AccorHotels is a world-leading travel & lifestyle group and digital innovator offering unique experiences in more than 4,000 hotels, resorts and residences, as well as in over 2,500 of the finest private homes around the globe.

With an unmatched collection of brands and rich history spanning close to five decades, AccorHotels, along with its global team of more than 240,000 dedicated women and men, has a purposeful and heartfelt mission: to make every guest Feel Welcome.

The talent within the business meets the demands of the business. There is an international pipeline of talent with the skills, knowledge, behaviors and values to achieve AccorHotels organizational goals and vision to deliver a unique experience to our guests.

We want that all talent have an opportunity to grow with AccorHotels and feel valued. There is a transparent, consultative talent development process and career pathway which is accessible for all talent at AccorHotels.

To have the right talent everywhere we have customers to satisfy. Excel by supporting talent growth across region and functions.

Talent acquisition is a fundamental step in the Talent management, in line with the Group values: Guest passion, Innovation, Spirit of conquest, Sustainable performance, Trust and Respect.

The nature of AccorHotels activities engenders a completely decentralised approach to recruitment based on basic ethical and methodological rules summarize in the below charter. These rules have to be applied efficiency to guarantee transparency, equity and respect of local legislation and quotas.
Candidates sourcing and selection

- Candidates sourcing and selection must be based only on professional motives and not on discriminatory criteria such as religion, age, gender, political opinions, ethnic origin, union membership, etc. In addition, any local legislation in favour of diversity and equal opportunities must be respected.
- As developing talent engagement is key for the Group, priority has to be given to internal applications.

Posting vacancies

- When a vacancy occurs, or a new role is defined, authorization to recruit must be sought.
- All positions must have an approved job description outlining key duties and key responsibilities.
- Available positions should always be communicated internally before publication outside the company.
- AccorHotels.Jobs, our talent acquisition tool, must be systematically used as soon as the availability of the position can be made public, including for management positions. As an additional tool, the flash opportunity template can be used for positions which need to be highlighted.
- In the writing and posting of the vacancy offer, respect is to be given to the wording and identity of AccorHotels Group and/or the brand and Talent & Culture (Graphic Charter Identity, Social network guidelines, Talent & Culture vision).

Candidates Interview

- All internal candidates must receive an interview.
- Before any internal interview, recruiters must check if applicants have informed their management.
- Each recruitment interview should involve at least 2 people including Talent & Culture Leader.
- Interviews can be scheduled either in person or via digital solutions (ex: Skype).
- The job interview is based on direct observations of suitable behaviours and skills. Evaluating applicants requires attentive listening and availability. The use of behavioural questions in line with the capability framework are recommended.
• Evaluation tools, tests, questionnaires, assessment centres, etc. must be strictly limited to the ones validated and referenced by the Global Talent Management department. Graphology, numerology, astrology or morphology are absolutely excluded.
• Interviewers have an obligation for reserve and confidentiality during and after the interview.
• In case of references check, the applicant should be informed beforehand.

**Interview follow-up communication**

• Acknowledgement of applications received are to be sent in writing within 48 hours
• All internal candidates must be contacted and interviewed
• All applications must receive a response within 3 weeks (whether positive, negative or pending)
• Short list candidates:
  - Draw up short lists made up of an equal number of female and male candidates.
  - For all negative responses, the recruiter has to give a personalized feedback to the applicant based on skills, know-how and know-how-to-be
• In the case of internal recruitment, the recruiter should make sure that the manager of the applicant concerned is fully informed of the situation before making any offer.
• Where positions have been put on hold, candidates are to be advised and follow up provided systematically

**REFERENCE DOCUMENTS**

[Flash Opportunity template]

[AccorHotels Jobs]

[T&C Social network]

[AccorHotels Diversity Charter]

[AccorHotels ethics and corporate responsibility charter]