

# RN | Hiring



# Hiring

## What is this policy about?

We want to be an employer of choice, that attracts and keeps talented staff that have the right skills and behaviours that together will make life more inclusive for deaf people and those with hearing loss or tinnitus.

We will do this by hiring people from the widest possible talent pool and offering development opportunities to our employees.

This policy sets out our principles and approach for recruitment to ensure the process is fair, consistent, transparent and inclusive.

If you'd like this policy in another format, or you have questions about it, you can email [AskHR](#), or talk to a member of the People team.

If you would like a member of the People team to explain this policy in more detail, we would be delighted to arrange a meeting with you along with any communication support you have to go through the policy and answer your questions.

## Who is this policy for?

This policy is for anyone involved in the hiring process but it is most relevant for hiring managers and candidates. This policy is relevant for permanent, fixed-term, internal movers, seconded employees, temporary workers or contractors.

We are committed to improving the representation of minority groups within RNID, particularly improving representation of deaf staff and those with hearing loss or tinnitus.

## Our hiring principles

**We hire on merit.** We choose the person we think will do the best job, based on their skills, knowledge, experience and our values and behaviours. We only ask

relevant questions. And if we test people, we make sure the tests are relevant to the job.

**We encourage applications from within.** RNID will always advertise a role internally. We encourage internal development wherever possible. We ask for people to reach out to hiring managers to talk about the advertised vacancies. We also encourage temporary staff to apply for our permanent roles. As part of your development RNID commits to offering a guaranteed interview to any internal applicant who has had a pre-conversation with the hiring manager before submitting their application. Occasionally we will need to hire a consultant/contractor, for very specific work that we cannot complete within the organisation. We will only do this when it is absolutely necessary.

**We encourage applications from everyone.** We make sure that our application process is accessible and inclusive as possible. Our approach supports applications from everyone regardless of their race, disability, gender, sexual orientation, gender identity, age, pregnancy, marital status, religion or beliefs. We are a Disability Confident employer and we encourage people to contact us using their chosen communication method from this list: live chat messenger, phone call, email, BSL (British Sign Language) video call (through Sign Live), text messages, post, and online forms. We offer, and make, reasonable adjustments throughout the whole recruitment process including offering communication support to people who need it. See our **Equality, Diversity and Inclusion Policy** for more information.

**We embrace best practice.** We learn from others and promote best practice in all areas of hiring. We do not tolerate abuse and take our safeguarding responsibilities seriously.

**We follow the law.** We will follow all UK laws relating to employment, recruitment, equality and data protection. Any changes in the law will start a review of the hiring policy.

### Disability Confident

[Disability Confident](#) is a government scheme designed to encourage employers to recruit and keep disabled people and those with health conditions. It has replaced the previous Two Ticks Positive About Disabled People scheme that you may have heard of.

RNID is proud to be a member of Disability Confident and as Disability Confident Leader we recognise the value people with a disability bring to RNID. We offer interviews to any candidate that tells us they have a disability and meets the minimum criteria for the role.

## Hiring ex-offenders

Having a criminal record will not necessarily bar you from working with us. This will depend on the offence and the relevance of the offence in relation to the role you have applied for. The factors considered will include the responsibilities of the position, the vulnerability of the customer group, the nature of the offence(s), the number and pattern of the offences (if there is more than one), how long ago the offence(s) occurred and the age of the offender when the offence(s) occurred.

We must treat DBS/Access Ni/ PVG (Protecting Vulnerable Groups) applicants who have a criminal record fairly and make sure we do not discriminate because of a conviction or other information revealed. If you would like more information on how we comply with the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, please ask us for a copy of our Hiring ex-offenders guidance.

## Conflicts of Interest

To ensure our hiring processes are fair we ask hiring managers to let us know if they have a personal relationship with an applicant. The personal relationship could mean they are a family member, a partner, or a friend. We ask you to declare this as soon as you are aware of their application. If you aren't sure about whether there is a conflict of interest, please speak to the People team who will work with you to agree if it is still appropriate for you to remain part of the selection process.

## How we Hire?

Below we will set out each stage of our hiring process.

