



## **Fierce Festival Recruitment Policy and Procedures** **November 2020**

### **Introduction**

Fierce aims to run a recruitment process that is fair and transparent. This policy outlines our philosophy and procedures for recruiting staff both freelance and salaried. We have cultivated a care-centred working culture at Fierce and believe that this should start at the recruitment stage, it is based on our core values:

- Trust: we will seek to build trust by being open and honest about our processes and the organisation, for example by offering opportunities to speak to a member of the senior team before applying to help you decide if Fierce is a place you want to work.
- Joy: we don't want a recruitment process that is arduous and nerve-wracking and do everything we can to make it enjoyable and ensure even candidates who are not offered a role feel they have got something out of it.
- Disruption: there are some procedures we legally have to follow or that enable us to make our recruitment processes rigorous, but we don't believe in asking applicants to do things just because that's what is usually done elsewhere. So, you will never catch us asking you to write out your CV into a complicated form!
- Rigour: we will follow the below procedures to ensure we have taken every necessary step to get the right person for the job.

### **Procedures**

#### Advertising:

- We will advertise roles with plenty of time for them to be circulated, seen and for people to take time to apply: a minimum of four weeks but ideally six.
- We will advertise via our own channels, ask our partners to share, and seek out a variety of other channels, both arts-specific and in other industries to ensure they are seen by diverse applicants with a range of different backgrounds. We are constantly working to ensure that Fierce holds a wide spectrum of lived experience within its staff team that also mirrors the diversity of Birmingham.

#### Applications:

- We appreciate that applying for jobs is time-consuming and frustrating and will never ask applicants to do more than is necessary.
- Where possible we will accept applications in a variety of formats (eg. a written application, voice notes or video), we will always make it clear on the job advert how you are able to apply.

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- We set deadlines because we need a cut-off point after which we can start shortlisting, we will not penalise applications that are a few minutes late but please be respectful of other applicants by not submitting applications hours or days later.

## Accessibility and Accountability

- We welcome access documents with applications and will do everything we can to accommodate the needs of applicants at interview and, if appointed, in their role. We will always encourage access documents at the point of advertising.
- We ask applicants to fill out an Equal Opportunities form; we have designed these so that people can self-identify as we understand box-ticking is inadequate. We ask this so that we can ensure our efforts to reach a diverse range of applicants is working and improve on it if it isn't, and so that we can improve our accountability. We cannot consider an application without the submission of the Equal Opportunities form alongside it (though you are welcome to write 'prefer not to say' to any of the questions).
- We will offer meetings or phone calls with the senior team to potential applicants who want to know more about our position on specific issues (eg. Black Lives Matter and Trans Rights) before applying.
- We will ask all interview candidates about their own understanding of and commitment to anti-racism.
- We subscribe to the Ban the Box initiative meaning we will not ask about criminal records as part of our recruitment processes and will only conduct DBS checks ourselves if it is essential to the role.
- We will not set further and higher education achievements as qualifying criteria – you don't need a degree to work at Fierce. However, we would like to see an outline of your educational history, to understand a candidate's educational background.
- We pay fairly as per Fierce's salary banding policy.

## Shortlisting:

- All applicants will be shortlisted against the criteria stated in the Job Description; we will not be looking for anything we haven't made public so when you are writing (or recording) an application, you just need to think about demonstrating your skills and experience against these criteria.
- In attempts to reduce labour for both candidates and for Fierce, we set strict eligibility criteria for our job opportunities. Please read them carefully and don't apply unless you are eligible. We will not provide feedback for ineligible applications.
- We commit to increasing representation in all areas of our workforce, at all levels. We subscribe to the Rooney Rule; we will interview any candidate meeting the basic criteria who is Black, from the African Diaspora, from the South, East and South East Asian Diaspora, who are ethnically diverse and who experience racism.

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- We will respond to all applicants as soon as possible after making our decisions and will give at least one piece of feedback at this stage (providing their application was deemed eligible).

## Interviews:

- We will send out interview questions in advance; we don't believe interviews should feel like exams and experience has shown us that this eliminates some of the nerves that inevitably come with attending an interview and allows us to have much more open conversations with applicants where we get to know each other better.
- We will ask all candidates the same questions at interview and will offer all candidates the chance to ask the interview panel questions too.
- We can pay reasonable travel expenses (advanced booking, standard class) for candidates from outside of the West Midlands region to be able to attend interviews. We may also ask to hold interviews online.
- We commit to having good representation on all our interview panels. We will let candidates know who the interview panel will consist of in advance. We will never have a panel solely comprised of white people or men for interviews for any paid role.
- Following interviews, we will get in touch with all interviewees via email, offering feedback and explaining why they were not offered the role. We will also give all candidates the opportunity to feedback to us on the process and address any issues raised.
- We will call applicants who we decide to make job offers to and follow up this call with an email confirming the job offer.