

Recruitment policy template (UK)

The majority of your recruitment policy will be specific to your business, but the template below is an example of how we recruit at Charlie. As a fellow small business, you are welcome to use and adapt it.

Recruitment philosophy

At Charlie, we live by our mission. That means building a work culture that inspires and fulfils us, every day of the week.

Come and help us make work better.

Hiring principles

We're committed to building a company that's truly representative of the society we live in, and where every team member can feel that they belong. That's why we challenge ourselves to make each and every one of our hiring processes as fair and equitable as possible.

We're looking for people who:

Get uncomfortable - we love to see candidates who are not afraid to engage with our hiring team, regardless of the topic

Give energy - we recruit individuals who suggest solutions, notice potential problems, and remain positive in the face of challenges

Drive for results - we're looking for people who don't give up

Be humble - Charlie team members are open-minded, responsive to feedback, and take personal responsibility.

Recruitment processes

We do all our interviews remotely. The process usually looks like the one outlined below – but if you make an application, we'll send you a more detailed breakdown ahead of time.

Step 1 - Initial phone call

Step 1 is an introductory phone call with the hiring manager. This tends to last around half an hour.

Step 2 - First stage interview

Next, you'll have a video call with the hiring manager, lasting about 45 minutes to an hour.

Step 3 - Skills test

You'll then be invited to complete an expertise test at home (we don't expect you to spend more than 1-2 hours on this).

Step 4 - Final stage interview

The final stage is made up of a few different parts – a 'meet the team' call, a chat about your skills test, and finally, an interview with either our CEO or Chief of Staff.

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