### 1. Review and Approval

All vacancies must be approved by the executive before hiring activity can commence. To achieve this approval, we ask you to talk to the People team and

your finance partner to prepare your request. The people team will review the role with you to check the job description is still valid and help to evaluate the role and agree salary. The finance partner will help you to evidence budget.

Once you have the approval of the executive to hire, please write to AskHR with the approval email plus vacancy release form (VRF), advert wording forms. The people team would appreciate knowing:

1. Where you would like to advertise the role
2. What the process and selection stages
3. How you intend to offer feedback to internal candidates
4. Recruitment timeline
5. Roles and responsibilities through the process

Please [click here](#) for the VRF and [click here](#) for the recruitment flowchart.

## 2. Advertising and Sourcing

Getting the advert right is key to attracting the right talent to the role. We have an advertisement template that will also help to articulate the key responsibilities and RNID's employer brand.

All adverts will explicitly welcome applicants from diverse backgrounds and adverts will promote the disability confident scheme.

All roles will be advertised internally.

If the role is advertised externally the advert must be placed in Deaf Jobs as part of our commitment to the community we represent plus one other disability network.

Sometimes it might be more efficient to engage with a recruitment agency. If you want to do that, please get approval from the People team before you proceed. We expect recruitment agencies to adhere to our values and to follow our hiring principles including offering reasonable adjustments throughout the process.

Please [click here](#) for the advert wording template

### 3. Shortlisting

The Hiring Manager will be the lead when it comes to shortlisting candidates for the role. The shortlisting process will assess candidates on their merit against the criteria set out in the job description, person specification and application questions.

The hiring manager and shortlisting panel will complete the shortlisting process independently. They will record their results.

The hiring manager will then confirm to the people team who is being invited to interview including candidates that are eligible for interview through the disability confident scheme.

External applicants will be informed of the outcome of their application as soon as possible. However, due to the number of applications we receive, feedback cannot be supplied for unsuccessful applicants.

Please [click here](#) for the shortlisting grid

Please [click here](#) for the scoring guidance

Please [click here](#) for the scoring notes

### 4. Interviews and Assessments

RNID will use a range of assessment methods to best assess candidates for the role. This can include:

- Interviews
- Presentations
- Exercises (in-tray, excel, etc.)
- Scenario/team-based exercises

During an interview RNID can ask competency, value, experience and situational based questions but all of them will be directly relevant to the role.

Candidates will be asked the same questions, although the interview panel may choose to ask follow up questions or delve deeper into the experience and skills of candidates where appropriate. We want to give candidates the best possible

experience at interview, so hiring managers are asked to complete [click here](#) for the candidate guidance template.

The hiring manager is responsible for ensuring:

1. Candidates receive the job description for the role they have applied for and be given adequate time to attend and prepare for the interview.
2. The interview panel is balanced and is representative of the stakeholders of the role. Where possible one panel member will have lived experience of being deaf, having hearing loss or tinnitus, this is because of the nature of our work and to promote deaf awareness in our candidates. Panels must consist of two members at a minimum.
3. If there is an internal candidate, the panel will include at least one panel member from outside the capability or immediate team.
4. Panel members make notes of the applicant's answers and return them to AskHR who will keep them on file in line with the way we keep our records. Panel members must score each applicant based on their answers and on merit. The candidate with the top score will be offered the role if we can agree terms and conditions. Other candidates can be considered first for the role if there is a strong reason to do so. i.e. they bring skills and experience that are missing in the existing team.
5. All unsuccessful internal candidates are offered feedback as part of their development.
6. Candidates who are considered suitable for the role but are not the top candidate, can be considered for similar vacancies within the organisation that are currently available or become available within the next six months without the need for a further interview process.

Please [click here](#) for the Interview template guide.

Successful candidates should be given a verbal offer by hiring manager as soon as possible.

Where there is a negotiation in salary, the hiring manager will need the approval of the People and Finance team and their member of the executive.

Once an agreement has been reached the people team, the hiring manager needs to complete an offer of employment form.

Please [click here](#) for the offer of employment form. will write to the candidate to formally offer them the role. All job offers are dependent on pre-employment clearances that include:

- Proof of right to work in the UK.
- References covering 3 years (we won't contact referees without permission).
- Pre-employment checks.
- Vetting checks (dependent on role).

