



Recruitment & Selection Policy

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POLICY SUMMARY

The purpose of this policy is to ensure that the recruitment and selection process at EPIC is fair, consistent, and free from discrimination.

The policy provides guidance to hiring managers on the recruitment and selection process and aims to achieve the following objectives:

- Recruit employees with the appropriate skills and behaviours to meet EPIC's current and future needs;
- Adherence to EPIC's Equality and Diversity Policy;
- Recruit employees who throughout the recruitment process demonstrate their alignment with EPIC's mission, vision, and values; and
- Work to a fair recruitment process that is consistent across the organisation and aligned to current employment legislation.

1. APPLICABILITY

The Policy applies to all internal and external applicants for employment with EPIC.

2. POLICY STATEMENT

- 2.1 We want to continually improve our performance as an organisation. In order to make this a reality, we need to recruit from the widest possible pool of talent.
- 2.2 EPIC aims to attract and recruit people with diverse backgrounds, skills, and abilities, who will enhance the quality of service and contribute to EPIC's success.
- 2.3 In order to achieve these objectives, EPIC will:
 - endeavour to reach traditionally under-represented groups and ensure that discrimination does not take place at either the attraction or selection stage;
 - ensure that, where a vacancy exists, posts are normally advertised both internally and externally, unless exceptional circumstances exist;
 - ensure that recruitment procedures are regularly updated in line with changes in legislation and best practice; and
 - ensure that the administration of the selection process is user-friendly and carried out to the highest professional standard.

IDENTIFICATION OF A RECRUITMENT NEED

If an established position becomes vacant or a new position of any nature is proposed, the Hiring Manager should notify the HR Business Partner.

Prior to the start of a recruitment campaign, consideration must be given to the following:

- Is the recruitment necessary?
- Is the budget available?
- Has the recruitment policy been consulted?
- Does the role require a change in duties and responsibilities?
- Does the job description and person specification require review?
- Have the appropriate approvals been obtained?
- Could the main accountabilities of the role be met on a part-time or job-sharing basis?

JOB DESCRIPTION AND PERSON SPECIFICATION

A job description is a key document in the recruitment process and must be finalised prior to taking any further steps in the process. In instances of a new role or material changes to an existing role, the HR Business Partner will support the Hiring Manager in drafting this document.

Alongside the job description, there will be a document dedicated to the person specification which outlines the essential and desirable criteria (including qualifications, knowledge, skills, and expertise required to perform the job). The detail set out in the person specification will provide the criteria against which a candidate can be assessed throughout the recruitment process.

ADVERTISING THE VACANCY

All positions will be advertised internally unless in exceptional circumstances, to encourage EPIC employees to apply for the vacancy where there is a match of the required skills and experience. Details of positions will be fully circulated so as to ensure access to all applicants. This includes forwarding internal adverts to employees on any form of long-term absence from the business.

Externally, vacancies will be advertised via Indeed, and where appropriate, other channels, subject to discretionary approval due to associated costs. The use of recruitment agencies will be limited.

APPLICATIONS AND SHORTLISTING

In order to facilitate a time-efficient process, EPIC will accept the submission of a C.V. as an application for a vacancy. In some instances, EPIC will ask candidates to submit further information to demonstrate their suitability for the role (e.g., how they meet the advertised criteria in a cover letter).

Candidates should only be shortlisted for an interview if they meet all the essential criteria as defined in the job description and person specification.

At EPIC, we encourage and empower our employees to apply for internal positions if they should wish. To apply for an internal position, the employee should first produce an 'Expression of Interest' letter stating their attraction to the role, and why they should be considered, along with their most up-to-date CV. The employee should then send this to the HR Business Partner via the mailbox recruitment@epichousing.co.uk.

To apply for an internal position, the employee must have successfully completed their probationary period, and must not be undergoing any investigations, suspensions, or a Performance Improvement Plan.

All internal recruitment processes will be hosted and completed via a unique Microsoft Teams channel to facilitate communication throughout the recruitment process, and to host relevant applicant documentation and shortlisting grids.

The shortlisting must be carried out by the Hiring Manager and, where applicable, another person who will then proceed to be involved at the interview stage.

All applications must be treated confidentially and ensure they are assessed consistently against the criteria. The Hiring Manager is responsible for recording the reasons why candidates are shortlisted or not shortlisted.

Details in relation to how long unsuccessful applications will be held can be found in the Document Retention Policy.

INTERVIEWS AND SELECTION

Once a candidate has been successfully shortlisted, they will be invited to attend an interview at EPIC as a minimum requirement and may be required to complete assessments such as presentations or job-related exercises. There may also be a requirement for a candidate to attend a second interview. In some cases, interviews may be held virtually.

