

Recruitment and Selection Procedure

1. Purpose

The purpose of this procedure is to provide a fair and transparent procedure for the recruitment and selection of employees at Great British Energy - Nuclear (GBE-N), as well as ensuring the company's Equality, Diversity and Inclusion requirements and all relevant employment legislation are met.

2. Scope

This procedure applies to recruitment and selection of GBE-N employees.

It is non-contractual and may be amended from time to time.

3. Roles and Responsibilities

Role	Responsibility
Head of Department	<p>The Head of the Department (HoD) is responsible for ensuring:</p> <ul style="list-style-type: none"> The vacancy fits within the agreed structure and budget of the GBE-N organisation. The need for the role(s) in the context of the GBE-N organisation structure. That a Hiring Manager is assigned to the recruitment campaign and is clear on the requirements for the role. This would typically be the Line Manager of the position. The competence of all employees who make recruitment decisions within the department. A comprehensive induction programme is in place for any new employee(s).
Job Evaluation Team	<ul style="list-style-type: none"> Applying the Korn Ferry Hay Grading process for evaluating job roles. Ensure consistency in the grading and banding of the roles across the business. Agree on all aspects of the job being evaluated before processing the results. Ensuring that the job specification accurately reflects the elements of the post.
Resourcing Board (RB)	<p>The panel is made up of the Chief People Officer, Chief Financial Officer and support roles to administer outcomes, and are responsible for ensuring:</p> <ul style="list-style-type: none"> The vacancy is within the agreed headcount budget for GBE-N. All roles have been evaluated in line with GBE-N's Job Evaluation Process. Accurate records are kept of all agreed roles, salary levels, and decisions made.

Talent Attraction Team	<p>The GBE-N Talent Attraction Team is responsible for supporting the Hiring Manager with the recruitment process and ensuring that they have all the relevant information on time for the agreed campaign. This includes:</p> <ul style="list-style-type: none"> • Ensuring that those who are interviewing are trained and competent to carry out the role. • Placing job adverts and managing responses. • Undertaking any other tasks agreed to as part of the recruitment campaign drawn up with the Hiring Manager e.g., inviting short-listed candidates to interview, setting up tests and assessments, and taking up references. • Managing pre-employment checks and ensuring these are completed. • Issuing written offers of appointment and contracts of employment. • Completing the recruitment process, following up with all candidates verbally and issuing rejection emails. • Monitoring and reviewing the recruitment process and supporting policies and guidance. • Providing training and guidance on recruitment, selection, and equality issues. • Making verbal offers of employment.
Hiring Manager	<ul style="list-style-type: none"> • Attending any recruitment and selection training required. • Liaising with the HoD and Finance to determine whether a vacancy is a replacement post, a new post or an existing post which requires revision. • Ensuring that all new/revised posts are formally graded and evaluated before they are advertised and that formal authorisation to offer has been sought from the Resourcing Board (RB). • Planning, preparing, and agreeing the recruitment campaign and timescales, plus discussing any potential challenges foreseen with the Talent Team contact • Preparing an accurate job description and person specification with the Talent Attraction Team contact as needed to ensure the right focus and attraction for the role and good value for money. • Undertaking any tasks agreed to as part of the recruitment campaign drawn up with Talent Attraction Team. • Making timely overall decisions on the selection of candidates, considering the inputs and advice from others involved e.g., in selection panels. Providing feedback to unsuccessful candidates where required, ensuring equal opportunities requirements are followed.

4. Terms and Acronyms

Acronym/Term	Meaning
RB	Resourcing Board

5. Procedure

5.1 Pre-recruitment preparation and authorisation

- 5.1.1 The GBE-N organisational structure is agreed by the Chief Executive Officer and then the GBE-N Executive Team, with approval from the GBE-N Remuneration Committee.
- 5.1.2 All additional, replacement and contract vacancies need to be requested through the authorisation to recruit process.
- 5.1.3 The authorisation to recruit process requires approval from both the Chief Executive Officer and the Chief Financial Officer, ensuring alignment with business needs and resource planning.
- 5.1.4 The recruitment and selection process does not commence until an evaluation of the need for the role against GBE-N's strategic plans and budget has been completed.
- 5.1.5 Consideration is given to the need for new ideas and approaches, and GBE-N's commitment to ensuring a diverse workforce, by proactively seeking to attract groups that are under-represented in GBE-N's employee profile. As laid out in the **Diversity and Inclusion Policy**.

