



The 5 Quarters Theatre Company (5QTC) has developed this pack to help all teachers, volunteers, artistic directors, and anyone working with the Company to:

- Understand the importance of the Recruitment Policy
- Receive guidance in implementing the policy in their work to demonstrate and adopt the Recruitment Policy

## Recruitment Policy

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### GENERAL STATEMENT

5QTC Theatre Company aims to attract, assess, and appoint the best candidates for jobs, to promote equality of opportunity and to build a quality workforce to achieve the objectives of the Company.

### EQUAL OPPORTUNITIES

5QTC welcomes applications from all sections of the community, especially those which are under-represented in its workforce. All selection decisions will be based on skills, qualifications, and experience. 5QTC recognises that apart from job related qualifications and experience, other knowledge and experience may be equally valid in the appointment of a worker and are particularly relevant in the case of people from groups which experience discrimination. Person specifications and job descriptions will be carefully drawn up to ensure that criteria are relevant to the job, and that they do not discriminate on any grounds other than the ability to do that job.

5QTC recognises the necessity at times to regard being of a particular racial, sexual or age group as a genuine occupational requirement for casting where, as expressed under schedule 9 (part 1, para 1) of the Equalities Act 2010, a person of that racial, sexual or age group is required for reasons of authenticity and realism.

## **PERSON SPECIFICATION**

The person specification is a statement of the specific skills, knowledge, experience, and attributes required to undertake the tasks involved in the job. It will be used as a basis for selecting candidates to be shortlisted and for decision-making during the interview itself by providing known, appropriate, justifiable, and agreed criteria.

## **JOB DESCRIPTION**

The job description sets out the responsibilities, accountabilities and scope of the job and itemises some of its main tasks.

## **ADVERTISING THE JOB**

The advert will be designed and placed to attract as wide a group of suitable applicants as possible. The advert should reflect the main elements of the job description and person specification and should also include:

- The name of the organisation(s)
- Job title
- Salary details (if for a paid post)
- Brief outline of duties and requirements
- Method of application
- Closing date, interview/audition date (where appropriate)
- Equal opportunities statement

5QTC will also make provision for the job information to be available in accessible formats, i.e., min. 12pt font size in a clear font.

## **JOB INFORMATION PACK**

The following information will be provided to those shortlisted for interview:

- An invitation to attend an interview/audition with a choice of times and/or dates, and a named person who can discuss the particulars of the job with the applicant
- Job description
- Person specification

- Summary of terms and conditions
- Interview questions
- Background information relating to the post
- Information about 5QTC Theatre Company Equality Policy

## **DEALING WITH APPLICATIONS**

All applications should be treated as confidential. All applicants will be kept informed of any significant changes to the recruitment schedule.

Monitoring of applications received will allow 5QTC to assess if a wide range of applicants have been reached and the success of the media used.

## **SHORTLISTING**

All applications received before the closing date will be considered.

Members of the shortlisting panel are obliged to declare an interest to the selection panel if they do business with, are related to or are a close friend or partner of any of the applicants. The Chair (Artistic Director) of the selection panel will decide whether the panel member should withdraw or continue to be involved in the selection process. An applicant's disability, irrespective of any need to adapt the building or facilities should they be successful, will not disqualify adversely affect the candidate's chances of being shortlisted or offered the post. This also applies where an existing employee has been newly disabled.

Each candidate's ability to meet the requirements of the job, as stated in the person specification, should be assessed using a simple scoring system.

Candidates shortlisted for interview will be notified in good time and will be asked if they have any special requirements for interview.

## **THE INTERVIEW/AUDITION**

The aim of the interview/audition is to assess the applicant's suitability for the job in relation to the job/character description and person specification. All candidates will be asked the same initial questions and allocated the same amount of time for their interview. Different supplementary or probing questions can be asked as appropriate depending on the response of the candidate to the initial question. Candidates may also be asked specifically about a matter arising from their application form, e.g., unexplained gaps.

