



**Croydon
College**

Recruitment and Selection Procedure
Approved by: Finance and Resources Committee
Date approved: 3 November 2015
Strategy/Policy Responsibility: <i>Director of Human Resources</i>

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Recruitment and Selection Procedure

1 Introduction

This document sets out the College's Recruitment and Selection Procedure.

2 Scope

The Procedure applies to all recruitment activity except for casual or agency workers when only some aspects of the Procedure apply.

3 Responsibility for review

The Director of Human Resources will review these provisions from time to time as required by the business needs of the College or as otherwise required, for example following developments in legislation.

4 Policy statement

The College recognises its legal responsibilities in relation to the recruitment of staff.

5 Access

This document is available from the Human Resources Department, Heads of Department and on the College Intranet.

6 Feedback

Comment on the Procedure is welcomed and should be forwarded to the Director of Human Resources.

Produced/Reviewed by: Director of Human Resources **Date:** October 2015

Approved by: Finance and Resources Committee **Date:** 3 November 2015

Review : November 2017

Recruitment and Selection Procedure

1. Purpose

- 1.1 The College recognises that its staff are fundamental to its success and it is committed to recruiting a high quality workforce with appropriate expertise and experience to delivers its day to day and its strategic objectives as set out in its Human Resources Strategy.
- 1.2 The purpose of this Procedure is to provide a sound framework for the recruitment and selection of staff based upon the principles outlined below, which also meet the requirements of the College's Equality Strategy and relevant legislation including employment, safeguarding (including Prevent) and data protection legislation.
- 1.3 It is the responsibility of every member of staff involved in recruitment and selection to ensure compliance with this Procedure. Management guidance on the implementation of this Procedure is provided separately.

2. Scope

- 2.1 This Procedure shall apply to all appointments to the College's staffing establishment, including fixed term, temporary or sessional lecturing appointments.
- 2.2 In order to ensure business efficiency, short-term casual appointments (for example, casual enrolment staff) will be subject to only some aspects of this Procedure.
- 2.3 The engagement of consultants, agency workers and other non-employees is also dealt with in this Procedure.

3. Principles

- 3.1 The College's practice is one of open advertisement on the College's web site of all permanent vacancies.
- 3.2 The College will seek to recruit the best candidate for the job based on merit as identified through the recruitment process.
- 3.3 The College seeks to ensure that the recruitment and selection of staff is conducted in a professional, timely and responsive manner and in compliance with current immigration and employment legislation, and safeguarding (including Prevent) and criminal convictions checking requirements.
- 3.4 The College provides appropriate training and support to those involved in recruitment and selection activities in order to meet these core principles.

- 3.5 Recruitment and selection is a key public relations exercise and should enhance the reputation of the College. The College treats candidates fairly and efficiently, with respect and courtesy, aiming to ensure that the candidate experience is positive, irrespective of the outcome.
- 3.6 The College will ensure that its recruitment and selection process is cost effective.
- 3.7 If a member of staff involved in the recruitment process has a close personal or familial relationship with a candidate they must declare this as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process. Further information is provided in the College's Code of Conduct for staff.
- 3.8 All documentation relating to candidates will be treated confidentially in accordance with the Data Protection Act.

4. **Recruitment and Selection Process**

- 4.1 There are a number of key stages in recruiting and selecting for a post. This procedure outlines the key stages. Further advice and guidance is available from the Human Resources Department or the Human Resources intranet site.
- 4.2 **Approval to recruitment:** Posts may only be recruited to if the appropriate approval has been granted and confirmed through the Human Resources Department.
- 4.3 **Job Description and Person Specification:** A clear job description and person specification should be used for all posts, using a standard template. The Job Description indicates the tasks, key performance outcome and lines of responsibility. The Person Specification details the qualities required by the post holder to undertake the role effectively, for example, the qualifications, experience and skills they should be able to demonstrate. The Person Specification also provides information on how and at what stage of the recruitment process these qualities will be assessed.
- 4.4 **Advertisement:** All vacancies, including temporary posts, shall normally be advertised internally and externally.
- 4.5 **Redundancy:** In accordance with the College's Redundancy and Redeployment Procedure normal recruitment procedures may be suspended in areas where potential redundancies have been identified, and in other areas where there is a possibility of redeployment for employees selected for redundancy.
- 4.6 **Redeployees:** Where an affected employee has unsuccessful in securing alternative employment during a restructuring exercise, the individual will be