5.2 Role profile and person specification

- 5.2.1 A role profile and person specification must be produced or updated for any vacant post to be filled.
- 5.2.2 The specification should accurately reflect the requirements of the post.
- 5.2.3 The specification should state the essential criteria in terms of skills, aptitudes, knowledge, and experience for the job, all of which should be directly related to the job and applied equally to all applicants.
- 5.2.4 A grade evaluation is also completed before a role is advertised in order to ensure equal pay for work of equal value.

5.3 Advertising roles

- 5.3.1 Once a role, the recruitment approach and any associated costs are approved, the Talent Attraction Team can prepare to advertise the role.

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- 5.3.2 As a minimum all positions are advertised internally to help maximise equality of opportunity.
- 5.3.3 Employees subject to redeployment will be given access to current vacancies.
- 5.3.4 In certain circumstances it may be more effective to use a Recruitment Agency the Hiring Manager must discuss and agree this with the Head of Talent Attraction. This will, however, not eliminate the need to advertise the position internally and any external agencies or consultants who assist in the process must act in accordance with this policy and with respect to our equal opportunities requirements.
- 5.3.5 Applicants are to be provided with sufficient information to make an informed decision regarding their suitability for the role i.e., a full job description and they can contact the Talent Attraction Team for more information if needed.
- 5.3.6 Employees who have been in an acting position that subsequently becomes vacant will have to apply for the position when it is advertised.
- 5.3.7 Applicants are asked to provide equal opportunities details when making their application to enable a robust means of monitoring the success of recruitment in relation to our diversity aims. The applicants are free to indicate that they do not want to provide these details.
- 5.3.8 The job may be posted on external job boards. All external adverts and submissions to online job boards must be placed through the Talent Attraction Team.

5.4 Shortlisting candidates prior to interview

- 5.4.1 Shortlisting may involve a panel to mitigate bias but will always involve the Talent Attraction Team.
- 5.4.2 The Talent Attraction Team will then either invite for interview, invite for assessment, or issue a rejection email.
- 5.4.3 Shortlisted candidates are then provided with details of the selection process, including any tests, and are given as much prior notice as possible of their interview date. In accordance with The Equality Act they are also asked to advise if there are any particular arrangements or reasonable adjustments that could be made so that they can participate fully in the selection process.
- 5.4.4 All candidates (internal and external) must be assessed objectively against the selection criteria set out in the role specification and only candidates who meet all the essential criteria should be short-listed. Assumptions about the qualities of internal candidates should not be made.

