

Candidate Charter

Our Recruitment Vision

To attract & recruit the very best talent for our team who are aligned to our culture, values and ambition.

Our Recruitment Philosophy

With inclusion in mind, we'll recruit for attitude, values and cultural fit, and train for skill. We'll follow a recruitment process that aims to get the best out of candidates at every stage; positive Action will be taken at all stages rather than positive discrimination.

Our Aim

To create a more consistent, values focussed, efficient, quality orientated recruitment process with an inclusive lens, which attracts a broader & more diverse range of high-quality candidates. At all stages and in all ways, we will ensure that we appeal to as broad a spectrum of candidates as possible and aim to get the best out of all candidates throughout the process.

Our Outcomes

An improved & consistent recruitment framework at every stage which supports our commitment to diversity & inclusion and organisational values, delivering quality candidates for our vacancies.

Our Commitment to Candidates

An improved & consistent recruitment framework at every stage which supports our commitment before the process we'll:

- Take a broad range of positive actions to generate as broad and rich a pool of applicants as possible (we will not positively discriminate)
- Adopt a standard format for our Job Description/ Role Profile/ Role Description with consistent language and tone which is inclusive and aligned to our values
- Consider short-listed candidates from previous processes for similar roles
- 'Widen the gate' as opposed to 'lower the bar'
- Proactively connect with Faith groups and BAME, LGBTQIA+, Women's, and Disability networks to develop relationships
- Use gender-neutral and inclusive language
- Translate recruitment materials into different languages to ensure inclusivity
- Display and honour our Disability Confident, Show the Salary and The Promise Pledges
- Run all adverts for a minimum of 10 calendar days to ensure inclusive for part-timers and take account of holiday periods. This balances the need with the speed of hire to meet operational needs with inclusivity. Where longer can be given, it always will be
- Promote our policy of 'Flexible working by default'
- Engage with local communities via Local community hubs, our Beneficiaries, and our local partners
- Utilise local channels for recruitment
- Advertise via our volunteer network
- Make it be relevant and proportionate for the role
- Apply a process which is mostly Values focused with some evidenced-based questions
- Ask early in the process if any reasonable adjustments would support the individual to demonstrate the best of themselves in the process
- Be Diversity & Equality focussed at all times
- Create Candidate briefing packs for all roles (and translate as appropriate)
- Be aware of school holidays and religious festivals etc when setting dates during the process
- Provide candidates 5 days' notice of an interview
- Train all panel members in unconscious bias, Equality Diversity & Inclusion, and organisational values, delivering quality candidates for our vacancies

During the process, we'll

- Share questions or themes in advance as a reasonable adjustment if requested, and offer to all candidates if given to one
- Take Positive Action to increase inclusion throughout the process
- Comply with our 'Show the Salary', 'Salary History' 'The Promise' and Disability Confident' pledges
- Take an equality approach at all stages
- Explore gaps in a career with positive intention
- Focus on the minimum criteria for the role as opposed to enforcing hurdles and barriers to entry
- Consider life experience in addition to work experience as an indication of skills & future contribution
- Apply '4-eyes' sifting to eliminate bias, and be a safety net for each other
- Remember that years of experience in a role doesn't always equate to competence and can be discriminatory
- Focus on what a candidate is possible of achieving and contributing, and not solely focus on what they have achieved in the past
- Pay (reasonable) travel expenses to attend interviews
- Pay for child-care during interviews to enable candidates to attend whether virtually or in-person
- Consider any other reasonable adjustments to accommodate or support candidates
- Confirm a recruitment time/ dateline which is efficient, appropriate & proportionate to the vacancy, and this will be clearly communicated to candidates in advance to ensure that their expectations are effectively managed.

After the process, we'll

- From a manageable and practical perspective, we'll apply an approach of 'if you don't hear from us by X date assume unsuccessful'. However, we'll individually advise all candidates who attend an interview if they are unsuccessful
- Take a quality approach to induction & orientation to onboard all new starts to VM in the best way to ensure they settle in well and can make a positive contribution as quickly as possible.
- Always offer feedback to unsuccessful candidates after interview
- Tell candidates the outcome of their interview is 72 hours after the end of the process, or if we can't explain why with details of timescales.