

# Recruitment and Onboarding

## Why this policy matters

Effective recruitment and onboarding are crucial for attracting and retaining talent, ensuring legal compliance, and maintaining our BBC values and culture.

This policy sets out our approach to fair hiring practices, onboarding, and operational continuity.

## Who this policy applies to

This Policy applies to you if you are:

- A BBC employee in the UK, Channel Islands and Isle of Man
- On a standard contract, either continuing or fixed-term (full or part-time)

This policy forms part of your contract of employment. It is an agreed statement between the BBC and recognised joint unions for Bands A-Fp and can only be varied by joint negotiation at the National Joint Council.

## The essential things you must know or do

These high-level essential mandatory requirements are the most important for you to understand and follow to meet the Policy objectives.

In addition to these, there are detailed requirements and best practices outlined in supporting procedures and guidance, linked below. Read this information when you need to understand the detail.

If you have any concerns or conflicting priorities that prevent you following essential requirements, please discuss them with one of the people listed in the section under 'Where to go for help and exceptions'. Without an approved exception, breaches may put the BBC at risk and may result in disciplinary action, up to and including dismissal, or termination of our relationship with you.

## Fair recruitment

Our recruitment and onboarding processes are guided by principles of fairness, transparency, and inclusivity.

We prioritise internal talent development and redeployment via priority consideration where appropriate.

1. You must complete the required recruitment training before participating in any selection activities.

You can read more about [required recruitment training](#).

#### Advertising

2. You must advertise internally, across the BBC, all vacancies for permanent positions, and all vacancies for fixed-term or temporary positions lasting three months or more, unless specific exceptions apply.

You must make all job advertisements and selection processes accessible to all, providing reasonable adjustments for disabled candidates.

Specific exceptions may apply for restructuring, or if a similar vacancy has been advertised recently, normally within the last four months, and the field of candidates is known to the hiring manager.

You can read more about [guidelines for advertising and selection process](#)

#### Selection process

The hiring manager works with the divisional HR Business Partner to decide the most appropriate methods of selection.

Evidence may be gathered in a variety of ways e.g. from application form, CV or formal assessment process. At least one stage of any selection process should involve an interview.

3. You must use a fair and competitive selection process using job-related criteria.

You must get approval from the HR Director of your Division if you are considering an appointment without competition.

You can read more about how to [conduct fair recruitment processes](#).

#### Priority consideration

Those formally at risk of redundancy, disabled employees seeking redeployment, and employees on Parent Leave (up to 18 months following a birth or adoption) may benefit from legal protections and be given priority considerations.

If you are a hiring manager, you must understand priority consideration and prioritise employees seeking redeployment for vacant positions, provided they have relevant skills and experience. You can read more about [redeployment and priority considerations](#).

#### Pre-employment checks and safe recruitment

4. You must complete all required pre-employment checks, including references and right-to-work verification, before confirming any job offer.

You must NOT ask for disclosure of convictions unless the role involves working with children or vulnerable adults.

You can read more about [pre-employment checks and approvals](#).

5. For roles involving work with children or vulnerable adults, you must ensure that Disclosure Barring Service or Protecting Vulnerable Groups (in Scotland) checks are completed and cleared before allowing any new hire to work unsupervised with these groups.

You can read more about [how to perform criminal record and DBS checks](#).

## Attachments

Attachments are temporary arrangements in which an employee is released from their continuing substantive role to work in another role.

### Applications for attachments

6. You must not apply for attachments if you have been on attachment in the previous twelve months, unless you are formally at risk of redundancy.

You can read more about [applying for attachments, including advice for managers about employee requests for applying for attachments](#).

### Attachment criteria

Attachments can be used for temporary roles or to cover recruitment processes for substantive roles. You may be eligible for a non-pensionable allowance.

7. You must make sure attachments meet at least one of the qualifying criteria and the duration must be between three and 12 months.

You must get approval from divisional HRBP to extend attachments up to 18 months.

You can read more about the [criteria for attachments and the approval process for extensions](#).

8. In the exceptional circumstance that you would like to bring your time in an attachment to an end by an earlier date than previously anticipated, you must provide at least one month's notice

### Acting

On occasion, employees cover a more senior role in response to short-term business requirements and as a development opportunity. It involves delivering or being accountable for a significant proportion (at least 50%) of the duties and responsibilities of the role acted to. The arrangement may be:

- Continuous - between four weeks and three months. These are planned and predictable

- Non-continuous – cumulative days of 10 occurrences or more within a rolling 12 month period

A non-pensionable allowance may be payable.

9. You must not extend an acting arrangement more than once, and the entire duration (including any extension) must be no more than three months (unless extended to allow the completion of an ongoing recruitment process).

You can read more about [Acting](#).

### **Short term and long-term international assignments**

On occasion employees may be selected to take short-term international assignments, which are between three and 12 months, or long-term international assignments which are usually between one and four years in duration.

You can read more about [international assignments, including relocation support](#).

### **Onboarding**

An onboarding plan will include introductions to key stakeholders and training on essential BBC policies, processes and systems.

10. As the line manager of a new hire, you must prepare a structured onboarding plan covering at least their first three months.

You can read more about the [approach to onboarding](#).