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5.5 Interviews

- 5.5.1 All candidates who have a disability, as covered under The Equality Act, who meet the essential criteria for the role as set out in the role profile and person specification, will be offered a behavioural interview.
- 5.5.2 All candidates applying for permanent positions in GBE-N will have a minimum two-stage interview process. A behavioural interview and technical interview. For certain roles the Talent Attraction Team, in collaboration with the Hiring Manager, may choose to use more than two stages.
- 5.5.3 The behavioural interview will be structured to evaluate candidates against GBE-N's core values. The interview panel will consist of two GBE-N Representatives from outside the candidate's prospective team, providing the Hiring Manager with a diverse perspective on the candidate. Where possible the Talent Attraction Team will select a diverse panel.
- 5.5.4 The Talent Attraction Team will assign the relevant questions aligned to each core value, selecting from an approved question bank.
- 5.5.5 The behavioural interview panel will take accurate notes on the **Behavioural Interview Form** and once the interview is completed, they will then send the completed form back to the Talent Attraction Team for review.
- 5.5.6 The behavioural interview panel will score the candidate out of 25 points with 5 points being available for each question. The candidate is required to achieve at least 15 points to progress into the next stage of the process.
- 5.5.7 If a candidate does not achieve at least 15 points the Hiring Manager can still chose to proceed to the next stage if they feel that it is appropriate.
- 5.5.8 The technical interview will be conducted with the Hiring Manager and a second employee of their choosing. The Talent Attraction Team will encourage the Hiring Manager to choose a diverse panel for this stage where possible.
- 5.5.9 The Hiring Manager will choose the technical questions and complete the **Competency Technical Interview Form**.
- 5.5.10 At the end, an interview summary is completed with the interview panel deciding selection or non-selection clearly noting their justification. Scoring criteria are provided on the interview template.
- 5.5.11 Notes of the interview and any other notes on the candidate taken during the recruitment and selection process should be passed back to the Talent Attraction Team following the selection process and will be kept for a maximum of 6 months following the selection process. These may be requested by a

candidate under a Subject Access Request under General Data Protection Regulations.

5.5.12 In the event that candidate request feedback, be provided about their performance in the selection process this should be arranged and completed by the Hiring Manager, although they may delegate this to another member of the interview panel where appropriate.

5.5.13 Unsuccessful interview candidates will be treated courteously and sensitively and will, as a minimum, receive telephone or written notification of the outcome of the selection process.

5.6 Pre-employment checks and screening

5.6.1 Successful candidates will be asked to provide identification documents which will be saved as part of the security process.

5.6.2 Offers of employment are subject to satisfactory references, medical clearance (if applicable), vetting checks, checks of qualifications and any other checks as appropriate, such as Disclosure and Barring Service (DBS), Asylum and Immigration checks.

5.6.3 They will be informed via telephone that they have been selected to go forward to the next stage of the recruitment process, and they will be sent a conditional offer in writing. The conditional offer will be sent via email and will clearly state that the offer is subject to pre-employment checks being satisfactory.

5.6.4 The Talent Attraction Team will complete the necessary vetting through our screening partner.

5.6.5 Once clearance has been received, the Security Team will inform the Talent Attraction Team.

5.7 Medical assessment

5.7.1 The candidate may be required to attend a medical with GBE-N's approved occupational health provider. The type of medical will depend on the position they have been selected for but may include drugs and alcohol screening.

5.7.2 A suitable date and time will be arranged by the Talent Attraction Team with the medical practitioner and the candidate.

5.7.3 After the results have been received the candidate will be informed of the outcome.

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5.8 Making the appointment

- 5.8.1 It is recognised that in many cases it is desirable to make a verbal offer very shortly after the selection process. In such cases the verbal offer will normally be made by the Hiring Manager (noting that the offer is subject to RB approval).
- 5.8.2 Appointments are made as per the original agreed authority to recruit details. No appointment can be made above the advertised grade and role details or without RB or Remco approval.
- 5.8.3 Once a selection decision has been made the HR Department / Talent Attraction Officer will produce the written offer of employment, which details the job title, the job description, remuneration, benefits, and pension details, through iTrent.
- 5.8.4 The candidate will review, sign and return the contract to confirm their acceptance and for it to be held on iTrent / their personal file.
- 5.8.5 Following the satisfactory completion of all pre-employment checks, the candidate is contacted by the Talent Attraction Team to confirm a start date.
- 5.8.6 In the case of an internal candidate, a release date for the successful candidate will be agreed between the respective line managers, with the move taking place as soon as is possible.

5.9 Withdrawal of a vacancy

- 5.9.1 Where an agreed vacant role is suddenly withdrawn for whatever reason, all candidates will be informed.

6. References

Reference	Title
GBN-HR-FO-027	Behavioural Interview Form
GBN-HR-FO-036	Competency Technical Interview Form
GBN-HR-PO-004	Diversity and Inclusion Policy

7. Appendices

None

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