Panel members must give the most careful consideration to their assessment of candidates. Each panel member is personally responsible for ensuring that they take adequate and legible notes of each candidate's interview. All candidates will be asked about their commitment to equality and how they will ensure their work promotes this. Any test will be relevant to the job description and justifiable against the criteria in the person specification.

## **RECRUITMENT OF EX-OFFENDERS**

5QTC Theatre Company complies fully with the Criminal Records Bureau (DBS) Code of Practice.

The Safeguarding of Vulnerable Groups Act 2006 and Protection of Freedoms Act 2012 both make it mandatory to refer anyone known to pose a threat of harm to a child or vulnerable people to the Disclosure and Barring Service (DBS). This means that the designated member of staff responsible for safeguarding must not knowingly employ anyone who poses a risk of harm to children or vulnerable adults, this includes anyone who is believed to have committed a relevant conduct while on the job or who has a record of such conduct.

The organisation has a legal duty to refer an employee or volunteer who poses a risk of harm to children or vulnerable adults to the DBS, failure to do so can result in a fine and/or up to 5 years imprisonment. There must be sufficient and solid evidence that the employee or volunteer poses a risk of harm before they can be referred to the DBS. The DBS will not consider evidence based on rumour or unsubstantiated reports. The employer should also inform the police and other relevant authorities if they believe a relevant conduct has occurred.

Referral forms can be downloaded from the DBS's website [www.gov.uk/dbs](http://www.gov.uk/dbs).

## **TAKING THE DECISION**

A simple scoring system should be used to establish how well each candidate meets the requirements of the job. The interview panel should total their assessments before any discussion/comparison of candidates is made.

Any shortlisting notes, interview notes and the monitoring form should be kept for 1 year as they may need to be referred to if the panel's decision is challenged. An employment tribunal will request that all notes of all panel members are submitted to support any decision that was made.

As well as letting the unsuccessful, short-listed, candidates know that they have not been successful, consideration should be given to feedback their strengths and

weaknesses as appropriate. When all candidates have been interviewed, the panel will decide on the best person for the post. The Artistic Director will arrange to inform the successful candidate as soon as possible, agreeing a commencement date and starting salary (if applicable).

## **REFERENCES**

Referees for the individual will normally be contacted in writing after the successful candidate has given their permission for the 5QTC Theatre Company to contact those people.

## **RECRUITMENT (Appointing Checklist)**

- Review the post - Is it necessary? Does it need changing? Can the duties be adequately covered elsewhere? If significant changes are required or it is a new post, please discuss the details in relation to grade and salary with the Artistic Directors
- Review/complete the job description and person specification
- Put together an information pack for the vacancy
- Decide the most effective way to recruit to the post. For example, internal advert/job centre/social media etc.,
- Design the advert. This should be done in conjunction with the interview panel team/Artistic Directors. Decide on a closing date, method of application (e.g., C.V. or application form), whether a pre-interview visit will be required and who should be contacted for applicant enquiries.
- Process the advert, send out information packs and collate applications ready for short-listing.

## **SELECTION**

- Decide on the interview panel as soon as possible and arrange a suitable date with them
- Applications to be received by the closing date. These may be inspected at any time prior to this
- Shortlist for the post using the person specification. At least one other member of the interview panel should review this shortlist

- Decide whether it would be appropriate to use alternative selection methods, for example psychometric or skills testing
- Contact the candidates and set up the interviews / tests etc. Contact unsuccessful applicants
- Ensure arrangements are in hand to welcome candidates as they arrive, to escort them to the interview and to the medical if appropriate
- Complete the interview/audition, and taking account of the outcome of any testing, decide on the most suitable candidate. Contact them by phone and offer the post (conditionally when details such as references, medical etc. must be confirmed) agreeing verbally the salary and start date
- Set up an individual induction programme for the new appointment.

This procedure is owned by 5 Quarters Theatre Company  
Latest review – February 2022

