

The Institute of Trichologist

RECRUITMENT POLICY

PRE-EMPLOYMENT CHECKS

These include:

- **References:** A minimum of two references for external candidates, and a verbal reference from the successful candidate's existing manager for internal candidates
- **Criminal record checks:** These may include Disclosure and Barring Service (DBS) checks
- **Professional registration and qualifications:** Proof of these where appropriate

SELECTION PROCESSES

These include:

- **Initial screening:** Applicants are evaluated based on their job application form and a person specification
- **Shortlisting:** A short list of the most suitable candidates is created using a scoring system
- **Interviews:** Applicants who meet the essential criteria for the post and identify as having a disability must be selected for interview

CONSIDERATIONS FOR VULNERABLE PEOPLE AND PATIENTS

The IOT will assess the activities the candidate will undertake and the level of access they will have to vulnerable people or patients.

Other Considerations Include:

Avoiding discrimination and ensuring that the recruitment process is equitable and fair and minimising the risk of discrimination claims by adhering to the IOT Equality, Diversity and Inclusion policy (EDI).

In accordance with the Equality, Diversity and Inclusion Policy, the IOT will ensure that no prospective Board members, associated Council members, employees, registrants, tutors and students are discriminated against, either directly or indirectly, on grounds which include:

- Age

- Disability
- Gender reassignment / trans status
- Race (including colour, nationality, and ethnic or national origins)
- Religion or belief
- Sex
- Sexual orientation