

Recruitment Policy



WHO is this policy for?

- Channel 4 managers looking to recruit for an existing or newly created role
- Channel 4 employees looking for a new role
- This policy does form part of any employee's terms and conditions of employment, however we may amend it at any time

WHY is this policy important?

Because it's vital we recruit well

It goes without saying, Channel 4's success depends on attracting the right people to the right roles at the right time; people who have huge potential, and are talented, diverse and embody our core values.

So how will we go about this? By recruiting transparently, objectively and expansively (so we get to see the broadest range of candidates). And in order to develop our internal talent pool (you never know who could 'shine' in a different role), we'll advertise vacancies internally first wherever possible, or at the same time as we do externally.

WHAT are the details of the policy?

Here's where we may advertise

- On our **intranet**
- On <https://jobs.channel4.com/>
- Via traditional advertising and/or social media platforms
- Via trusted recruitment agencies aligned with our commitment to diversity
- Via relevant industry and alumni networks and publications
- We're also open to ideas on where we can source candidates. If you're a manager, you'll know your specialisms better than anyone else, so where would you look for jobs?

Examples of when we may not advertise

- If a position's for less than three months – in this case, a secondment may be the answer. See our [Secondment Policy](#)
- If we think there's a suitably qualified applicant who's at risk of redundancy
- If someone came second in a recent recruitment campaign (in the last three months) and is deemed suitable for the role
- If it's for a specific specialist role

How do we choose candidates?

- Our selection criteria is fair, consistent and rigorous – to test the candidate's skills, knowledge, experience and general attitude in relation to the role
- Anyone who meets the basic requirements for the position (as set out in the job description) will be considered for an interview, but not guaranteed one

- Candidates seeking redeployment (e.g. if they're at risk of redundancy or because of disability) will be given priority for interview so long as they have the relevant skills and experience
- The criteria will depend on any number of factors – including how specialised the job is, the seniority of the position, and how external-facing the role is
- A face-to-face interview usually forms part of the selection process, although different methods could be used to assess the candidate's suitability for a particular job. Hiring managers will have appropriate recruitment/selection skills training
- Everyone invited for to interview will be told what will be expected of them (in relation to the interview) prior to the interview date

Sometimes we may not interview for a position

- For example, if someone's seeking redeployment within Channel 4 and are already considered suitable for the position. This will need to be signed off by someone in the HR Team

Candidates with disabilities

- If a disabled candidate meets the minimum criteria, they're guaranteed an interview

About giving interview feedback

- Where requested and where possible, feedback will be given to internal candidates who ask for it (at any stage of the process) or any candidate who's been interviewed

About data protection

- We take this very seriously and have a legal responsibility to keep personal details confidential. Applications will only be held on file for six months

HOW do you now go about things?

Here's who's responsible for what

- **Employees** for:
 - Informing your manager that you're applying for an internal position
- **Managers** for:
 - Being in control of the process, knowing which aspects you're responsible for and exactly what will happen when. This involves:
 - Attending Fair Selection and Unconscious Bias training
 - Ensuring a job description exists – if one does, make sure it's up-to-date; if not, create one
 - Talking to HR about what skills and competencies the ideal candidate should have
 - Getting authorisation for the specific vacancy via the sign-off process – speak to HR for further information on this
 - Deciding on an advertising strategy
 - Determining the selection criteria and deciding how candidates will be interviewed. Remember, the clearer and more concise you are, the more accurate the shortlisting will be
 - Clarifying who'll interview candidates
 - Taking clear, objective interview notes in case feedback's asked for

- Knowing how and when to tell someone they're got the job; the same goes for candidates who've been unsuccessful
 - Understanding what official paperwork's needed, what it should contain and when it should be sent out
 - Managing timings on the process – e.g. do you need cover between an employee leaving and the new hire joining? See our [Acting-Up Policy](#) and [Engaging A Freelancer FAQ's](#)
- **The HR Team** for:
 - Supporting managers in creating job descriptions and deciding selection criteria
 - Providing benchmarking advice
 - Co-ordinating the advertising campaign – e.g. getting copy for media, posting on websites/our intranet etc
 - Providing a shortlist or longlist of suitable candidates from the applications within a reasonable timeframe (to be agreed with the manager – if we get 800 applicants, you won't have your longlist the day after the position closes!)
 - Rejecting candidates who don't make the interview stage
 - Arranging interviews
 - Attending at least one stage of the interview process
 - Advising on and administering any Psychometric Testing or Occupational Personality Questionnaires
 - The design, co-ordination and delivery of assessment centres
 - Co-ordinating feedback for internal candidates or external candidates who are selected for interview
 - Letting managers know about anomalies concerning internal appointments (e.g. if the salary increase needs to go back through sign off)

WHERE can you get related information?

- You may find the following policies helpful – our [Acting-Up Policy](#), [Secondments Policy](#) and [Engaging A Freelancer FAQ's](#)