



A dynamic College for aspiring communities

Recruitment and Selection Procedure

INTRODUCTION

The College aims to attract, select and retain the best candidate to any given vacancy within the College. The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and complies with *safeguarding children and safer recruitment in education, January 2007*.

Equality of Opportunity underpins all our Policies, Procedures and Practices. Statistical information on all stages of the recruitment exercise will be collated to inform the College of performance against the equal opportunities policy.

Managers are empowered to make the key decisions in recruiting and selecting their teams and this procedure sets the standard required to recruit the best candidate for the College.

The procedure for the recruitment and selection of temporary employees is outlined in section 3 of this document.

All those taking part in the Recruitment Process must have undertaken training identified as being mandatory in the Training Prospectus.

The introduction on the job description will be used internally and on web-based adverts to describe the role. For advertisements in publications eg press, detailed descriptions are not usually given, however, information used will be taken from the job description.

STAGES IN THE PROCEDURE

Establishing a Vacancy

This process should begin as early as possible (e.g. as soon as a resignation is received, a job move agreed or the need for a new task to be completed is identified). Suitable alternatives to recruitment should be considered:

- Reorganising work distribution;
- Increasing an existing employee's responsibilities;
- Redesigning or automating job tasks;
- Restructuring within the related area or department;
- Reviewing the current working arrangements of the post.

Any changes to existing staff member's duties will be reasonable in view of current role, with an opportunity to discuss and agree the changes.

Consideration should be given to exactly why the job exists and what the job entails. This will involve analysing the current job and will involve:

- Identifying the purpose of the job within the related area or department;
- Identifying the key duties and level of responsibility;
- Discussing the role with the current job holder or line manager;
- Examining the related area or department to identify possible minor internal adjustments.

If the vacancy is a 'new' post it will need to be evaluated by Human Resources.

Filling the Vacancy

A Manager requesting authorisation to recruit initiates the first stage by completing a Recruitment Requisition Document and by formulating an appropriate Job Description and person specification which will detail the duties, responsibilities and terms and conditions appropriate to the post. This is then subject to the appropriate authorisation. Both documents are available in a template form on the Staffnet to ensure consistency.

Job Description

The job description includes a section on the skill and qualifications required of the post holder. It is the responsibility of the candidate to ensure they list all of their qualifications and professional membership on the application form and if offered the role to provide proof of qualifications and memberships.

It is the responsibility of the manager to accurately specify which qualifications are essential.

It is the responsibility of Human Resources to track the proof of qualifications and liaise with the candidate before they join to ensure that this and all pre employment checks are underway before commencement of employment.

Candidates need to be aware that failure to provide evidence of qualifications could result in the offer being withdrawn.

All documentation should be checked for equal opportunities implications.

At this stage, the document is forwarded to Human Resources along with the copy of the Job Description. Human Resources will forward both documents to the staffing panel for consideration. If the request is not approved, the Recruitment Requisition Document is returned to the originator.

If approved, the staffing panel forwards the document to Human Resources to action and confirms the outcome of the panel to the manager.

Upon receipt of the recruitment requisition document, Human Resources contacts the Recruiting Manager to confirm the action to be taken and negotiate all appropriate timescales, i.e. date of advertising, closing dates, proposed dates for the selection process.

Consideration should be given to undertaking appropriate positive action if one group has been under-represented in a given post in the present year.

Human Resources arrange and place the advertisements in an appropriate medium for all vacant posts. In the first instance consideration should be given to placing the vacant role internally. When advertising externally, all vacancies will be placed with the Job Centre and on-line medium including FE jobs. Publications will be used where it is considered to be the best option. Advertisements will only be placed once the Recruiting Manager has approved the draft. All internal advertisements are placed on college notice boards and the intranet. The advert will specify a closing date and time for receiving completed applications. It will also include the format

applications should be in and selection process dates; applicants will be advised that if they have not been contacted by the selection process date then their application has been unsuccessful.

Where appropriate, the advert will state that 'successful candidates will require a CRB check' and the job description will state 'The college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment'.

All information relating to the vacancy will be available in an appropriate, accessible format on request.

Shortlisting and Selection

Managers will shortlist applications following the closing date and time and within five working days. The shortlisting criteria is taken from that identified on the person specification and must be used to select candidates for the Selection Process.

Human Resources will contact all short listed candidates, in writing, advising them of the selection process day, time, venue and format and giving at least seven days' notice. The letter will include asking candidates to liaise with Human Resources if they have any special requirements at any stage in the process. Human Resources do not usually contact candidates who have not been short listed to inform them that their application has been unsuccessful unless the candidate was internal to the College.

If requested, Human Resources will arrange for managers to contact unsuccessful candidates at this stage.

