

Policy Title **Random Selection In
Recruitment Policy**

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Random Selection In Recruitment Policy



VERSION CONTROL RECORD

Policy Owner		HR Services Manager	
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1. Introduction

Throughout this Policy, the words 'Translink' 'Company' and/or 'the Group' refer to all corporate entities under the ownership of the Northern Ireland Transport Holding Company (NITHC). This includes the parent company and each subsidiary either individually or taken together as a group.

2. Purpose

The Company remains committed to appointment on the basis of merit but recognizes that from time to time, job roles may attract high applicant volumes which substantially outweigh the vacancies available and that processing such a high volume of applicants may have a significant impact on the costs and time to fill.

This policy establishes a fair, transparent, and consistent approach for managing exceptionally high applicant volumes during recruitment.

3. Scope

The policy applies to all publicly advertised posts.

The policy will be considered when:

- the number of eligible applications received exceeds 500¹; and
- the demand for the role is limited i.e. where there are a small number of vacancies; and/or
- there is a high cost associated with the recruitment process which would result in an excessive financial burden to the Company i.e. statutory testing requirements.

4. Principle

The Company is committed to equality of opportunity and non-discrimination. Random selection will only be applied to reduce application numbers at an early stage, where all applicants have met the essential criteria for the role.

5. Procedure

The use of random selection must be authorised by the Head of Reward & HR Services and in consultation with the Equality, Diversity & Inclusion Manager.

1. **Application Review:** All applications will be screened for eligibility (essential criteria, and compliance with application requirements).
2. **Threshold Activation:** Where the number of eligible applications exceeds 500, the random selection procedure will be initiated.
3. **Random Selection Process:** A maximum number of eligible applications will be

¹ The Company reserve the right to alter this threshold as required, dependent on job role and as authorised by the Head of Reward & HR Services.

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determined and advanced to the next recruitment stage. A random selection of individuals will be conducted using Microsoft Excel's randomisation functions to ensure fairness and impartiality. This process will be overseen by HR to ensure fairness and an auditable approach to selecting participants without bias.

4. **Documentation:** A record of the number of applicants, the randomisation method used, and confirmation of oversight will be retained for audit and compliance purposes.

5. **Candidate Communication:** Applicants not selected through the randomisation process will be informed promptly and clearly that the decision was made in line with this policy. Those not selected in the first instance will be held on a waiting list. The duration of the waiting list will be determined per role in line with recruitment and selection procedures.

6. Responsibilities

Human Resources: Ensure the policy is applied consistently and records are retained.

Recruitment Managers: Confirm adherence to eligibility screening before random selection.

7. Equality of Opportunity

Applicant composition data on sex, community background and disability will be assessed against the composition of those candidates selected through random selection to monitor proportionality. We will ensure proportionality, within an acceptable threshold, is retained for applicants who declare a disability.

8. Review

This policy will be reviewed every three years or sooner if required by legal, regulatory, or Company changes.