informed of any other redeployment opportunities within the College. The College will, however, retain the right to select the best candidate for each vacancy.

- 4.7 **Shortlisting:** Shortlisting is the stage in the selection process during which all applicants for an appointment are considered against the requirements of the post which are detailed in the person specification.
- 4.8 Candidates for interview should be shortlisted against the criteria set out in the person specification for the vacancy. Disabled candidates who meet the essential criteria of a person specification are guaranteed an interview in line with the 'Two Ticks' Disability Symbol Scheme.
- 4.9 Shortlisting should be carried out by at least two members of the interview panel in accordance with agreed shortlisting criteria and weightings. Decisions about shortlisting should be recorded using the standard shortlisting grid and signed off by the recruiting manager.
- 4.10 Once the shortlisting grid has been completed interview arrangements should be made with Human Resources including which candidates have been selected for interview, the date and place of the interview and any other selection arrangements. Internal candidates who have not been shortlisted will be offered individual feedback.
- 4.11 **Relocation and Interview Expenses:** The College will not normally pay interview expenses and any exceptional cases will be considered by the Director of Human Resources. Relocation expenses may be offered in exceptional cases by agreement with the College's Executive.
- 4.12 **References:** At the shortlisting stage, if consent is given by the shortlisted candidate, Human Resources will write to their referees. A copy of the job description will be included and referees will be asked to comment on the candidate's suitability for the post. Members of the interview panel will be provided with copies of references that have been returned before the interview date.
- 4.13 **Selection Methodology:** the selection process should be designed to best evaluate the candidates' possession of the skills and abilities required to undertake the post being recruited to. A range of selection methods may be considered in addition to a selection interview. These may include a micro teach observed by a member of the College's approved observation team for teaching roles, presentation, work-based task such as an in-tray exercise or similar practical exercise. The method chosen should be relevant to the duties and criteria in the job description and person specification.
- 4.14 **Interview Arrangements:** All candidates selected for interview will be required to bring identification and other key documents on the day of

interview so that certified copies can be made at an early stage in the recruitment process.

- 4.15 **Panel Chair:** In recognition of the importance of recruitment to the College, recruitment panels will not generally be chaired by a manager below 4th tier in the organisational structure unless this is agreed in consultation with the Director of Human Resources. For permanent academic posts the Panel will be chaired by relevant Assistant Principal or the Head of School. For managerial posts the Panel will generally be chaired by the relevant Assistant Principal, Deputy Chief Executive or Chief Operating Officer. The chair of the panel should also have undertaken recruitment and selection training.
- 4.16 **Panel Process:** The selection process is intended to give an opportunity for the panel to assess the relative merits of the shortlisted candidates against the job description and person specification, and explore their skills, experience etc, in order to establish which candidate is most suitable for the job.
- 4.17 The selection process shall generally be conducted by a panel consisting of at least two people and should include those individuals best suited to assess candidates' capabilities against the identified criteria. A representative from the Human Resources Department will generally be a member of the Panel.
- 4.18 Sufficient time should be allowed before the interviews start to ensure adequate preparation of areas of questioning to ensure candidates are fairly and consistently assessed against the criteria in the person specification.
- 4.19 The Panel should each keep a record of the interviews to assist in reaching a decision and to be clear about the reasons for selecting the successful candidate. All paperwork relating to the interviews is to be returned to the Human Resources Department at the end of the selection process.
- 4.20 **Record Keeping:** For unsuccessful candidates the recruitment documents will be placed in the interview file and confidentially destroyed after 6 months (subject to any legislative obligations).
- 4.21 **Outcome:** When the selection process is complete, each candidate should, in turn, be discussed and a decision reached as to whether that candidate is appointable. The decision should be documented by the Chair of the Panel. If more than one candidate is appointable, the candidates ranked in order of most suitability. A member of the interview panel will be designated to communicate the decision and to offer feedback to all candidates.
- 4.22 **Offer of Employment:** Offers of employment will be made in line with the College's pay scales and grading arrangements. Key documents will be provided to successful candidates along with the offer letter such as pensions, payroll and other information. All offers of employment are made subject to:

