

Staff Recruitment and Selection Policy

Policy Title	Staff Recruitment & Selection Policy
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1. Introduction

Abingdon and Witney College recognises its staff as being fundamental to its success. A strategic and professional approach to recruitment processes help enable the College to attract and appoint staff with the necessary skills and attributes to fulfil its strategic aims, and support the College's mission.

Abingdon and Witney College aims to recruit the best person for each vacancy through fair, systematic and consistent recruitment and selection procedures. This will ensure that the college continues to deliver a quality learning experience to all students.

Abingdon and Witney College strives to celebrate diversity and promote equality of opportunity for all who learn and work here; to create a culture and ethos where inclusion, equality and diversity are embraced; where employment and educational opportunities are open to all; and where everyone involved with the College is treated with fairness, dignity and respect.

The College serves a diverse community and seeks to develop a workforce that is representative of the community, at all levels and across all areas. No applicant will be treated less favourably than others on the grounds of their Protected Characteristic under the Equality Act 2010 or for any other reason which cannot be shown to be justified.

Safeguarding and promoting the welfare of young people and vulnerable adults in the College community is a priority and an integral part of the recruitment and selection process. All managers are trained in Safer Recruitment in Education and updated regularly in line with the Safeguarding Children's Board.

2. Scope

This policy applies to the recruitment and selection of all vacancies at Abingdon and Witney College.

The College will ensure that all employees involved at any stage of the recruitment and selection of staff should be aware of, and adhere to, the contents of this policy and any related policies and procedures.

3. Purpose

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

4. Principles

All employees involved in the recruitment process should ensure that they have received the appropriate training and be aware of their responsibilities.

If a member of staff involved in the recruitment process has a close personal or family relationship with an applicant, they must declare this as soon as they are aware of the individual's application to HR.

Documentation relating to applicants will be treated with confidentiality and in accordance with the Data Protection Act 1998 and the General Data Protection Regulations when enacted. Applicants have the right to feedback and to access any documentation held on them.

5. Identification of a Vacancy

When a vacancy arises within the permanent staffing establishment, it is the responsibility of the line manager to review:

- Whether it is necessary to fill the vacancy;
- Whether there should be any change of duty;
- Whether changing work patterns, organisation or technology suggest a change of role, or the work can be distributed in a different way;
- The nature of the replacement e.g. full-time, part-time, permanent, temporary etc.;
- Whether the role could be offered on a more flexible working pattern such as part-time or term time only;
- Whether the role could be filled by an Apprentice.

An Authorisation to Recruit (ATR) form must then be completed by the line manager and forwarded to SMT for approval.

Prior to recruitment commencing, any new roles are job evaluated by the Head of HR or HR Business Partner, using the job description provided by the Line Manager.

Once permanent Lecturers are fully deployed, Hourly Paid Lecturers will be recruited to fill any gaps, either in skills and knowledge, or timetables.

Casual staff may be required to cover for vacancies or absences.

6. Information for Candidates

All candidates will apply through a standard link, which is included in all advertisements. This link takes them to the college recruitment webpage where they can complete the application form and view all other documents associated with the role including a job description and person specification, information about the College, terms and conditions of employment, and guidance notes, as a minimum. Other information which could be incorporated includes the College Strategy, information about the work area, student success, achievement and retention rates, and so on.

A paper version of the application form can be made available from the HR department. Arrangements can be made to ensure this is available in other accessible formats, where required.

7. Advertising

All posts will be advertised internally and generally externally in an appropriate and cost-effective medium for that role to maximise the number of suitably qualified candidates. This may include local, national and international publications, websites, recruitment agencies, and social media e.g. LinkedIn.

As a minimum, all positions will normally be advertised within the College unless the position may provide suitable alternative employment for existing staff whose post has been identified as being at risk of redundancy. This would be agreed between the Head of HR, SMT and the relevant recognised union (UCU or UNISON). Advertising internally will provide staff with opportunities for career development, thus maintaining the skills and expertise of existing staff, or redeployment opportunities.

The Head of HR manages the College's staff recruitment advertising budget and is therefore responsible for its effective use.

Advertisements will be accurate and comply with the College's Equality and Diversity, Safeguarding and Prevention of Terrorism, and Safer Recruitment Policies.

Vacancies are normally advertised for two weeks. In some instances, where there is a reasonable assumption that a post may be filled internally, expressions of interest are invited within a week in order to speed up the process. Late applications will be accepted at the discretion of the line manager.

