

## 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. The College complies with the *keeping children safe in education guidance*.

The purpose of this procedure is to provide a sound framework for the recruitment and selection of staff, which also meet the requirements of the Equality Act 2010, other relevant employment legislation and best practice. This ethos 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.

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 against equality targets.

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. The college runs a rolling programme of recruitment and selection training and this is advertised on MyHR. Business Partners also provide one to one training for new managers.

An interview panel must include one member who has completed safer recruitment training.

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

All new employees will be contacted and informed of the college's recognised trade unions and their option to join. This communication is direct from the trade union.

### STAGES IN THE PROCEDURE

#### Establishing a Vacancy

All vacancies must be approved by the staffing panel. This requires a recruitment requisition to be completed and submitted to this panel.

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.
- Assessment of workload, wellbeing and service delivery.

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. Where applicable, job evaluation should be completed.

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;
- Identifying if an apprentice role or role linked directly to the 'standards' is appropriate.

If the vacancy is a 'new' post it will need to be evaluated through the gauge job evaluation system.

### **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 by the staffing panel. 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. Failure to do so may mean that the candidate is not shortlisted. If offered the role, the candidate must provide proof of qualifications and memberships.

It is the responsibility of the manager to specify accurately 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 new employment checks are underway before commencement of employment. All checks will need to be complete before employment begins.

Candidates need to be aware that failure to provide evidence of qualifications could result in the offer being withdrawn. This will be made explicit to them during the recruitment process.

All documentation should be checked for equal opportunities implications.

At this stage, the recruitment requisition 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 recruiting 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 mediums. 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 wording. All internal advertisements are placed on the college's intranet (staffnet). 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 DBS 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 consist of 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. A check of the individual's employment history will be carried out to explore any gaps or anomalies in their application.

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. Psychometric tests may be used as part of assessment centres and for specific roles where relevant to the assessing specific criteria and will only be one part of the process.

## 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 specified as essential on the job description/person specification
- Satisfactory DBS disclosure (where needed), payment for the DBS will be made by the individual via a salary deduction which includes a full identity check as part of the process
- Overseas check, where required
- Two satisfactory references, one of which must be the previous employer and where it is a teaching or nursery post a reference must be sought from that setting even if not current/previous employer.
- Satisfactory medical clearance, where appropriate.

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 proof of Right to Work in the UK has been received.** This is a legal requirement.

Human Resources confirm the verbal offer with a written offer of employment and by instigating the formal checks, which all offers are subject to.

The line manager must assess the risk of a new recruit commencing employment before all pre employment checks are completed. They should then seek approval from the Director: Human Resources for the individual to begin.

This is in respect of all employment, however long the contract.

Any manager who does not comply with this will be managed through the college's disciplinary procedure.

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.

### **Disqualification by association (nursery employees only)**

In line with the *keeping children safe in education guidance* prospective employees of the college's nursery need to provide the relevant information about a person who lives or works in the same household as them. This must be included on the confidential monitoring form.

### **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'. This takes place every Monday. It is mandatory for all new starters to attend. Mandatory training will be completed at this induction.

All new delivery staff will attend a mandatory teaching and learning induction. The details of these are included in offer letters.

Managers are responsible for providing departmental and role inductions. Managers' guidance is available on the staffnet:

<http://staffnet.wnc.ac.uk/Team/Team.aspx?id=26>. (Induction-information & resources folder).

### **Documentation**

At all stages of the Recruitment and Selection process all employees engaged in the recruitment process will make notes on each candidate. Each panel member must sign and date their documentation.

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**

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 must 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

- Disclosure and barring service form
- Sessional hours claim form
- Procedure for claiming sessional work
- Submission deadlines for claim forms
- Procedure for reporting unfit for work
- SIR form
- New-employment medical questionnaire

An interview must 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.**

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.

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 will 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 in line with permanent new starters.

## **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 pre employment checks including DBS (where appropriate) 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.