

	POLICY	Human Resources
	Title	Recruitment and Selection Procedure
	Aims	To guide manager when recruiting and selecting staff
	Related Policies	Equality and Diversity, Disability Scheme, DBS
	Approved by	Senior Management Team
	Date of last Review	February 2015
	Date of next Review	February 2018
	Distribution	All Staff

Burton and South Derbyshire College's commitment to equality and diversity means that this policy and procedure have been screened in relation to the use of gender-neutral language, jargon-free plain English, recognition of the needs of disabled people, promotion of the positive duty in relation to race and disability and avoidance of stereotypes. This document is available in alternative formats on request.

1. INTRODUCTION

The College recognises that the staff are its most important asset and that its future depends upon a significant contribution by them. Therefore, it is essential that the College encourages the best practice for the recruitment and selection of all staff.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The College will maintain professional standards and ensure that its recruitment and selection procedures are effective, efficient, fair and consistent with the College's equality and diversity policy. Posts will normally be open to competition and advertised as appropriate.

Candidates will be selected according to the appropriate level of skills, qualification and abilities for the job regardless of their race, religion, creed, colour, ethnic origin, nationality, gender, sexual orientation, age, disability, marital status or social status.

All interviewers will have attained a level of competency in interviewing techniques and where necessary training will be given.

2 Approval

- 2.1 When a vacancy arises the post will be reviewed to determine if the nature and scope of the job or duties have changed in any way
- 2.2 A recruitment request form must be completed and submitted via the Human Resources Department to SLT.
- 2.3 The decision will be notified to the recruiting Manager who submitted the request via the Human Resources Department.

3 Job Description

- 3.1 A job description will be drafted by the Manager in accordance with the College's corporate style and using generic information where available. Assistance will be available from the Human Resources Department as necessary.
- 3.2 Job descriptions must be carefully worded to ensure that no potential candidate is discriminated against. Due consideration will be given to the provisions of the relevant legislation in the Equality Act 2010.
- 3.3 Duties should be listed in order of importance.
- 3.4 The Equal Opportunities Policy will be considered within all job descriptions.

4 Person Specification

- 4.1 The person specification will be prepared by the manager and included on the job description. This will be screened by a member of the Human Resources team for correct use of language. It will identify the minimum acceptable standards required from applicants including knowledge, skills, qualifications, experience, personal qualities, and suitability to work with children and any particular requirements necessary to carry out the duties of the post.
- 4.2 Criteria will be as objective as possible and listed as either ESSENTIAL or DESIRABLE.
- 4.3 ESSENTIAL criteria are those characteristics without which the person will not be able to carry out the duties of the job. Applicants lacking these attributes will be rejected.
- 4.4 DESIRABLE criteria are those which are not essential to the post but are considered to be an additional asset. They will be used to distinguish between applicants who satisfy all the essential criteria.
- 4.5 The person specification must not contain language, which uses male, or female characteristics, or which is biased against culture, age or disability. All stated requirements must be justifiable in terms of the principal functions of the post.
- 4.6 The person specification will be used to draw up a shortlist for interview and as a basis for the selection interview.

5 Advertising

- 5.1 The advertisement will be prepared by a member of the Human Resources team using the job description and person specification and will contain the following information:
 - Job title
 - Location
 - Salary
 - Brief details of the job
 - Qualifications and skills required
 - Application procedure
 - Closing date for applications
 - Equal opportunities statement
 - State that successful applicants will be required to obtain a Disclosure through the Disclosure and Barring Service
- 5.2 Due consideration will be given to the provisions of the Equality Act 2010.
- 5.3 Advertisements for all posts will normally be placed externally and advertised internally via global e-mail. Employees on Maternity Leave will receive notification via weekly mailings.
- 5.4 All external advertisements will allow a minimum of ten working days for the return of completed application forms.

