

# **R U N S H A W   C O L L E G E**

**POLICY TITLE:**     **Recruitment and Selection Policy**

**APPROVED BY:**  
Organisational Development Committee

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**POLICY OWNER:** SMT

**POSITION:**         HR Director

**VERSION:** 8

**LAST UP-DATED:** March 2021

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## **1.     INTRODUCTION**

- 1.1     The College aims to recruit the best person possible for each vacancy through effective recruitment and selection procedures. This will ensure that the College continues to deliver a high-quality learning experience to all students.
- 1.2     The College values diversity and is committed to eliminating unlawful and unfair discrimination. Appointment will always be on merit.
- 1.3     Safeguarding and promoting the health and welfare of children, young people and vulnerable adults in the college community is a priority and an integral part of the recruitment and selection process.

## **2.     SCOPE**

- 2.1     This procedure applies to all vacancies within the College. A separate procedure applies to those posts that are defined as senior post-holders in accordance with the Articles of Government.

## **3.     PURPOSE**

- 3.1     This policy provides a framework for those involved in recruitment and selection. The aim is to recruit the best person for the vacancy by following a professional and cost effective recruitment service that is fair and promotes good employment practice.

## **4. RELATED POLICIES**

4.1 Related policies and guidelines include:

- Child and Vulnerable Adult Protection Policy
- Equality and Diversity Policy
- Safer Recruitment and Engagement Policy
- Data Protection Policy
- Employee Privacy Policy
- Guidelines on the Recruitment of Ex-Offenders
- Guidelines on the Secure Handling and Use of Disclosure and Barring Service (DBS) Certificates

4.2 The Managers' Guide to Recruitment and Selection is a supporting document which provides more detailed guidance about procedures to be followed. There is also a Candidate Charter which outlines what candidates can expect from the College's recruitment and selection procedures.

## **5. IDENTIFICATION OF VACANCY**

5.1 When a vacancy arises, it is the responsibility of the line manager to review the post and to assess whether recruitment is appropriate and whether the role will be replaced on a like for like basis. Authorisation of a vacancy by a member of the Senior Management Team will be necessary.

## **6. INFORMATION FOR CANDIDATES**

6.1 All posts will have a Job Information Pack, produced in a standard format which will normally include a job description and person specification and information about the College.

6.2 Job Information Packs are available to download from the College's website and, upon request, be provided in other accessible formats.

6.3 Candidates will be required to complete a standard College Application Form submitted online or, where this is not possible, a hard copy.

## **7. ADVERTISING**

7.1 All posts will be advertised in an appropriate medium. Exceptions may exist when it would be inappropriate to advertise vacancies, such as when there is a need for redeployment due to a redundancy situation.

7.2 Human Resources are responsible for ensuring the effective use of the College's advertisement budget, ensuring that adverts reach the widest pool possible of potential candidates.

7.3 Advertisements will be accurate and comply with the College's Equality and Diversity Policy.

## **8. SHORTLISTING**

- 8.1 The shortlisting process will be based on the requirements of the post as defined in the person specification, assessing candidates against essential and desirable criteria.
- 8.2 Shortlisting will be undertaken by more than one person.
- 8.3 As a Disability Confident Employer, the College guarantees that any candidate with a disability who meets all the essential criteria will be shortlisted and interviewed.

## **9. SELECTION**

- 9.1 Selection methods may vary depending upon the requirements of a post. Selection may include a panel interview, work simulation such as a lesson observation, group discussion, presentation, numerical and verbal reasoning exercises, etc.
- 9.2 The selection methods used will be appropriate and relate to job requirements and all decisions will be based on objective criteria.

## **10. APPOINTMENT**

- 10.1 Verbal and written offers of appointment will be made subject to relevant pre-employment checks, including references, identity, eligibility to work in the UK, check on criminal background, health and qualifications.

## **11. DATA PROTECTION**

- 11.1 All personal information provided by candidates will only be used for the purpose of progressing their application, or to fulfil legal or regulatory requirements if necessary.
- 11.2 Personal information will be kept for a period of nine months and then disposed of securely. The successful candidate will have their Application Form and Equal Opportunities Monitoring Form retained to form part of their employment record.
- 11.3 Further details of how the College complies with the General Data Protection Regulations is contained in the Employee Privacy Notice which is available on the College Website and Moodle.

## **12. GENERAL**

- 12.1 It is the responsibility of any employee involved in a selection process to declare an interest if they have a close personal relationship or are related to any shortlisted candidate.
- 12.2 The HR team will be responsible for co-ordinating and providing administrative support to the College's recruitment and selection process.
- 12.3 Individuals involved in the recruitment and selection process will be provided with relevant training.
- 12.4 Feedback to unsuccessful candidates will be available on request.

### **13. EQUALITY AND DIVERSITY**

- 13.1 Particular care will be taken to ensure that this procedure is fairly applied and there is no discrimination on the grounds of race or ethnic origin, disability, sex, caring responsibilities, sexual orientation, religion or belief, age or any other requirement that cannot be objectively justified.
- 13.2 Internal candidates will be assessed against the same criteria as external candidates and assumptions should not be made because the candidate may already be known those involved in the recruitment process.
- 13.3 The College will fulfil its legal duties, ensuring that reasonable adjustments, where practicable, are made to ensure that individuals with a disability are not disadvantaged as part of the recruitment and selection process. Statistical information on all stages of the recruitment exercise will be collated to inform the College's performance in the area of equality and diversity. Consideration will be given to undertaking appropriate positive action, for example if one sex is under-represented in a particular area of work.
- 13.4 College Management will ensure that appropriate flexibility exists in the procedure to meet individual needs, e.g. a candidate with a learning difficulty may be offered a working interview as an alternative to a standard interview before a selection panel.

### **14. REVIEW**

- 14.1 This policy will be reviewed at least every three years by the HR Director or in line with legislative developments and the need for good practice.