



university of  
applied sciences

## **Recruitment Code**

Code of Conduct for recruiting and  
selecting job applicants

# Recruitment Code

NHL Stenden attaches great importance to a transparent, structured recruitment and selection procedure centred on hiring the right candidate whilst creating equal opportunities and preventing discrimination. We believe it is important that everyone within our university of applied sciences can be themselves, feel safe and welcome, and are given fair opportunities, regardless of visible and invisible diversities.

The Recruitment Code is a code of conduct with the aim of establishing a standard. It contains basic rules that NHL Stenden, as an employer, and job applicants, both internal and external, are required to observe during the recruitment and selection process for filling vacancies. NHL Stenden's recruitment code is derived from the NVP Recruitment Code (*Nederlandse Vereniging voor Personeelsmanagement & Organisatieontwikkeling/* Dutch Association for Personnel Management & Organisational Development) and is in line with current European legislation and regulations.

## 1. Basic principles

1.1 The code is based on the following principles:

- A fair chance for the applicant of being appointed, means equal opportunities subject to equal suitability and the organisation determines its decision based on suitability for the position.
- The applicant is fully informed about the procedure, the content of the position and its place in the organisation.
- NHL Stenden only requests and uses information that is relevant for assessing the applicant's suitability for the position.
- The applicant provides NHL Stenden with the information it needs for getting an accurate impression of the applicant's suitability for the vacant position and of their professional competence (education, knowledge and experience); the applicant does not withhold information which the applicant knows or should understand to be important in respect of fulfilling the vacant position; the applicant is not required to provide a salary slip issued by their current or previous employer.
- NHL Stenden truthfully provides the applicant with all information the applicant needs to form the fullest possible picture of the position, of working in the Netherlands and of the organisation.
- All information obtained from the applicant is treated confidentially and with care and in all cases the privacy of the applicant is respected in accordance with the legal provisions.
- The applicant and NHL Stenden are aware that information made available through public sources, such as the internet, and information obtained through third parties, is not always reliable. NHL Stenden discusses the obtained information and its source with the applicant in an open and straightforward fashion.

## 2. Recruitment

2.1 In the event of an existing vacancy or a vacancy arising within NHL Stenden, NHL Stenden composes a neutral and inclusive job posting for the position in order to promote equality of opportunity in the recruitment and selection process. The job posting contains relevant features of the position, including in any case:

- The job requirements.
- Duties, responsibilities and authorities.
- Place in the organisation.
- Nature of the employment, scope of work and place of employment.
- Salary indication unless not possible for certain reasons.

- Special terms of employment or working conditions (if applicable).

2.2 Job requirements may relate to professional competence (education, knowledge and experience), conduct and personal qualities. Requirements regarding personal characteristics (e.g. gender, age) must be avoided as they may be in contravention of the equal treatment legislation.

2.3 In addition to the relevant features of the vacancy, the job posting also contains:

- How to submit an application.
- The application timeframe.
- Information to be provided by the applicant.
- Psychological examination or assessment insofar as they are a part of the procedure;
- Contact details of the contact person.

2.4 NHL Stenden provides clarity concerning the application procedure. This means that should NHL Stenden deviate from the chosen procedure, the applicant is informed along with an explanation. The applicant may request a deviation from the procedure for valid reasons.

2.5 External employment agencies and organisations that collect data from job sites and/or the internet, must inform the person(s) involved when using this data in databases or for mediation purposes, and must comply with the legal provisions.

2.6 Setting an age limit or pursuing a preferential policy for certain groups is only permitted within the legal frameworks, in which case it is explicitly stated and justified in the job posting.

### **3. Selection**

3.1 The applicant receives confirmation of receipt by email immediately upon receipt of the application.

3.2 The pre-selection is conducted on the basis of objective criteria. NHL Stenden notifies the applicant as soon as possible, but no later than two weeks after the closing date:

- Whether the applicant is rejected.
- Whether the applicant is invited for an interview.
- Whether the application is kept on file, stating the timeframe within which further notice will follow.

3.3 NHL Stenden informs the invited applicant, hereinafter referred to as the candidate, about the date, time, location and interviewers, and the follow-up procedure.

3.4 The first round of interviews is a structured interview based on predetermined standards and is usually held with one committee, namely the hiring committee. NHL Stenden ensures that its committees are a representative reflection of NHL Stenden and keeps the number of members of the selection board to a minimum.

For managerial positions, the first round of interviews is held with two committees, namely the selection board and the advisory committee. In exceptional cases, if there is reason to do so, a round of interviews is held with two committees for non-managerial positions as well.

3.5 The candidate is notified in advance of the composition of the committee(s).

3.6 When selecting candidates, NHL Stenden bases its selection on the job requirements as listed in the job posting.

3.7 Should NHL Stenden choose to use a different selection method, it will continue to guarantee due care and confidentiality. Should this decision affect other applicants, those who do not agree with this other method may request a deviation from the procedure.

3.10 NHL Stenden may at any time during the procedure request the candidates to identify themselves with a valid proof of identity.

3.11 Should NHL Stenden makes use of data recruitment in a pre-selection (e.g. a digital assessment), these should be validated and transparent. Care and confidentiality must be guaranteed at all times and no questions may be asked regarding health. The applicant will receive a motivated result after participation, if requested by the applicant. A separate procedure is established for the use of Artificial Intelligence (A.I.) in recruitment and selection.

#### **4. Further investigation**

4.1 If third parties are requested to provide a reference or if further investigation is deemed necessary, the candidate's permission is requested in advance, unless this permission is not required by law or other regulations.

4.2 NHL Stenden is aware that information obtained through public sources, such as the internet and/or social media, is not always correct, accurate and/or relevant. If relevant, the obtained public information and its source are discussed with the candidate. The candidate is given the opportunity to respond.

4.3 A psychological examination or assessment can be carried out by or under the responsibility of a psychologist, with due observance of the professional code of the Netherlands Institute of Psychologists (NIP). The psychologist needs the candidate's prior permission to provide the results of the examination to the client.

#### **5. Final selection and conclusion**

5.1 The job application procedure is considered completed when the vacancy is filled or the organisation decides to cancel the vacancy. All those still participating in the procedure at that point in time are notified within two weeks of its conclusion.

5.2 Candidates who are rejected after an interview are notified by telephone with a detailed justification.

5.3 Agreements made during interviews are subject to approval by mandatory authority.

5.4 The candidate can view, edit or delete data at any time via their own account. The data is automatically deleted within four weeks after the end of the application procedure.

#### **6. Complaints handling**

6.1 Complaints, including justification, regarding non-compliance with this code can be submitted by the applicant/candidate within six weeks after the date on which the contested decision was made or the contested action was taken. The Executive Board makes a reasoned decision regarding the complaint within six weeks of receipt of the complaint.

The applicant/candidate must send the complaint by post to:

NHL Stenden University of Applied Sciences  
For attention of the Executive Board  
PO Box 1080  
8900 CB leeuwarden

6.2 An applicant/candidate who has submitted a written complaint regarding the recruitment and selection procedure to NHL Stenden's Executive Board and has received no response or an unsatisfactory response, may submit their complaint to the Netherlands Institute for Human Rights. Internal applicants/candidates can turn to the NHL Stenden Ombuds.