- 5.5 In certain circumstances such as re-organisation or redeploying existing staff to avoid redundancies, advertising may be restricted to internal staff via global e mail.
- 5.6 Applications received after the closing date will not be accepted except in exceptional circumstances.
- 5.7 Where a short-term vacancy, casual or part-time hourly paid, arises and an internal candidate is already known SLT may sign off the Recruitment Requisition without the need for internal or external advertising.
- 5.8 The Human Resources Department will also collate a bank of Support staff for temporary cover and CVs of external candidates for part time hourly paid positions through internal and external advertising as required.

6 Application

- 6.1 All applicants will be given:
 - Job descriptions (including person specification)
 - Salary range
 - College's policy statement on the recruitment of ex-offenders (via the Careers web page)
 - College Competency framework
 - Information on College policies (via the Careers web page)
- 6.2 All applicants will be expected to complete a College application form, unless stated otherwise in the advert, depending on the role requirements.
- 6.3 The College is committed to equal opportunities and will monitor the effectiveness of recruitment policies/initiatives. Therefore, the personal characteristics of the applicant and will be withheld from the shortlisting manager. A summary of the data collected will be provided to the College Leadership Team and Equality & Diversity Group and the Finance and General Purposes Sub Committee of the Governing Body on request.
- 6.4 Applications will be treated as confidential and the circulation of papers restricted to those involved in the application procedure.

7 Shortlisting

- 7.1 The shortlisting of candidates for interview will be undertaken independently by the appointing manager.
- 7.2 Each applicant will be judged against the person specification and job description.
- 7.3 Only applicants who meet or exceed the criteria, as far as can be determined from their application form, will be invited to interview.

- 7.4 All applicants with a disability who meet the minimum criteria will be invited to interview.
- 7.5 Normally the minimum number of candidates to form a shortlist will be three. If a shortlist of three cannot be formed then the Head of Human Resources will decide in consultation with the recruiting Manager to:
- a) re-advertise and/or re-word the advertisement; or
 - b) review the post, job description and person specification
- 7.6 In instances where an existing member of staff applies for a position and is not shortlisted for interview, the manager undertaking the shortlisting will make contact with the individual and give them constructive feedback

8 Informing Candidates

- 8.1 Candidates invited to interview will normally be given at least one weeks notice.
- 8.2 Candidates will receive information concerning the location of the College. Special arrangements for parking can be made if requested.
- 8.3 Candidates invited to interview will be asked to bring with them documentary evidence of their qualifications, and eligibility to work in this country as required by the Asylum and Immigration Act 1996.
- 8.4 The programme for candidates selected for interview will include a tour of the College when deemed appropriate. Special arrangements can be made if requested.
- 8.5 Applicants to all posts will be required to undertake an assessment within their induction period for literacy and numeracy to establish if they are working at the appropriate level. Where staff development needs are identified support will be offered to enable the successful candidate to achieve the required level.
- 8.6 Depending on the nature of the post, candidates invited to interview will be asked to give a presentation/teaching demonstration on a defined topic and/or undertake relevant tasks as appropriate. They will be advised of the topic, duration of the presentation/teaching demonstration and tasks when invited to interview.
- 8.7 The panel for presentations will be the appointment panel. The observers for the teaching demonstration will remain the same for all presentations, and feedback will be given to the interview panel.
- 8.8 The College Assessment Form will be used by the observers. The assessments will be taken into consideration during the formal interview process.

- 8.9 Candidates will be asked to confirm that they will attend for interview, or book their own appointment time on-line, dependant on the process used.

9 Disclosure of Criminal Background

- 9.1 The nature of the work involved is such that College posts are exempt from the provisions of section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975
- 9.2 The monitoring section of the application form will ask for details about convictions which for other purposes are 'spent' under the provisions of the Act. This information will be held in the strictest confidence
- 9.3 All applicants will have access, via the College Careers web page, to the College's Policy Statement on the Recruitment of Ex-Offenders

10 References

- 10.1 Candidates will be asked to supply the names of two referees one of which should be their present or most recent employer.
- 10.2 Information obtained through a reference will be treated as confidential. References will not be photocopied.