### How we hire - a quick guide

	Hiring Manager	People team
Step 1 <b>Review &amp; approve</b>	<ul style="list-style-type: none"> <li>• Sends to Ask HR completed forms: VRF and JD</li> <li>• Talk to your People team contact about the job description and if it still relevant, advert wording and type of contract</li> <li>• Agree shortlist and interview panel</li> </ul>	<ul style="list-style-type: none"> <li>• The People team will discuss the role and its requirement within your structure, ensure it is graded appropriately, and check that everything's been signed off by all the right people</li> <li>• The People team will advise on the best ways to advertise the job and assess people</li> </ul>
Step 2 <b>Briefing &amp; preparation</b>	<ul style="list-style-type: none"> <li>• Write advert wording and candidate guidance</li> <li>• Agree selection criteria and the pass mark for each criterion</li> <li>• Book interview dates, create Microsoft teams meeting link and send to Ask HR</li> </ul>	<ul style="list-style-type: none"> <li>• Discuss/agree how to recruit (direct, agency etc), timelines, advertising options and testing</li> <li>• Confirm details of recruitment campaign in writing to the hiring manager</li> </ul>



<p>Step 3 <b>Advertise &amp; shortlist</b></p>	<ul style="list-style-type: none"> <li>• Review applications</li> <li>• Make sure the reasons for selecting or rejecting applications are recorded</li> </ul>	<ul style="list-style-type: none"> <li>• Advertise the role</li> <li>• Give access of SharePoint recruitment site to hiring panel</li> <li>• Invite shortlisted applicants to interview</li> <li>•</li> <li>•</li> </ul>
<p>Step 4 <b>Assess &amp; interview</b></p>	<ul style="list-style-type: none"> <li>• Arrange interviews, panel members</li> <li>• Run assessments and interviews, record decisions,</li> <li>• save paperwork in SharePoint folder alongside applications to people team</li> </ul>	<ul style="list-style-type: none"> <li>• Provide candidate guidance to applicant with details of any relevant tests or assessment information</li> <li>• Book in interviews with successful shortlisted candidates</li> <li>•</li> </ul>
<p>Step 5 <b>Decide &amp; offer</b></p>	<ul style="list-style-type: none"> <li>• Offer role to successful applicant verbally and agree salary</li> <li>• Confirm to the People team contact who the successful applicant is and send the offer of employment form to them once role details have been agreed.</li> <li>• Provide unsuccessful external candidates with detailed feedback if requested</li> <li>• Once you have confirmation of acceptance of the role prepare for new starter's arrival (local induction)</li> <li>• Give unsuccessful internal</li> </ul>	<ul style="list-style-type: none"> <li>• People team advise on pre-employment checks process</li> <li>• People team advise unsuccessful external candidates</li> <li>• People team confirm conditional offer in writing and carry out pre-employment checks <u>before</u> confirming start date.</li> <li>• Once pre-employment checks complete, People team agree start date with candidate and hiring manager</li> <li>• Will invite them to relevant onboarding: Corporate welcome induction and</li> </ul>

	<p>applicants detailed face-to-face feedback</p> <ul style="list-style-type: none"> <li>• Agree start date with AskHR and ensure the candidate pre-employment checks are complete</li> <li>• Keep in touch with successful candidate, consider inviting them to team meetings or important events that might be relevant to them while they work out their notice.</li> </ul>	<p>relevant mandatory training platforms.</p> <ul style="list-style-type: none"> <li>•</li> </ul>
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### Candidate Experience

RNID wants all candidates, internal and external, to have a positive experience of applying for a job with us. To help you feel supported please note the following information which we hope you find helpful.

### We always welcome feedback

If there is anything you would like to share with the recruitment team about your experience with the recruitment process, please reach out using your chosen communication method in the following ways:

- Chat to us on the RNID website at [www.rnid.org.uk](http://www.rnid.org.uk)
- Call: 0808 808 0123
- Email: [contact@rnid.org.uk](mailto:contact@rnid.org.uk)
- Book a BSL video call via our partners at Sign Live: create an account at the SignLive website or download the SignLive app for Android or the SignLive app for iOS
- SMS/text: 07360 268988
- Relay UK: 18001 then 0808 808 0123