



BBC Recruitment Policy

This policy applies to all employees at the BBC. It forms part of the contract of employment that applies to BBC employees in the UK on Grades 2-11, and is an agreed statement between the BBC and recognised joint unions which may only be varied by joint negotiation at the National Joint Council.

Introduction

The purpose of this policy is to facilitate the recruitment of individuals who match the specifications of BBC vacancies, in a way which is fair, cost-effective and reflects the BBC's commitment to **Equality and diversity**.

Principles

- Vacancies should be filled via a competitive selection process, using fair and robust job-related criteria.
- Recruitment and selection processes should be accessible to all, in line with the BBC's commitment to provide reasonable adjustments for disabled candidates.
- Employees who are seeking redeployment will be given priority consideration over other applicants, provided they have the relevant skills and experience.
- Hiring managers must undertake appropriate training prior to involvement in recruitment and selection, as advised by the HR Business Partner assigned to that division.
- The BBC does not require disclosure of spent convictions, in accordance with the Rehabilitation of Offenders legislation, unless the role involves working with children or vulnerable adults. In these cases, the offer of employment is subject to satisfactory Disclosure and Barring Service (DBS) checks or membership of the Protecting Vulnerable Groups (PVG) scheme. Further information is available in the **BBC Child Protection Policy**.
- The offer of employment must comply with BBC compliance policies (e.g. evidence of eligibility to work in the UK, satisfactory internal/external references). For some roles, the offer is subject to a check of essential qualifications (e.g. legal practice certificate).
- Records relating to recruitment will be held in accordance with the Data Protection Act and the BBC's [Corporate Retention Schedule](#) and **Data Protection Handbook**.

Advertising vacancies

All continuing vacancies, plus vacancies of three months or more, should be advertised internally across the BBC.

A vacancy may be advertised to a restricted distribution in areas which are undergoing a restructuring process or an internal reorganisation in which headcount increases are prohibited.



Applications

BBC employees (i.e. those engaged on continuing or fixed term contracts of employment) are eligible to apply for any vacancy without prejudicing their current position.

Employees must seek the approval of their manager before applying for an attachment. Further information on attachments is available in the **BBC Guide to Attachments**.

Employees who are within the first six months of their BBC employment may apply for vacancies only with the agreement of the appropriate the HR Business Partner assigned to that division. Where a request is from an employee within the first six months of a fixed term contract, the application can be granted provided the new role commences after the expiry date of the existing fixed term contract.

Shortlisting, selection and assessment

Shortlisting and selection activity must involve the hiring manager and at least one other person. All possible steps should be taken to make the process as fair as possible and to counter or remove any bias.

The hiring manager should work with the HR Business Partner assigned to that division to decide the most appropriate methods of selection. Progress through each stage will be determined by the extent to which a candidate's skills, knowledge and experience match the requirements of the role.

Evidence may be gathered in a variety of ways e.g. from application form, CV or formal assessment process. At least one stage of any selection process should involve an interview.

Employees are encouraged to notify their manager when invited to attend a BBC selection process. The manager will then make every reasonable effort to facilitate their attendance. Those who choose not to notify their manager must make arrangements to attend in their own time, or take annual leave.

The hiring department should offer reasonable travel expenses (in line with the **BBC Expenses Policy**) to employees invited to attend a selection process.

External candidates may also be eligible to claim reasonable travel expenses, depending on individual circumstances. Payment is at the discretion of the hiring department and must be approved in advance.

Employees who have applied for a BBC vacancy are entitled to receive feedback.

Start date

When an internal candidate is appointed, the start date should be agreed between the employee's current manager and hiring manager. It should be as soon as practically possible (normally within a maximum period of 8 weeks from acceptance of offer).

Appointments without competition

In certain circumstances, it may be appropriate or practical to fill a vacancy without a competitive selection process. The rationale for doing so should include an assessment of the potential impact, and approval sought in advance from the HR Director of that division

The circumstances in which an appointment may be made without competition are as follows:

- If there is a suitably qualified employee seeking redeployment, provided this does not involve a promotion. Further information about redeployment may be found in the BBC Reorganisation & Redundancy Policy and the Guide to Supporting, Retaining and Recruiting Disabled Employees.
- Where the BBC has committed to reinstate an employee on return from a BBC role overseas, from a secondment to another organisation, or a career break, provided that this does not involve a promotion.
- Where there are overriding operational considerations of an exceptional nature.
- Where a similar vacancy has been advertised so recently (normally within 4 months) that the field of candidates has not changed, and is therefore known to the hiring manager.
- Where there has been no substantial change to the principal responsibilities of a role, but it has been re-graded as a result of an evaluation process.

Jobs based overseas

There are particular requirements relating to appointments of positions based overseas.

- Prior to departure, employees must be advised of the terms and conditions relating to their return to the UK.
- Employees who are working outside the UK for more than a month must also receive a written statement which specifies the terms and conditions relating to their return to the UK, the duration of the overseas role, the currency in which they will be paid and details of any additional remuneration and/or benefits.
- Unless the overseas role is of only short duration, the employee's substantive UK-based job will not normally be kept open.
- Every effort will be made to resettle employees returning from overseas appointments.
- Employees who are resettled in lower-graded jobs will retain their previous substantive grade.
- Employees who have been acting at a more senior level will retain their acting grade and salary on return to the UK, for a period of 6 months (commencing from the end of the overseas role).