11 Interview

- 11.1 The structure of the interview will be appropriate to the level of position to be filled in the College. The Panel will consist of a minimum of 3 members and wherever possible comprise mixed gender and mixed ethnicity.
- 11.2 Teaching staff interviews will normally be conducted by a Panel consisting of the Assistant Principal as Chairperson, the Head of Department and a representative from Human Resources.
- 11.3 Support staff interviews will be conducted by the appropriate senior manager or head of area as Chairperson, a representative from Human Resources and one other member.
- 11.4 Interviews will be conducted in a professional manner and all interviewers will be conversant with the job description and person specification.
- 11.5 The approach to the interview, its structure and content will be applied consistently to all candidates. In circumstances where the applicant declares a disability and requests assistance at interview, the appropriate adjustment will be put in place to support the candidate.
- 11.6 The purpose of asking questions at interview is to assess the candidate's ability to carry out the duties of the post. The questions should relate to the competency framework, job description and the

criteria listed in the person specification. The interview should also enable the candidate to obtain information about the College and to assess the suitability of the vacancy against their own professional and personal interests.

11.7 The same questions will be asked of each candidate. However, the interviewers may need to probe for evidence and this will require asking supplementary questions which may vary depending on the answers of candidates.

11.8 Discriminatory questions or questions about a candidate's personal circumstances, which are not related to the post, must not be asked.

11.9 A recommended checklist for interview is:

- Introduce the interviewers to the candidate
- Outline the format of the interview
- Explain that notes will be taken during the interview
- Clarify questions on the application form
- Ask questions about the candidates employment history
- Ask the pre-determined competency based questions which have been derived from the job description/person specification
- Invite the candidate to ask questions
- Ask the candidate if he/she still wishes to be considered
- Tell the candidate how/when they will be informed of the decision

11.10 Each question will be scored and time should be allowed at the end of each interview for each interviewer to complete the score sheet. Scores will be in the range 1 – 5, depending on the answer meeting the criteria identified.

11.11 Individual candidates will not be discussed by the interviewing panel until all candidates have been interviewed.

12 Appointment

12.1 At the end of all interviews the interviewers will discuss their scoring of each candidate. The decision to appoint will only be made if the candidate scores above 50% of the total marks.

12.2 Once a decision has been made the successful candidate will be offered the post as soon as practically possible, subject to medical clearance.

12.3 All posts are subject to medical clearance, which requires the completion of a College's Occupational Health questionnaire. If required this may involve a physical examination at the Adviser's discretion. Medical information is strictly confidential.

12.4 The starting salary and date of commencement will be agreed once a new DBS certificate and Induction plan have been seen and signed off.

- 12.5 The qualification certificates and evidence of identity will be requested from the successful candidate and a photocopy retained. It will be emphasised to the successful candidate that he/she should not tender his/her resignation from any current post until medical clearance has been obtained.
- 12.6 Following medical clearance the successful candidate will be sent two copies of a contract of employment and two copies of the job description for acceptance and signature.
- 12.7 Candidates appointed to College posts will be required to obtain an Enhanced Disclosure from the Disclosure and Barring Service.
- 12.8 Candidates who have declared a disability will be asked if assistance is needed to undertake the job.

13 Feedback

All unsuccessful candidates will be advised of the decision. Feedback may be given if requested. Such feedback will be frank, supportive and designed to assist the candidate in future applications and interviews. It should be based on criteria used in the selection process to assess the candidate's performance and is given by the appointing manager.

14 Documentation

All documentation relating to the recruitment and selection process will be retained for six months from the date of the interview after which it will be destroyed. Documents relating to the successful candidates will be retained in the personnel file of that employee.

15 Training

- 15.1 Training in interviewing skills for recruitment and selection will be provided at regular intervals. Staff who are required to undertake training will be informed of the date of the next available course.
- 15.2 All appointing managers will be trained in Safer Recruitment, the on-line training course, available via Passport.

16 Manager support

Manager guidance on the full Recruitment cycle can be found on the HR Intranet pages. This toolkit includes a timeline for the full recruitment process.

17 Complaints

Any complaints about the recruitment process should be addressed to the Head of Human Resources who will investigate and provide a written response within 15 working days of receipt of the complaint.

