Recruitment & Selection Policy

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Please note that where we use EPIC within this Policy, we refer to EPIC Limited.

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, Diversity, & Inclusion 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. INTRODUCTION

At EPIC, we are committed to continually improving our performance as an organisation. A key part of achieving this ambition is ensuring that we recruit from the widest possible pool of talent. We believe that attracting individuals with diverse backgrounds, skills, and perspectives strengthens our ability to deliver high-quality services and drives our success.

To support this commitment, EPIC aims to create an inclusive recruitment process that values diversity and promotes equality of opportunity. We will actively seek to engage underrepresented groups, eliminate discrimination at every stage of attraction and selection, and maintain recruitment practices that reflect current legislation and best practice. Our processes will be transparent, accessible, and professionally administered to ensure a positive experience for all candidates.

3. IDENTIFICATION OF A RECRUITMENT NEED

If an established position becomes vacant or a new position is proposed, which should be approved as per EPIC's Control Framework, 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 & Selection Policy been referred to?
- 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?
- If a new role, has the job description been created and the role benchmarked using a third-party provider as per the Pay Policy?

4. 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, and skills 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.

5. ADVERTISING THE VACANCY

Where appropriate, vacancies will be advertised internally, which may be prior to external advertisement or simultaneously, to provide EPIC employees with the opportunity to apply, provided their skills meet the requirements of the role.

Externally, vacancies will be advertised via Indeed and, where appropriate, through additional channels. The use of alternative advertising platforms will be subject to discretionary approval, considering any associated costs. Engagement with recruitment agencies will be restricted and utilised only where necessary.

Employees are encouraged to share details of vacancies through informal networks, such as word of mouth, LinkedIn, etc.

6. DISABILITY CONFIDENT

EPIC is committed to being a Disability Confident employer and ensuring that candidates with disabilities are treated fairly and equitably throughout the recruitment process. Any applicant who declares a disability and meets the minimum essential criteria for the role will be guaranteed an interview.

Following disclosure, the HR Business Partner will liaise with the applicant to identify and implement any reasonable adjustments required during the recruitment process.

If a Hiring Manager is notified of a disability at any stage of the process, they must inform the HR Business Partner immediately to ensure that appropriate adjustments can be considered and applied.

7. APPLICATIONS AND SHORTLISTING

EPIC will accept the submission of a CV 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 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.

To apply for an internal position, the employee must not be undergoing any investigations, suspensions, or a Performance Improvement Plan.

All recruitment processes will be hosted and completed via a unique Microsoft Teams channel to facilitate internal 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.

8. 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 before 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.

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. Copies of Interview Record Forms should be forwarded to the HR Business Partner for storing, as per the Document Retention Policy.

9. 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 if they achieve the highest score in the 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 on 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 an 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 manager's discretion.

10. RESPONSIBILITIES

Chief Executive Officer – Acts as the final escalation point and is responsible for making outcome decisions where required in relation to complaints concerning the recruitment process, both internally and externally.

Head of IT, People & Change – Responsible for investigating complaints relating to the recruitment process and escalating matters to the Chief Executive Officer where necessary.

HR Business Partner – To ensure that the recruitment process and all associated policies and procedures are maintained in a consistent, fair, and compliant manner. Supporting Hiring Managers throughout the recruitment process, including the processing of new starters once an initial offer has been made.

Hiring Managers – Responsible for adhering to the Recruitment & Selection Policy and completing all relevant training to ensure best practice is applied throughout the recruitment process.

All Employees – Expected to comply with the Recruitment & Selection Policy when applying for internal vacancies.

11. TRAINING

All Hiring Managers will receive training on the recruitment and selection process on a regular basis, or when a specific training need has been identified, such as the appointment of an individual new to the role. In addition, Hiring Managers will periodically undertake training on unconscious bias to support fair and objective decision-making throughout the recruitment process.

12. 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.

13. EQUALITY AND DIVERSITY IMPLICATIONS

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).

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.

Please refer to the Equality, Diversity & Inclusion Policy for an explanation of the various types of discrimination.

An EIA has been completed on this Policy, which showed there was no detriment to any protected characteristic or group.

14. COMPLAINTS

EPIC will review any complaints made on the grounds of discrimination.

Complaints from external candidates will be investigated by the Head of IT, People & Change 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 Policy.

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 Policy and may result in dismissal.

A candidate complaining of unlawful discrimination in recruitment will have the right to bring an Employment Tribunal claim.

15. MONITORING/REVIEW

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

16. ASSOCIATED DOCUMENTS

Hiring Managers should also be aware of the following policies, which have relevance when recruiting employees:
- Equality, Diversity & Inclusion Policy
- Flexible Working Policy
- Privacy Notice
- Document Retention Policy
- Disclosure & Barring Service (DBS) Checks & Procedure Policy
- Grievance Policy
- Disciplinary Policy

THE RECRUITMENT PROCESS MAP including roles and responsibilities

Approval For New Hire Communicated

Review Job Description & Person Specification

Owner: Hiring Manager & HR Business Partner

Complete CV Shortlisting Grid Via Microsoft Teams & Formalise Interview Schedule

Owner: Hiring Manager & Recruitment Panel

Advert Publishing On Indeed & Internally Shared

Owner: HR Business Partner

Sign Off Interview Schedule & Organise Interviews With Highest-Scoring Candidates

Owner: HR Business Partner

Formalise Interview Questions & Assessment Criteria (If Applicable)

Owner: Hiring Manager & Recruitment Panel

Communicate Offer To Sucessful Candidate & Inform HR Business Partner Of Acceptance

Owner: Hiring Manager

Conduct Interviews Using Interview Record Form

Owner: Hiring Manager & Recruitment Panel

Start Date & Salary Agreed With Candidate

Owner: HR Business Partner

Offer Letter & Contract Administered To New Employee

Owner: HR Business Partner

Version Control

Date of Review	Reviewer	Version Number	Changes	Date of Next Review	Approved By
January 2023	HR Business Partner	5.0	Review of policy content and transfer to new policy template	January 2026	Exec Team
February 2023	HR Business Partner	5.1	Minor change to appendix	January 2026	Exec Team
June 2023	HR Business Partner	5.2	Addition to associated documents.	January 2026	Exec Team
January 2026	Head of IT People and Change	6.0	Policy Review	January 2029	Exec Team