

## THE HUMANE LEAGUE UK HIRING PROCESS

As part of your application you will be invited to take part in an anonymous survey that helps us to monitor if we are reaching a diverse pool of applicants. This survey is unable to be linked to your individual application. Completing the survey is optional but really helps us to improve our efforts in creating a diverse, equitable and inclusive workplace.

After the closing date, all the applications will be assessed by our hiring team. This process usually takes no longer than one week.

Our hiring process is designed to limit any bias, unconscious or otherwise, as far as possible. We provide regular unconscious bias training for all members of our hiring teams and we use a structured review process, meaning that applications at all stages are scored against pre agreed criteria which limits subjectivity. The criteria will be requirements that are deemed essential for the role such as direct experience or transferable skills and these will always be clearly laid out in the job advert and discussed during our hiring webinars. Skills tests are marked anonymously.

We would be happy to discuss any reasonable adjustments that may be helpful at any stage in the recruitment process. Any reasonable adjustments that are discussed or requested remain confidential within our Operations team and are not shared with the hiring lead, who would be assessing the applications.

All applicants will be contacted via email to let you know whether or not you have been successful in reaching the first stage of our recruitment process.

### **Stage one - Skills test**

If successful, you will be invited to take part remotely in a short skills test that will be arranged via email, this will arrive from [hiring@thehumaneleague.org.uk](mailto:hiring@thehumaneleague.org.uk). The skills test will take no longer than two hours. It will be scheduled at the time of your choice, which can be outside of office hours, or at weekends, if you wish. We will request your availability over a 3-5 day time period, to schedule this.

Skills tests usually involve carrying out some tasks that we will send you via email and in some cases a voice/ video call. Full instructions will be provided if you are successful in reaching this stage.

Once all the skills tests are completed, they will be reviewed anonymously by the hiring team. We expect that this stage will take no longer than one week.

If you are successful you will be contacted by telephone to arrange a screening interview. Unsuccessful candidates will be contacted via email.

### **Stages two and three - Interviews**

Following the skills tests there are two rounds of interviews, usually with only a selection of candidates reaching the final round.

After each round of interviews, any candidate that we no longer feel is suitable for the role will always be informed via email. For the first round of interviews we do this within three working days of completion of the interviews. Candidates that are not successful in passing the final interviews will be contacted by email within two weeks of the interview to allow time for the hiring team to make a decision.

### **Interview format**

Interviews will be up to 50 minutes in length and are conducted online via Google Meet. You will be sent a link and instructions via email ahead of your interview date.

There will be up to three members of the THL team in your interviews, the specific people will vary with each round so you will get to meet a variety of team members. You will always be told in advance who will be interviewing you.

Our interviews are question based and we work from a set list of questions that will be shared between the interviewers. We will be making notes as we go along and are of course happy if you do the same.

At the end of every interview we will have time for you to ask us any questions.

Before we end the interview we will give you an idea of what you can expect to happen next, including a time frame.

### **References**

We will require at least two satisfactory references from the successful candidate before we can officially offer the role. References will be requested from the successful candidate within two weeks of the final interview, once a decision has been reached. In most cases it is ideal to have details of your most recent/ current employer and the one before that.

Upon successful completion of satisfactory references we will make an official offer of the role.