Selection process: at this stage, a candidate's right to work in the UK must be verified in order to comply with legislation. Human Resources will liaise on how this takes place. It is essential that a robust process takes place including a formal competency based interview, presentation for delivery posts and any other relevant objective assessments in line with Equal Opportunities.

An interview panel will never be less than two individuals. The interview panel will ensure all candidates are appropriately welcomed and fully informed of:

- when they may expect to be notified of the outcome of the process
- what to expect during the process
- and how they may obtain feedback.

All interview questions and tasks will be appropriate to the requirements of the post and in line with equality and diversity.

All interview/task materials will be available in an appropriate, accessible format on request.

The use of Psychometric Tests can only be carried out by appropriately qualified personnel and in accordance with the guidelines produced by the Test Publisher and best practice as identified by the Chartered Institute of Personnel and Development.

Offer

Following the Selection Process, the lead interviewer will contact the successful candidate to make a verbal offer of employment which is subject to a number of pre employment checks.

The pre employment checks are:

- Proof of right to work in the UK

- Evidence of qualifications
- Satisfactory CRB disclosure
- Satisfactory references
- Satisfactory medical clearance

Should the preferred candidate decline the offer and there is a second choice that meets the requirements of the post an offer can subsequently be made. Managers must ensure that an offer is not made until the candidate's Right to Work in the UK has been received.

Human Resources follow the verbal offer through with a written offer of employment and by instigating the formal checks, which all offers are subject to. A start date will not be confirmed until a CRB has been received.

Human Resources will also write and advise unsuccessful candidates that verbal feedback is available from a named interviewer.

All employees new to the College are required to complete a period of Probationary Review before being confirmed in post. This will usually take six months but can be extended if required but not go beyond nine months. During the probationary period the capability procedure is not deemed appropriate to support issues of concern.

All new starters are supported through an induction programme.

Induction

The College is committed to ensuring that new employees receive an appropriate induction which will familiarise them with the organisation, their department and their role. The College holds 'first day inductions' the details of this is included in offer letters. Managers are responsible for providing departmental and role inductions.

Documentation

At all stages of the Recruitment and Selection process all employees engaged in the recruitment process will make notes on each candidate.

All relevant documentation will be collated on every applicant at the end of the process and retained by Human Resources for a period of nine months.

PROCEDURE FOR RECRUITING TEMPORARY (SESSIONAL) EMPLOYEES

STAGES IN THE PROCEDURE

A Manager collects a 'Recruiting for Sessional Work' pack from Human Resources. This is a self-contained pack, which has the documentation essential to complete the process. It also contains a candidate pack to ensure that procedures are not compromised by the need to recruit in a timely manner.

In order to progress and protect our Equality and Diversity Agenda, all recruitment for temporary members of staff should be placed internally and on our website. However, there may be occasions where this is not feasible, for example, where immediate cover is required or if the advertising route has been exhausted without success.

All candidates will be required to complete a candidate pack including an application form. The following forms are also given to the candidate to ensure that there is no delay in the process: -

- Candidate information sheet
- Bank details form
- Pension fund form
- P46 Form for Tax purposes
- Criminal Record Background form
- Sessional hours claim form
- Procedure for claiming sessional work
- Submission deadlines for claim forms
- Procedure for reporting unfit for work
- SIR form
- Pre-employment medical questionnaire

An interview should be held for all temporary posts. The Recruitment Process will be in line with that for permanent posts. Managers should be aware that all pre employment checks necessary for permanent posts are completed the same for sessional posts. This includes a CRB check in place prior to starting employment.

The interviewer will contact the successful candidate to make a verbal offer of employment. As this is legally binding, it is vital that all offers follow the same format. The Notification of Appointment Sheet contains a checklist of what needs to be outlined in the offer. (managers should note the above paragraph and not arrange start dates until the CRB has been completed and returned from the bureau)

The interviewer should also ask the candidate to complete and return the documents contained in the application pack. This is essential for Human Resources to instigate the required checks and for the individual to be placed on the payroll. In all cases, Human Resources needs to be aware of a new starter before they commence their employment, failure to comply with this may result in instigation of the College's Disciplinary Procedure.

The Manager records the offer and employee details on the 'Notification of Appointment' form, which should be forwarded to Human Resources.

Temporary (Sessional) employees will be supported with an induction.

AGENCY STAFF

Only Human Resources are authorised to book staff via agency. In line with safeguarding practice the HR team will ask the agency for proof that a CRB has been completed, references received and qualifications verified.

EQUALITY AND DIVERSITY

The college will ensure that reasonable adjustment are made to enable disabled employees to carry out their roles on commencement of duties where reasonably possible.

In order to monitor the fairness and address any issues relating to this procedure and its implementation in respect of Equality and Diversity, monitoring, reporting and analysis of aspects of the process will be carried out. This will be completed by Human Resources and will be reported to the Equality and Diversity Steering Group in order to inform the College of performance outlined in the Equality and Diversity Scheme.