection process, they will be informed that they will need to provide the necessary documents in person for verification if successful or complete the check on our Right to Work portal, prior to any commencement of employment.
- 8.3 Should the applicant not be successful after their selection process, all documentation submitted will be destroyed in line with Xperience's data retention guidelines as set out in the Job Applicant Privacy Notice.

## **9 Testing**

- 9.1 If it is necessary to use selection tests for a role, they will only relate to non-biased, genuine requirements of the job. Records of any testing undertaken will be retained for a period of six months by the People Team.

## **10 Interviewing**

- 10.1 The interviewing process will be carried out in the following way:

- No assumptions will be made on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation or political belief.
- Questions will relate to the requirements of the job as set out in the job description and person specification
- Interviews will be carried out by more than one person and the interview panel will preferably reflect the diversity of our organisation, wherever possible
- Applicants will be assessed at the end of interview against pre-defined criteria
- Both interviewers will ask questions and take notes
- Interviewers will complete an interview evaluation form for each candidate
- Any unauthorised electronic recordings (audio and video) of any interviews outlined under this Policy are not permitted
- Records of the interview process will be retained for a period of six months by the People Team, including questions asked, answers given, any interview notes and interview assessment forms for all candidates.

## **11 Internal Promotion**

7. All employees will be aware of the promotional and career opportunities available to them from details circulated through the careers website, the Hi-Bob platform or All-Staff Emails. All Internal Promotion Opportunities will be managed in line with our Internal Promotion, Transfer & Secondment Policy.

## **12 Disabled Applicants**

- 12.1 As legally required by the Equality Act 2010 and the Disability Discrimination Act 1995, additional support will be provided to disabled employees to ensure they are not subject to unlawful or less favorable treatment during the recruitment and selection process. Reasonable adjustments where feasible will be made to remove any barriers the applicant faces during the process.
- 12.2 Where the applicant has indicated they need reasonable adjustments making to the recruitment and selection process, this must be discussed with the People Team.

## **13 Conditional Offer of Employment**

- 13.1 Any offer of employment is conditional upon satisfactory pre-employment checks, and no applicant will commence employment until all checks have been completed and verified to a satisfactory standard. Failure to provide requested information may result in Xperience not being able to meet its employment or legal obligations, the role start date being delayed, and/or an offer of employment being withdrawn.
- 13.2 The pre-employment checking process will be completed by the People Team or, in some cases, by an external provider specifically engaged by Xperience for this purpose. The pre-employment checks will include, but are not limited to the following:
  - Verification of identity
  - Receipt of at least two satisfactory references
  - Evidence of the right to work in the UK
  - Verification of professional qualifications or memberships

- Completion of a pre-employment health questionnaire
- Receipt of a criminal records check from the Disclosure and Barring Service where applicable

## **14 References**

8. All external candidates will be required to provide two satisfactory references prior to appointment. One of the references must be from the applicant's current or most recent employer. The second reference must be from a previous employer. References will not be contacted without the permission of the candidate to whom they relate. Should a candidate not be in a position to provide two employment references, this should be discussed with the People Team.
- 14.1 Xperience will only accept references obtained directly from the referee and it will not accept references or testimonials provided by the applicant. Referees cannot be a relative or someone known to you solely as a friend. References need to be from a person within an organisation who has the appropriate authority and knowledge to provide a reference for you. At Xperience's discretion, we may contact a referee by phone or email to verify the details provided within the reference.
9. Xperience will compare any information provided by the referee with that provided by the candidate on the CV. Any inconsistencies will be discussed with the candidate.

## **15 Pre-Employment Medicals**

- 15.1 Following a conditional offer of employment, the successful application will be required to complete a pre-employment medical questionnaire. On occasion, applicants may be required to attend a pre-employment medical with a Company nominated occupational health specialist.
- 15.2 The information contained in the questionnaire will be held by the People Team in strictest confidence and processed in accordance with the Recruitment Privacy Notice and Data Protection Policy.
- 15.3 Xperience is aware of its duties under the Equality Act 2010 and Disability Discrimination Act 1995 (NI). No job offer will be withdrawn on medical grounds without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.

## **16 Right to work in the UK**

- 16.1 The Company will only employ workers who are legally entitled to work in the United Kingdom. All applicants will be required to provide the Company with appropriate documentation or an online right to work check share code, wherever possible, to prove their eligibility to work in the UK.

## **17 Criminal Record Checks**

- 17.1 Some roles will require the successful applicant to undergo an Enhanced DBS Check with Children's Barred List. This will be identified on the job advertisement and discussed at interview. Xperience complies with the provisions of the DBS Code of Practice, a copy of which may be accessed here: [DBS code of practice - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/dbS-code-of-practice)

- 17.2 Xperience will comply with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under its Data Protection Policy. Copies of DBS Certificates will not be retained after the employment decision is made.

## **18 Recruitment of Ex- Offenders**

- 18.1 Xperience will not unfairly discriminate against any candidate for employment on the basis of conviction or other details revealed. Xperience makes appointment decisions on the basis of merit and ability. If an individual has a criminal record this will not automatically bar them from employment within Xperience. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out below.
- 18.2 All candidates should be aware that the provision of false information is an offence and could result in the application being rejected or summary dismissal if they have been appointed.
- 18.3 In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, Xperience will consider the following factors before reaching a recruitment decision:
- a) Whether the conviction or other matter(s) revealed is relevant to the position in question;
  - b) Whether the conviction or caution is 'protected' as defined by the:
    - a. Rehabilitation of Offenders Act 1974 (if yes, it will not be taken into account);
    - b. Or the Rehabilitation of Offenders 1979
  - c) The seriousness of any offence or other matter revealed;
  - d) The length of time since the offence or other matter occurred;
  - e) Whether the applicant has a pattern of offending behaviour or other relevant matters;
  - f) Whether the applicant's circumstances have changed since the offending behaviour or relevant matters;
  - g) The circumstances surrounding the offence and the explanation(s) offered by the convicted person.



## **19 DBS Risk Assessments**

10. Only in an exceptional case pre-authorised by a member of the C-Suite, should an employee commence employment without a DBS in place for a role that requires this check, and then only when all other checks are satisfactorily completed. A risk assessment will be completed by the People Team and put forward to a member of the C-Suite for consideration before any final decision is made.

## **20 Records**

- 20.1 The Company will retain all records arising through the recruitment process for the period of six months.

## **21 Concerns with the Recruitment Process**

- 21.1 Any employee who is concerned with this Recruitment and Selection Policy or with its application within the Company should follow the steps outlined within the Company's Grievance Policy.

## **22 Policy Review**

- 22.1 This is a non-contractual policy, and it may be amended by Xperience from time to time as appropriate, for example in order to incorporate changes in law or in line with best practice.

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