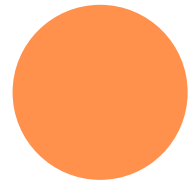


# Oxford Bridge Recruitment Process & Ethical Commitment

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**Oxford Bridge**



# Introduction

At Oxford Bridge, we are committed to a transparent, fair, and meritocratic recruitment process that ensures we select the best talent while maintaining an inclusive and safe environment for all candidates. This document outlines the three key stages of our recruitment process and our ethical considerations, including data protection, fairness, and inclusivity.



# 1. Video Interview with AI

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Our recruitment process begins with an AI-powered video interview, which allows us to assess candidates efficiently and fairly.

- The interview begins immediately after submitting the application, so candidates must be prepared before pressing submit.
- AI technology ensures unbiased initial screening, evaluating responses based on relevant criteria rather than subjective judgment.
- For some roles, a CV is required upfront, while others allow direct entry into the interview.



## 2. Online Evaluation & In-Person Work Simulation

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The next stage involves both theoretical and practical assessments to gauge skills and problem-solving abilities.

- Online Evaluation Exam: Candidates complete a structured test relevant to the role, ensuring objective assessment of knowledge and competencies.
- In-Person Work Simulation with a Real Client: Shortlisted candidates participate in a real-world scenario to demonstrate their skills in a practical setting.
- This stage allows us to measure performance in real-time interactions, ensuring that candidates are well-suited to the role's demands.



### 3. Probation Period

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Once selected, new hires enter a probation period, where they integrate into the company and demonstrate their fit within our culture and expectations.

- During this phase, we provide training, support, and regular feedback to help candidates succeed.
- Performance is evaluated based on skills, adaptability, and professionalism before final confirmation in the role.



# Ethical Considerations & Candidate Protection

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## 1. Fairness, Inclusivity, and Meritocracy

We ensure a fair, unbiased, and transparent hiring process by:

- Using AI-driven screening to reduce unconscious bias.
- Designing structured evaluations that focus on skills, knowledge, and performance rather than personal backgrounds.
- Promoting inclusivity by making accommodations for candidates who require special support or adjustments during the process.



# Ethical Considerations & Candidate Protection

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## **2. Data Protection & Candidate Privacy**

**We take data privacy seriously and ensure that:**

- Candidate information is securely stored and processed in compliance with data protection regulations.
- AI interview recordings and evaluation results are used strictly for recruitment purposes and deleted after a set retention period.
- Personal data is never shared without consent and remains confidential throughout the process.



# Ethical Considerations & Candidate Protection

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## 3. Creating a Safe and Supportive Environment

We are committed to fostering a respectful and secure recruitment experience by:

- Providing clear guidance on each stage of the process so candidates know what to expect.
- Offering constructive feedback to unsuccessful candidates whenever possible.
- Ensuring that all interactions, including work simulations, are conducted professionally and ethically to maintain a positive candidate experience.





# Additional Considerations

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- Transparency – We clearly communicate each stage of the process so candidates can prepare effectively.
- Accessibility – Candidates with disabilities or special needs can request reasonable accommodations for any stage of the process.
- Candidate Experience – We value professionalism and aim to create a smooth, respectful, and informative journey for all applicants.



# Conclusion

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At Oxford Bridge, we believe that recruitment should be merit-based, inclusive, and ethical. By combining AI-driven assessments, practical evaluations, and a structured probation period, we ensure that we hire the best talent while maintaining a fair, transparent, and secure process for all candidates.

We look forward to welcoming top talent into our team and ensuring a recruitment experience that reflects our values of excellence, fairness, and innovation.

