



# Recruitment Policy

## Why and who

Channel 4's success depends on attracting the right people to the right roles at the right time. People who are excited to work at Channel 4 and who embody our values: grow, get it done, innovate and include, and represent modern Britain. This policy explains the fair and consistent hiring process we use to make sure we select the best talent.

This policy applies to all Channel 4 employees. It is not part of any employee's contract of employment and we may amend it at any time.



# Recruitment Policy

## The important bits

We're committed to building a diverse workforce that reflects modern Britain. We want to choose candidates based on their skills, talent and how well they fit with our values.

### Internal opportunities

We want to give our employees opportunities to progress their careers at Channel 4, so for 1 week all our vacancies are advertised for internal applications only, unless there's a special reason not to.

You can find our internal vacancies on [4People](#).

### External opportunities

If no suitable internal candidate applies, we advertise the role externally for 2 weeks. Our roles are advertised externally through:

- our careers site [4Jobs](#)
- traditional advertising and social media platforms, including LinkedIn, Glassdoor, Evenbreak, Broadcast and Creative Access
- trusted recruitment agencies who share our commitment to equity and inclusion
- relevant industry and alumni networks and publications

We try to advertise in ways that will get us the broadest range of candidates, so we're open to your ideas about where we can find candidates. If you're a manager, you'll know your specialisms better than anyone else. Where would you look for jobs? If you have any suggestions, get in touch with the [Talent Team](#).

### Nations and Regions roles

As part of our commitment to supporting talent in the Nations and Regions, roles based in the Nations and Regions Offices can't be moved to London. If a London-based candidate is interested in an advertised role, they would have to relocate for the role.

### Roles in London

For replacement or new roles in London, hiring managers must justify why the role has to be in London on the [Recruitment Authorisation Form RAF](#).



The types of justifications we consider are:

- The role can only be done in a specific physical location, like a sales role that needs to work with London agencies.
- To be successful, the role needs the manager and wider team to support them in person. For example, a junior role filled by someone with little experience and skill, that needs a lot of training and support.
- The role is a critical part of a team or hub that must physically work closely with other members of that team or hub, like the duty desk.

After the RAF approval process, the Steering Committee reviews each role individually to make sure it needs to be offered as being based in London.

### When a role might not be advertised?

Not every vacancy needs to be filled through the recruitment process. Examples of when we may not advertise include:

- if a position is for less than 3 months, a secondment or an acting-up arrangement may be offered, see our [Secondment Policy](#) and [Acting Up Policy](#)
- if there's a person in the same department who could be promoted into the role
- if there's a suitably qualified internal applicant who's at risk of redundancy
- if someone applied for a role in the previous 3 months and they came a close second to the chosen applicant
- if it's a specialist role where we need a consultant, additional worker or a freelancer
- if it's for a temporary or flexible project where we need an agency temp

## The really important bits

### How do we choose candidates?

Our selection criteria is designed to test the candidate's skills, knowledge, experience and approach to the role and is specific to the role being applied for.

The first step in a selection process is the application, which includes job-specific questions. Anyone who meets the essential skills and experience outlined in the job description will be considered for an interview but they're not guaranteed one.

Candidates who are at risk of redundancy or who need to change roles because of disability are given priority for interviews as long as they have the relevant skills and experience.



## Disability Confident and Care Leavers Scheme

Candidates applying under the Disability Confident or Care Leavers schemes and who meet the essential criteria will be invited to an interview, unless there's a large number of applications and it's not feasible for us to interview all the candidates. In this situation, we reserve the right to invite candidates to interview who are the closest match to the essential criteria.

## Interviews

Everyone invited to an interview will be told in advance and will be given enough notice so they can prepare for the interview.

A face-to-face interview is usually part of the selection process, although different methods can be used to assess the candidate's suitability for a role.

Video interviews using HireVue are often used in the early stages of the recruitment process. There are two types of video interviews. One is an on-demand interview, where the candidate records themselves answering set questions at a time that works best for them before the deadline. The other is a live interview that is recorded so it can be seen by other members of the hiring team.

All hiring managers will have completed our mandatory inclusive recruitment training session.

## Reasonable adjustments

At all stages of the application and interview process, candidates can tell us about any reasonable adjustments they might need to support them through the recruitment process.

## Interview feedback

Feedback is given to all internal candidates who attend an interview. The hiring manager writes up the feedback and shares it with the internal candidate either in person or by phone.

If candidates ask for it, and where it is possible, feedback can be given to candidates even if they were not asked to interview.

All external candidates who attend an interview are given feedback. The hiring manager prepares detailed feedback, which the Talent Team shares with the candidate.

## Data protection

We take data protection very seriously and we also have a legal responsibility to keep personal details confidential. You can find more information about this in the data-specific policies on [MOSS](#).



## Support and related policies

If you want more information or have any questions about this policy and process, you can:

- speak to your manager
- contact the [People Partnering team](#) with specific or personal questions
- contact People Enquiries

These policies may also be helpful:

[Acting Up Policy](#)

[Secondment Policy](#)

## Frequently asked questions (FAQs)

How do I apply for an internal vacancy?

Please read our [How to view and apply for an internal vacancy guide](#).

Can I still apply if I've missed the internal application period?

You can still apply through [4Jobs](#). But your application will be considered alongside external applications. After the internal recruitment process for a role has finished, we can't give priority to internal candidates.

Do I need to tell my manager that I've applied for an internal vacancy?

Yes, please tell your manager that you're applying for an internal position. You must tell your manager if you're invited to interview.

Policy owner	People Team
Approved by	██████████ – People Operations Lead
Date of next review	Within 3 years