All interviews must be conducted by the Hiring Manager plus another relevant employee of EPIC. If any member of the interview panel has a relationship or potential conflict of interest with the candidate, guidance should be sought from the HR Business Partner on a case-by-case basis.

Interviews should consist of competency-based questions which have been pre-determined prior to the interview, under the guidance of the HR Business Partner.

All members of the recruitment panel must complete the Interview Record Form for all interviewed candidates, including overall scoring.

Should a candidate request reasonable adjustments at any time, the Hiring Manager should inform the HR Business Partner for further guidance on a case-by-case basis.

It is the responsibility of the Hiring Manager to verbally communicate feedback for unsuccessful candidates who attended an interview. Feedback should be factual and based on what has been seen or heard throughout the recruitment process. If you are unsure of what feedback to provide to an unsuccessful candidate, please speak to the HR Business Partner. Providing feedback helps to improve the reputation of EPIC and allows the unsuccessful candidate the best possible feedback for future opportunities.

APPOINTING NEW EMPLOYEES

The successful candidate must be selected based on the highest-scored interview. Should the highest-scored candidate withdraw, a sequential process should then be followed based on overall scoring, where appropriate. An internal employee must only be successful should they achieve the highest score interview.

It is the responsibility of the Hiring Manager to communicate the initial offer of employment to the successful candidate with the HR Business Partner following up to confirm details and agree a provisional start date in alignment with the candidate's notice period where applicable. The Hiring Manager is then responsible for ensuring a completed Interview Record Form is supplied to the HR Business Partner. Contracts of employment will not be administered without receipt of the Interview Record Form to ensure compliance and fairness are maintained.

Upon offer acceptance, the successful candidate should be informed that their offer of employment is subject to:

- Supplying evidence of eligibility to work within the United Kingdom;
- Completion of onboarding paperwork, including a contract of employment;
- Completion of Disclosure & Barring Service (If applicable); and
- Receipt of employment references to cover three years, or a sufficient alternative such as academic or character reference.

It is at the absolute discretion of EPIC to withdraw any offer of employment, should one or more of the above not be met satisfactorily.

For internal candidates, full notice should be served where possible; however, this can be at both managers' discretion.

3. RESPONSIBILITIES OF EMPLOYEES

Hiring Managers and the HR Business Partner are responsible for different elements of the recruitment process. The split of roles and responsibilities are detailed in Appendix A – The Recruitment Process Map.

4. TRAINING

All hiring managers will receive training on the recruitment and selection process on a regular basis or where a training need has been identified, i.e., the appointment of individual new to the role.

5. DATA VALIDATION, REVIEW, AND MONITORING

EPIC will keep confidential all candidate information gathered through recruitment campaigns and will fulfil the requirements of the relevant legislation, including the Data Protection Act 1998. For further information, please refer to the Data Protection Policy and Privacy Notice.

6. EQUALITY AND DIVERSITY IMPLICATIONS

- 6.1 Throughout the whole recruitment process, it is vital to avoid discrimination as this can give rise to a claim for unlimited damages before an employment tribunal. Under employment law, an employer must not discriminate on the protected characteristics of age, gender, gender reassignment, pregnancy, marital status or civil partnership, race, colour, ethnic or national origin, nationality, citizenship, disability, sexual orientation, religion, belief or previous convictions (except for posts exempt under the Rehabilitation of Offenders Act).
- 6.2 EPIC will also not discriminate either directly or indirectly, on the grounds of politics, official trade union activity, or any grounds that are not justifiable at any stage of the recruitment and selection process or during employment.
- 6.3 Please refer to the Equality and Diversity Policy for an explanation of the various types of discrimination.
- 6.4 HR will carry out investigations where cases of discrimination are suspected and where it is found that individuals from particular groups:
 - do not apply for employment or promotions, or fewer than expected apply;
 - are not recruited or promoted at all, or are appointed in a significantly lower proportion than their rate of applications; or
 - are concentrated in certain jobs/teams and there appears to be a point beyond which they do not rise.

7. COMPLAINTS

- 7.1 EPIC will review any complaints made on the grounds of discrimination.
- 7.2 Complaints from external candidates will be investigated by the Head of Business Support Services or, if more appropriate, the Chief Executive and responded to within 14 days. Grievances from internal candidates will be dealt with in line with the Grievance process.
- 7.3 Any acts of discrimination and/or abuse of the recruitment process by EPIC employees may be treated as a disciplinary offence, which will be considered under the Disciplinary Procedure and could result in dismissal.
- 7.4 A candidate complaining of unlawful discrimination in recruitment will have the right to bring an Employment Tribunal claim.

8. MONITORING/REVIEW

- 8.1 This policy will be reviewed every 3 years. A review may be conducted earlier if there are significant changes to either legislation or EPIC's operating practices.