8. Shortlisting

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.

The Equal Opportunities Monitoring Form (Section One) of the application form, and any identifying factors, will be removed from the application form prior to being sent to the shortlisting panel.

The shortlisting panel consists of the line manager for the role, and another manager trained in Safer Recruitment for Managers as delivered by the Safeguarding Children's Board.

Shortlisting will take place within two weeks of the closing date of the advert and all applicants will be contacted and advised whether they have been shortlisted or not during that period.

The College has signed up to the "Disability Confident" scheme and so guarantees any candidate with a disability who meets all of the essential criteria in the Person Specification an interview.

9. Selection

Selection methods may vary depending on the requirements of a post. As a minimum, all selection processes will involve numeracy and literacy tests and a panel interview. For lecturing staff, this will also involve teaching a group of students. Other methods may include written tests, presentations and group discussions.

The interview panel will consist of at least two trained managers (see Section 8). All lecturing and management interviews will include a member of the Senior Management Team. All questions will be related to job requirements / performance, based on objective criteria and will meet the requirements of the College's Equality and Diversity, Safeguarding and Prevention of Terrorism and Safer Recruitment Policies.

Candidates will be asked to inform HR if they have any special requirements at interview.

Candidates will be informed during the interview when they may expect to be informed of the outcome. Unsuccessful candidates will be given feedback upon request by the recruiting manager.

HR will be responsible for co-ordinating and providing administrative support to the College's recruitment and selection process, with the support of staff within the area where the vacancy sits.

Any concerns about the selection process identified by candidates should be forwarded to the Head of HR or HR Business Partners to investigate.

10. Appointment

Verbal and written offers of employment will be made subject to relevant pre-employment checks during the probation period, including eligibility to work in the UK, satisfactory Disclosure and Barring Service (DBS) check, medical clearance, successful completion of a 6-month probationary period, achievement of Level 2 English and Maths where appropriate, receipt of two satisfactory references and qualifications, where appropriate. It is recognised that references are increasingly uninformative and are therefore only considered as part of the pre-employment checks of an employee.

Verbal offers may only be made by the line manager, a member of the Senior Management Team, or HR and must be in line with the pay policy.

Written offers, legally known as a Contract of Employment must be issued within 2 months of employment commencing. These are signed by the Head of HR. The HR team aim to issue these within a week of the interview date.

Relocation expenses are not normally paid.

11. Use of Agency Staff or Contractors

Staff employed through an agency or contractors will only be used in exceptional circumstances, where there is an urgent need, or recruitment by other methods has not been successful. This must be authorised by Senior Management Team (SMT).

All agency staff or contractors will be subject to the same checks as other staff employed directly by the College. No-one within these categories will be able to work unsupervised without a Disclosure and Barring Service check.

All agencies used should have an acceptable Equality and Diversity Recruitment Policy, Safeguarding and Prevention of Terrorism and Safer Recruitment Policies.

12. Records and Data Collection

Electronic records of all stages of the recruitment and selection process will be kept securely by HR for one year. Identity documents for unsuccessful candidates will be destroyed after interview.

If the interview panel has decided that an unsuccessful applicant could be a strong applicant for other roles, these details will be kept in HR and form part of the talent pool for the College. These candidates will be informed of this and their willingness checked.

Through each stage of this policy, the College will seek to ensure that confidentiality is maintained.

13. Induction and Probation

Information from the recruitment and selection process will form the basis for a development plan for the appointed person through their probation period. This could include training or studying requirements as a condition of their employment.

The probation period will be 6 months from the start date of the employee. The line manager will meet (at least after month 1, 3 and 5) to review the performance of the new member of staff. A probation record will be forwarded to HR who will review the contents and attach to

the employee's record. Any issues or concerns will be brought to the employee's attention as soon as they occur.

All new staff will be required to complete an induction checklist, with the support of their line manager and HR, during their probationary period. When complete this should be sent to HR and saved on the individual's iTrent record. They will also be required to attend a Corporate Induction day which includes safeguarding and prevention of terrorism, equality and diversity, and health and safety training, as well as the opportunity to find out more about the College, who's who and how it works and meet other new staff.

14. Equality and Diversity

Refer to the current Equality and Diversity Policy.

15. Related policies

Safer Recruitment Policy
Equality and Diversity Policy
Safeguarding and Prevention of Terrorism Policy
Performance and Attendance Management Policy