

RECRUITMENT & SELECTION POLICY AND PROCEDURE

Role Responsible:	Human Resources Manager
Author:	Human Resources Manager
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Version:	2.5

Recruitment and Selection Policy and Procedure

Purpose and scope

Effective recruitment and selection of staff is crucial to the successful functioning of the College. The purpose of this policy is to set out the stages that will occur and to ensure that the process is carried out in a fair and equitable manner, consistent with legislative requirements and recommended best practice. This policy applies to the recruitment of permanent and fixed term members of staff. The paragraph on page 4 relates to agency staff and volunteers are covered in a separate document. It covers stages of the process from advertisement to confirmation of appointment, there is a separate induction policy.

Equality statement

This policy applies to the recruitment of all college staff regardless of age, race, disability, religion or belief, gender, sexual orientation, marital or civil partnership status, gender reassignment, pregnancy or maternity, or any other status. All individuals will be treated in a fair and equitable manner recognising any special needs where adjustments can be made. No individual will suffer any form of discrimination, inequality, victimisation, harassment or bullying as a result of this policy.

The college is committed to safeguarding and promoting the welfare of its students and expects employees to share this commitment. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment.

Advertising vacancies

- a) If the vacancy is due to a member of staff leaving, an evaluation of the post should be conducted with the Principal prior to any vacancy being posted in order to assess the future requirements of the College.
- b) Working hours, job descriptions and person specifications should be reviewed and remuneration reconsidered in light of any changes. Whether the post will be appointed to on a permanent or temporary basis should be considered, giving due consideration to the legislation protecting the rights of fixed term workers. Fixed term contracts will only be used where there is a specific reason for doing so.
- c) All posts will be advertised internally (excluding posts that have been specifically ring-fenced for members of staff whose roles are at risk of becoming redundant). Vacancies may also be advertised externally using the appropriate media and giving consideration to the costs involved.

- d) When constructing an advert, the focus should be on attracting a field of appropriately qualified candidates, without discrimination occurring. The basis of every advertisement should be a careful analysis of the job and should be aimed as explicitly as possible at the type of person identified in the Person Specification to enable potential candidates to assess their suitability for the role.
- e) It should also be ensured that a positive image of the College is projected at all times and that this first experience that candidates have is a favourable one.
- f) Care must be taken to avoid discrimination on any of the protected grounds including by using language which could imply a person from a particular protected category is being sought.
- g) An application pack will be prepared prior to placing the advertisement, usually containing the following documents:
 - a letter detailing closing date and procedure for applying
 - a job description and if appropriate, person specification
 - information on the College and the department
 - application form
 - equal opportunities information and form to return
 - criminal records declaration form and information sheet
- h) In the event that a vacancy is advertised but no suitable resident workers apply, the vacancy must be advertised for a further two weeks before a migrant worker, who would require a Tier 2 certificate of sponsorship, can be appointed in order to meet the requirement of the resident labour market test. The four-week advertising process must be completed within a three month time period.

Shortlisting

- a) Applications will only be considered from applicants who return a complete application form and criminal record declaration on or before the closing date.
- b) Once the criminal record declaration and equal opportunities forms have been removed, all application forms will be passed to members of the interview panel(s) shortlisting, using the person specification as a guide. A clear record should be kept of the reasons candidates are or are not short listed, this information would be required for any future challenges to decisions.
- c) The college will offer an interview to applicants with a disability who meet all the essential criteria for a job vacancy. Where there are multiple applicants with a disability, the commitment to shortlist them will be balanced with the need to appoint the strongest candidate and the strongest applicant(s) with a disability will be short listed. This was one of the commitments given when awarded the disability confident employer accreditation to encourage workplace diversity.
- d) The H.R. Manager will discuss with the appointing manager the format of the selection process. The manager should ensure that details of any tasks are sent to the H.R. team so that candidates can be advised to make any preparations.

- e) The shortlisted applicants will be contacted to invite them for interview and determine if any reasonable adjustments are needed for disabled applicants.
- f) Once candidates have confirmed attendance, references will be requested unless the candidate has requested otherwise.

Selection process

- a) An interview schedule will be produced and rooms, refreshments and any other equipment required for the interview arranged. Reasonable adjustments to the process for any disabled candidates will be made.
- b) Prior to the interview, the interview panel(s) will receive:
 - copies of application forms and C.V.s
 - blank interview record forms
 - copy of the job description and person specification
 - copy of the interview schedule
 - copy of the job advertisement
- c) At the interview, each panellist will ensure that the interview record form is completed as fully as possible. When interviewing they will ensure that Equal Opportunities legislation is strictly adhered to, with no discrimination shown on the grounds of any characteristic protected under the Equality Act 2010 (listed in the equality statement above). All questions asked should be strictly relevant to the job and non-discriminatory.
- d) If the role is one which involves contact with children or vulnerable adults, the understanding of safeguarding issues will be assessed.
- e) When the selection process has been completed, the panel will decide on the best person for the post using information gathered from the interview, any exercises or tests and references (if received).
- f) Reasonable out of pocket expenses will be paid to external candidates for travel costs and subsistence allowances (copies of receipts must be produced). An interview expenses form will be available to candidates.

Offers of employment and employment checks

- a) The Principal will arrange to inform the successful candidate as soon as possible, agreeing a commencement date and starting salary. This will be followed up by a letter of appointment. All interview packs should be returned to H.R. for secure storage.
- b) Offers will not normally be made prior to the receipt of references.
- c) All appointments, other than the Clerk to the Corporation and other senior postholders, must be authorised by the Principal, or duly authorised

representative. The College Corporation is responsible for the appointment of senior postholders including the Clerk to the Corporation.

d) All offers of employment will be subject to receipt of satisfactory pre-employment checks as outlined in Department for Education safeguarding guidance.

This includes:

- satisfactory medical form or report if necessary
- a satisfactory Disclosure and Barring Service check
- further satisfactory criminal record checks where possible if a candidate has recently lived outside of the UK for an extended period
- evidence of qualification certificates
- evidence of the right to work in the United Kingdom
- a satisfactory check of the Prohibition from Teaching list for teachers

The completion of these checks will be documented on the College's Single Central Record of pre-employment checks. A copy of the document confirming the appointee's right to work in the UK will be taken and stored on the personal file.

e) On occasion, it may be agreed that an appointee may commence their employment prior to receipt of all of the above information. This decision can only be approved by the Principal, Deputy Principal or H.R. Manager. If this is agreed, the appointee should be supervised by a named individual throughout their working day and the relevant form completed to confirm this arrangement. The judgement must be made based on the level of risk from a safeguarding perspective.

f) Once the relevant documentation has been received from the appointee, H.R. will notify payroll and IT, enter the details on the H.R. system and create a personal file.

Volunteers

This policy and procedure does not apply to the recruitment of short-term volunteers or individuals wishing to undertake work experience placements at the College. For information on the procedures and documentation used in relation to these individuals please see the Policy for the engagement of volunteers.

Agencies

On occasions it may be necessary to fill vacancies that arise at short notice or very short term vacancies with agency staff. Agencies will normally only be used where work cannot be covered by existing staff. Where members of staff are recruited by an external agency it will be ensured that all the above recruitment checks have taken place.

Please note that whilst every effort will be made to follow this policy, circumstances may not always allow this or may render certain parts of the policy inappropriate. Individuals will be treated fairly and in line with legislation in all instances.

Approved by Personnel Committee, February 2013
Revised and approved by the Personnel Committee, 2 November 2015
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Recruitment & Selection Procedure Summary

