



EDI and The Recruitment and Selection Process Policy

Scope of Policy

The scope of this policy and the principles and processes it contains applies to all clinical and non-clinical employees, casual workers, partners, and applicants whilst engaging with the recruitment and selection process for any vacancy to work or volunteer within Priory Medical Group.

The Equality Act 2010

The Equality Act 2010 ("the Act") makes it unlawful to discriminate against, harass or victimise someone on the basis of a protected characteristic – age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

The Purpose of the Policy

The purpose of the policy is to prevent the indirect or direct discrimination against anyone with a protected characteristic before, during and after engagement recruitment and selection process for any paid or voluntary position at PMG.

Recruitment and Selection

Getting the right people in all positions at PMG is key to us providing highly effective, responsive, caring, and safe services to our patients. Promotion of equality and diversity throughout PMG is integral to a well-led organisation and the starting point to this is maintaining this ethos throughout our recruitment and selection processes.

Responsibilities of Staff

All PMG staff are responsible at all times for compliance with the principles laid out in the Equality Act 2010 legislation and whilst considering the Equality and Human Rights Commission non-statutory guidance and codes of practice.

Part of this responsibility is the recognition and awareness of our own unconscious biases and how this can affect the decisions we could make during the recruitment and selection process.

It is the responsibility of the HR team to make sure staff always comply.

HR must also provide the support and if necessary, training to prevent unconscious bias, HR is also responsible for ensuring job advertisements and selection processes do not directly or indirectly discriminate against anyone with a protected characteristic. HR responsibility also extends to ensuring all reasonable adjustments are actioned to prevent any direct or indirect discrimination against anyone with a disability during the recruitment process.

The Recruitment & Selection process

1. Approval for advertisement of a position

Approval for the recruitment of any position at PMG must be obtained from the Chief Operating Officer or Executive Partners.

2. Job Description and Person Specification

Job Descriptions and Personal Specification will all reflect current and up-to-date equality and employment law and will be periodically checked by HR to ensure this is the case.

3. Advertising the Position

We will adopt a consistent, non-discriminatory approach to the advertising of vacancies.

All job adverts will be thoroughly checked by HR prior to going live to ensure they comply with the equality and employment law. A gender decoder tool will be used to check that the language used where possible is gender neutral and any advertisements found not to be the case will be re-worded.

4. Candidate Applications



All applicants who apply for jobs with PMG will receive fair and equitable treatment and will be considered solely on their ability to the job.

All applications received will be anonymised by HR prior to being sent to the staff responsible for shortlisting to avoid unconscious bias. All data relating to date of birth and dates of primary and secondary education will also be redacted by HR if necessary to prevent age related discrimination against any applicant.

5. Short-listing of Candidates

Short-listing and interviewing will be always carried out by more than one person and all applications will be scored against the elements of the person and job specifications.

All employees involved in the recruitment and selection process may periodically be required to review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.

They may also be required to periodically take part in any unconscious bias training, sourced by HR. Completion of such training will be a mandatory requirement for all staff responsible for recruitment and selection at either the shortlisting or interview stages. Any staff who fail to complete any training provide on the subject will not be able to participate in any recruitment or selection processes until the course has been completed.

6. Pre-interviews

The structure and content of interviews (including a question agenda) will be planned in advance and will involve more than one person at all times.

Interview questions will be related to the requirements of the job and will not be of a discriminatory nature. HR will periodically check that this is the case

and give guidance and training where necessary to make sure this is adhered to.

All interviewers will be reminded of relevant legislation before the interview. The information relevant to the position and the candidate will be supplied to the panel before the interview and the front of house team will be notified beforehand on anyone attending site.

The Equality Act (2010) limits any questions about a candidate's disability or health when recruiting or selecting. These restrictions apply prior to us making a conditional or non-conditional job offer. Before this point, we will only ask about a candidate's health or disability if we need to find out whether:

- **They will be able to take part in some form of selection test**
- **The candidate needs any reasonable adjustments to the interview or test to accommodate a disability as a result a clear request for this information will be included as part of the invitation to attend an interview/selection test.**
- **The candidate will be able to do something that is intrinsic for the job in question**

We will not disqualify any applicant because he/she is unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English language required for the safe and effective performance of the job.

HR will ensure that all reasonable adjustments required are notified to the interview panel and that they are actioned and in place in a timely manner.

7. Interviews

Where possible candidates should be asked to bring with them an acceptable form of ID as proof of their right to work in the UK. This will ensure appropriate checks have been performed in the event of any offer of employment.

During the interview, notes will be made about each candidate by the panel in relation to the job and person specifications.



Once all interviews are complete, the panel will discuss the notes taken about the candidates and decide as to who they deem to be the best candidate against the job and person specifications.

Support and training where necessary will be given by HR to prevent any decision on the suitability of any applicant being affected by the unconscious biases of those involved in this decision.

All records, including notes made by interviewers, will be retained for at least one year by HR in case they are required in the event of a complaint being made about the selection process.

Should an applicant wish to place a complaint regarding the process on the grounds they feel that they have been discriminated against, either directly or indirectly then they must be actively encouraged to do so.

All complaints must be forwarded in a timely manner to the HR team, who will respond to the applicant with a decision/outcome within 5 working days.

The applicant has the right to appeal the outcome to their complaint.

Any actions or learning from any complaint raised on these grounds will be recorded and feedback and reflected upon with the staff concerned. It may also form the basis of future training on the recruitment and selection process or changes to the company policy and procedures.

8. Offering the advertised position and rejection of other candidates.

The chosen candidate should be verbally offered the post as soon as is possible, but it will be made clear that the offer is subject to references and the relevant checks. If accepted, then a provisional start date should be agreed.

Rejection letters or notification by email should be sent to all interviewed candidates where possible. The letters or email will extend the opportunity to unsuccessful candidates to contact a designated person for feedback.

Comprehensive feedback must be given as soon as possible, always to any unsuccessful candidate who requests it.

9. Checks and References for the successful candidate

- Evidence of legal entitlement to work in the UK
- Proof of Disclosure and Barring Service (DBS) check if applicable to the role
- Proof of Identity
- Two References from previous employments (see more specific requirements for health care professionals)
- Certificates of relevant training / qualifications
- Any relevant information about physical or mental conditions that maybe related to their ability to perform their contractual duties as well as evidence of immunisation records (where applicable).
- Checks that they are registered and in good standing with their professional regulator (GMC / NMC)
- A check that they are not subject to any form of suspension
- Two referees relating to two recent posts as a health care professional, to which lasted for three months or more without a significant break. (Or where this is not possible, a full explanation and alternative referees)

Any equal opportunities data that may be collected as part of the recruitment and selection processes will only be used to assess whether our policies and practices are equitable and fair and do not in any way disproportionately affect different groups.

The data may be used to perform benchmarking exercises to enable PMG to identify gaps in diversity and to seek new approaches for improvements, and adopt good practices around equality, diversity, and inclusion in the workplace.

Latest Review Date: Feb 2025

Reviewed & updated by: Joanne Fox Human Resources Manager

Next Review Feb 2026