

## **DCA Inclusive Recruitment Policy**

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### **Policy Statement**

Promoting equity and valuing diversity are fundamental to DCA's core values and mission, with the principles of inclusiveness, tolerance and fairness central to all of our work. We believe that working towards social justice is our civic responsibility, central to our success and a vital part of how we deliver public benefit in Dundee and across Scotland.

This policy aims to set out our commitment to be inclusive and equitable in our approach to recruiting staff, ensuring we are fair, consistent and compassionate.

In our commitment to be as inclusive, diverse and equitable as possible, we understand that certain groups are disproportionately underrepresented in the cultural sector, and we are committed to addressing this.

### **Scope**

This policy applies to all aspects of recruitment, from advertising for posts, shortlisting, interviewing and selection, and covers all applicants for employment with DCA.

As well as the protected characteristics outlined in the 2010 Equality Act, which cover age, disability, gender reassignment, marriage/civil partnership, pregnancy and maternity, race, religion, belief, sex or sexual orientation, we also note paternity, gender, the menopause, socio-economic background, and parenting and caring responsibilities amongst other potential areas of discrimination and unequal treatment. DCA will not accept unfair or less favourable treatment, or any form of discrimination, on the grounds of these characteristics, backgrounds, circumstances, and identities.

DCA will monitor the composition of its workforce, to identify areas that may need positive action measures to promote equal opportunity and diversity.

### **Approach**

DCA takes a competency-based approach to recruitment, that focuses on candidates demonstrated skills, knowledge and abilities relevant to a specific job role. Candidates are asked to evidence through an application form and at interview stage, should they be shortlisted, that they can demonstrate these competencies.

At each stage of the recruitment process, we will offer support to ensure that applicants have their access needs met wherever practicable and reasonable.

### **Advertising**

Advertising of all new posts will be carried out both internally and externally. DCA may, at its discretion, advertise existing positions internally only. All employees (including fixed-term employees) will be notified of any positions that arise during their employment by way of these being distributed by email and shared on internal communication portals.

Information about posts is made available through the DCA website, and posts are advertised on DCA social media, as well as on Creative Scotland, ACAS, Disability Arts online, and both Dundee and Abertay University websites.

Information about potential interview dates should be shared in the job information if possible. It will also be made clear to potential candidates at this stage that we will offer reasonable adjustments for interview if needed.

### **Applications forms**

Applicants for posts at DCA are asked to complete a application form, and submit a cover letter and CV.

The application form asks for contact and reference details along with some equalities information. This is a Word document, and we have versions for screen readers as well as accepting alternative forms of submission, if people require them.

By submitting a cover letter and curriculum vitae (alternative forms accepted), the applicants are asked to demonstrate, with examples, of how they meet the requirements of the post. They are also asked to give information about previous experience, roles or relevant activities. This is part of the competency-based approach.

## **Shortlisting**

We are committed to diversity and inclusion, and we acknowledge that bias exists. We attempt to mitigate this by focusing on a competency-based approach, requiring all recruiting managers undertake training to address this and by ensuring two or more people carrying out shortlisting and interviewing. Recruiting managers shortlist without access to personal information such as names, addresses, and your equal opportunities information.

Shortlisting is carried out by scoring the information provided by the applicant about how they and their experience meet the criteria of the role.

## **Interviews**

Shortlisted candidates will be invited to interview, with at least one week's notice. Applicants who are not shortlisted will be notified but feedback cannot be offered at this stage.

As a Disability Confident employer, all disabled candidates who meet the minimum requirements (essential criteria for the role as stated in the job description) for the post will be invited to interview. These candidates will be identified by the People Team at application stage. Their applications will be scored using the same competency-based approach as all other candidates and if they do not meet the minimum requirements, demonstrating how they fit the role, they will not be invited to interview.

Interview questions will relate to the requirements of the job as established in the job description and the person specification. These questions will be shared with the shortlisted candidates when they are invited to interview. They will be advised that they can bring notes to refer to in the interviews if they wish.

Interviews will be carried out by at least two people, including the hiring manager who chairs the interview, and may take place online or in person. A member of the People Team will be in attendance in an advisory/supportive capacity where possible. At times, an external interviewer may be invited to join, for example someone who can provide specialist experience or who works with a relevant partner organisation.

Candidates will be informed in advance of who will be on the interview panel.

Candidates will be assessed and scored by how well they answer the set questions and can demonstrate the competencies and qualities required for the role.

Interviewers will complete an interview evaluation form for each candidate.

## **Adjustments and Support for Interview**

When invited for interview, candidates will also be asked for any access or support needs that they might have. Some examples of adjustments that could potentially be offered to candidates include:

- changing the time, location, or format of interviews (some candidates may find Zoom easier than Teams so this should be considered as an option if the interviews are online)
- providing interview questions in an alternative format
- a sign language interpreter
- advice about assistive technology

This is not an exhaustive list, and all reasonable adjustments will be considered.

## **Training**

Recruitment managers will receive guidance and support from the People Team to be able to carry out fair and equitable recruitment practices as per this policy. Training will also be available as required.

## **References**

All external candidates will be required to provide two satisfactory references, with one from most recent employer. This process will be managed by the HR team using a reference checking form. Referees will not be contacted without the permission of the candidate to whom they relate. Should a candidate not be in a position to provide two references, the issue will be dealt with by DCA on a case-by-case basis.

## **Employment of Foreign Nationals**

DCA will only employ workers who are legally entitled to work in the United Kingdom, and all foreign nationals will have to obtain appropriate documentation as required by UK Visas and Immigration (See policy on employing foreign nationals for more details).

## **Internal Recruitment**

Internal applicants do not need to complete a DCA application form but they will be required to submit a letter or video explaining why they are a fit for the job role. We do not ask for formal CVs, but it might be helpful to the people reading the application letter to learn about an applicant's experience and interests to see if they match the job need. It is also best practice to discuss internal applications with line manager so as to plan cover and seek reference.

## **Records**

DCA will retain, for one year, all records arising through the recruitment process, including questions asked, answers given, any interview notes, and interview evaluation forms for all candidates. DCA makes a commitment to ensuring that personal data, including special categories of personal data and criminal offence data (where appropriate), is retained in line with the General Data Protection Regulation (GDPR) and the current Data Protection Act and all its employees conduct themselves in line with this, and other related, policies.

In line with legislation, DCA understands that it will be accountable for the retention of all personal data held in the form of manual records and on electronic devices.