



## Our Recruitment Principles

We want to make our recruitment process as accessible and fair as possible. We want to eliminate barriers for applicants and remove biases, so that we create the conditions to ensure that people can demonstrate their talent.

We will do this by:

- **Plain language** – we aim to remove jargon and industry specific language as much as possible. We want to make adverts and job descriptions clear and concise.
- **Essential criteria** – we will ensure that the essential criteria is essential. We will not ask for a degree unless it is absolutely the only way that someone can become qualified or experienced to carry out a specific role.
- **Salary transparency** – we will always advertise the salary of a role.
- **Reasonable adjustments** – we will ask every candidate if they require any reasonable adjustments at all stages of the process.
- **Online interviews** – these will always be available for first round interviews, to support the accessibility of the process.
- **Redacting details** – applicant details are redacted so that reviewers cannot see this information, therefore reducing potential unconscious biases.
- **Having a fair review process** – the same questions on the application form are reviewed by the same reviewing panel members, to ensure marking is fair and consistent.
- **Send interview questions in advance** – candidates will be sent interview questions or tasks in advance and can bring notes to interviews.
- **Introduce the interview panel** - details of who will be on the interview panel will be sent in advance.
- **Pay expenses** – we will always pay travel expenses if we ask people to attend in-person interviews. We do not want the cost of travel to stop people from attending.
- **Contact details** - we'll ensure there is a dedicated contact email shared with all candidates that they can use for any questions during the recruitment process.

**If we use language or processes that you don't think aligns with our principles, please let us know. We always want to improve.**



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