- Satisfactory medical clearance;
- Evidence of the right to work in the UK;
- Satisfactory references;
- Satisfactory evidence of qualifications; and
- Satisfactory criminal convictions and barring checks as required (please see Section 6 below).

4.23 **Equalities Monitoring:** Recruitment data on the outcomes of recruitment activity and the characteristics of candidates is analysed and reported on. This enables the College to ensure that recruitment and selection is carried out fairly and consistently throughout the College and that should any equalities concerns arise that these are identified and acted on. Recruitment data is also used to inform the College's equality objectives and progress towards meeting these objectives as set out in its Equality Strategy.

4.24 **Contracts of Employment:** are issued by the Human Resources Department.

5. Induction

5.1 The induction of new staff into their role is the final step of the recruitment and selection process and the first step in welcoming the new employee into the College. All new employees should attend at the Human Resources Department on their first day to provide the employee with an induction pack.

5.2 It is the responsibility of the recruiting manager, or a suitable nominee, to ensure that the new member of staff is introduced to their department and, understands their job and where it fits into the organisation. Generally new employees are directed to a colleague who can provide an informal introduction to the College and be a friendly face in the early days of the new employment. The Human Resources Department provides advice and support to recruiting managers on effective induction.

6. Criminal Convictions and the Disclosure and Barring Service (DBS)

6.1 In carrying out its safeguarding responsibilities, the College complies fully with the CRB Code of Practice and DBS regulations regarding the correct handling, use, storage retention and disposal of disclosure information. It also complies fully with its obligations under data protection legislation and other relevant legislation covering the safe handling, use, storage, retention and disposal of disclosure information.

6.2 The College application form contains a statement that an Enhanced CRB Disclosure (including a check with the Disclosure and Barring Service) will be requested if the applicant is offered a post at the College that is considered to be regulated activity. Other posts may be subject to an Enhanced CRB Disclosure that does not include a check with the Disclosure and Barring

Service. Disclosures provide details of a person's criminal record, including convictions, cautions, reprimands and warnings.

- 6.3 Disclosure information will be used only for the specific purpose for which it was requested and for which the applicant's full consent has been obtained. Because of the nature of the work at the College, applicants will be asked to disclose details of convictions that would be regarded as 'spent' under the Rehabilitation of Offenders Act 1974. Having an 'unspent' conviction will not necessarily bar candidates from employment. This will depend on the nature of the position and the circumstances and background of the candidate's offence(s).
- 6.4 Other workers in the College, including short-term casual and agency workers or consultants as well as interns or volunteers, will be subject to the same consideration as outlined above in paragraph 6.2. Governors are regarded as carrying out regulated activity and will continue to be subject to convictions and barring checks.

7. Casual, Agency and other short-term Workers

- 7.1 Short-term consultants, casual and agency workers will be required to demonstrate suitability for the role for which they are being engaged prior to taking up an engagement with the College. This may include such parts of the recruitment process which the recruiting manager, in consultation with the Director of Human Resources, deems necessary for example a selection interview and micro teach exercise for classroom teachers.

Jo Bland

Director of Human Resources

October 2015