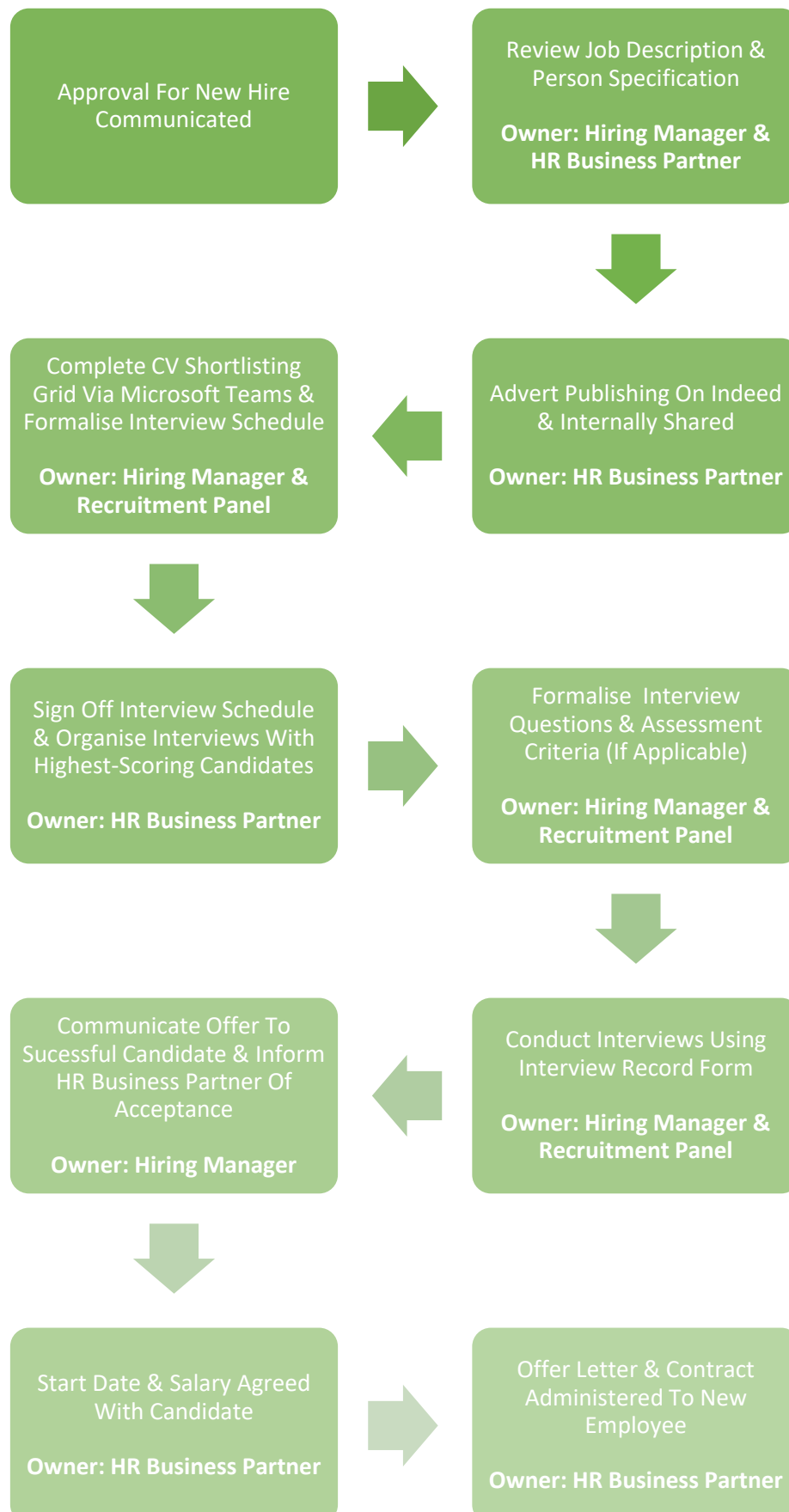
9. ASSOCIATED DOCUMENTS

Hiring managers should also be aware of the following policies, which have relevance when recruiting employees:

- Equality and Diversity Policy
- Flexible Working Policy
- Privacy Notice
- Document Retention Policy
- Disclosure & Barring Service (DBS) Checks & Procedure Policy

APPENDIX ONE

THE RECRUITMENT PROCESS MAP including roles and responsibilities



Version Control

Date of Review	Reviewer	Version Number	Changes	Date of Next Review	Approved By
Jan 2023	Oliver Stockton	5.0	Review of policy content and transfer to new policy template	Jan 2026	Exec Team
Feb 2023	Oliver Stockton	5.1	Minor change to appendix	Jan 2026	Exec Team
June 2023	Oliver Stockton	5.2	Addition to associated documents.	Jan 2026	Exec Team