



Our hiring process

Our ambition is to create a transformed, modern organisation where you are happy, treated fairly, doing outstanding creative work, clear about expectations and focused on delivering value for all. Everything we do relies on us attracting and retaining the finest talent by creating an inclusive, diverse, inspiring and trusted environment.

Having a diverse workforce is essential for our success. We aim to attract talented employees who know that we will appreciate and utilise the skills, backgrounds, perceptions, and knowledge they bring to the table. Together, we can continue to strengthen our creative outputs, enable innovation and grow our reach through open, supportive and inclusive cultures built on the richness diversity of thought brings to our organisation.

We're keen to eliminate any bias or discrimination at all stages of our hiring process by offering equality of opportunity with a commitment to focus on skills, strengths and ability. Requesting an anonymous and CV-less application aims to remove any barriers facing applicants from underrepresented groups thus building equality of opportunity.

News digital are trialing a 'Campaign lead hiring' approach which is recognised as a way to drive fairness in the hiring process because it removes bias of individual teams selecting for specific fit and instead requires an organisation to create a transparent and clearly documented/explainable fair standard which candidates must reach.

Step 1: Apply

The first step in applying is to create an anonymous profile in the [BBC Careers Hub](#). This is where you showcase your skills and experience, search and apply for vacancies, and track your application progress.

Once you've found a News digital campaign that interests you, take the time to highlight your skills. Be sure to give examples in your application of how your experience specifically matches the role, do add data where necessary, tell us about your outcomes, key metrics and measure of success. Be concise and precise, we'd love to hear more about you.

Step 2: Assessment

As part of your application, you may be asked to complete an online or homework assessment, depending on the role you're applying for.

We've compiled [advice and tips](#) on our assessments to help you prepare.

Once you've submitted an application and assessment, we'll send an email to confirm we've received it. Our hiring team will then assess your application against the available roles within the News digital

campaign and you will be matched based on your skillset, interest and passion to a relevant team, we will then be in touch with next steps.

Step 3: Interview

The next stage involves an interview/s with the relevant hiring panel aligned to the campaign you applied for. The panel will be made up of a panel lead, News team member, an interview champion and a member from the News SLT. All panels will use a single hiring checklist which has been devised alongside our Diversity & Inclusion team to ensure consistency across all disciplines.

We've created some [tips to help you prepare for an interview](#) at the BBC. Depending on the role you've applied for there may be a blend of technical, professional or psychometric tests used to assess your knowledge, skills and experience.

This blended interview approach enables candidates to indicate their ability and potential to fulfil the role, as well as elicit evidence as to whether a candidate can perform an activity to a high capability or proficiency, as well as measuring engagement.

Step 4: Outcome

Once the process is complete the hiring team will bring together everything to review. Our team comprise of a range of disciplines and perspectives to support an inclusive decision making process. Once we reach a decision, a recruiter will be in touch to discuss your offer or to provide feedback if your application has been unsuccessful.

Support with your application

The BBC is committed to ensuring that our careers are accessible to all. We are a Level 2 Disability Confident Employer and have committed to continually reviewing our processes. The BBC has a comprehensive Access Service that provides assistance to disabled candidates and employees seeking reasonable adjustments at every stage of the recruitment and selection process.

We are in partnership with Vercida who can [assist with applications](#).

If you have any further questions or require any adjustments during the application process please do email us with the job reference at Resourcing@bbc.co.uk

Once a job offer has been made, the Access Service will undertake a workplace assessment to identify appropriate adjustments and will work with employees to implement those adjustments.

Typical adjustments in the BBC have included communication support for deaf or hard of hearing employees, a note taker, assistive technology, workplace equipment and assistance travelling to, from and within work.

You can make contact with Access Services in a variety of ways:

- Visit the [online portal](#) where you can request an assessment, chat to an online advisor and find out more information.
- Call the BBC HR Service Centre on 0477 or 0370 024 3477 (+44 121 567 6477 if you are calling internationally) option 6 then option 3. This number is serviced between 8am to 6pm Monday to Friday (there is an out of hours voicemail facility).
- Email BBCAccessServices@mail.remploy.co.uk