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POLICY: Fair Recruitment & Selection Policy and Procedure

This policy has been written in consultation with the College’s recognised Trade Union representatives.

PURPOSE: The College is committed to ensuring planned, professional, fair, efficient and cost-effective recruitment across the organisation. This policy sets out best practice and provides guidance for each stage of the process.

The College’s aim is to recruit the best people for the wide range of posts which are necessary to ensure the standards of excellence to which it aspires. The purpose of the College’s recruitment and selection procedures is to ensure an appointment system that is transparent, consistent and unbiased.

Managers can obtain further guidance on this procedure from Human Resources.

SCOPE: All staff. This document sets out the separate procedures for all appointments within the College including Standard Appointment, Agency Worker Appointments, Casual Worker Appointments and Volunteer Appointments.

GENERAL DATA PROTECTION REGULATION (GDPR)

The College is aware of its obligations under the General Data Protection Regulation (GDPR) and ensures full compliance. As a Data Controller, the College will protect and safeguard the personal data that it processes and collects from applicants for all positions at the College.

All personal information will be treated confidentially and only used for the purposes stated, in line with the Data Protection Act (2018) and with the General Data Protection Regulation (GDPR).

In relation to personal data, the College will:

- process it fairly, lawfully and in a clear, transparent way;
- collect personal data only for necessary, legitimate reasons, for the purpose of Fair and Safe Recruitment & Selection, and for the purposes of any subsequent employment; and will
- only data it in the way that applicants have been informed of;
- ensure that data is correct and kept up to date;
- process and retain applicants’ data only for the time period and bases for which it is legitimately required;

PROCEDURE:

1. Principles

- 1.1 The College will endeavour to attract and recruit the best candidate for each job.
- 1.2 All applicants will be treated with respect and dignity and will be subject to a fair, equitable and transparent selection process.
- 1.3 All recruitment and selection processes will comply with the College’s legal obligations and responsibilities, under the Equality Act (2010), the Rehabilitation of Offenders Act (1974), and where applicable, Immigration legislation, to ensure that the most suitable person for a job is selected based on their relevant merits and abilities and that no employee/job applicant is unfairly treated on any grounds including:

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- Race
- Religion and belief
- Sex
- Sexual orientation
- Marital and civil partnership
- Age
- Social background
- Disability
- Gender reassignment
- Pregnancy and maternity

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment, with specific reference to, and in accordance with, the Keeping Children Safe in Education 2020 guidance for Schools and Colleges. This Policy and Procedure has been developed in line with those guidance and recommendations.

1.4 The College will ensure that:

- Vacancies reach as wide a pool of potential applicants as practicable;
- There are clear and up to date Job Descriptions and Person Specifications for every job;
- The Single Central Record is maintained and kept up to date and accurate at all times;
- Procedure and good practice for recruitment and selection for appointment or promotion is followed by every employee involved in the recruitment and selection of staff;
- Staff involved in the recruitment and selection process are given adequate, appropriate training on the College’s procedures, their responsibilities, current statutory requirements and best practice;
- Positive action is taken to make this procedure fully effective including steps to encourage applications from under-represented groups within the College.

2. Equality, Diversity & Inclusion

2.1 Stoke On Trent College is proud to be a multi-cultural community. Equality, Diversity and Inclusion values are embedded into all aspects of the recruitment and selection process, and discrimination of any type, at any stage, will not be tolerated.

2.2 In addition, the College is committed to taking positive steps to employ people with disabilities and in recognition, has been awarded the ‘Disability Confident’ Employer symbol:



Applicants who declare that they have a disability, who confirm that they wish to partake in the scheme, and who meet the essential criteria, will be guaranteed an interview.

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3. The procedure

3.1 Recruitment and Selection for Standard Appointments

3.1.1 Authorisation

For all posts, a Recruitment Requisition form, available to download from the Intranet, must be completed by the recruiting manager and submitted to HR, before a vacancy is advertised. In addition, a Recruitment Planning form must be completed in liaison with a member of the HR team, to agree and set out all of the terms, conditions and arrangements for the post being recruited to. An up to date Job Description & Person Specification must be attached to the Recruitment Planning form.

Authorisation for the post will be given by the Senior Management Team.

The occurrence of a vacancy is an opportunity to review the necessity for the post and its duties, responsibilities and grade, and to carefully plan for any recruitment.

Prior to advertising, consideration must also be given to any employees on the Redeployment register who are at risk of redundancy, etc, who it may be possible to redeploy into the vacant post. The recruiting manager will discuss this with their HR Assistant/Advisor during the completion of the Recruitment Planning form.

The key stages of the recruitment and selection process are as follows:-

3.2 The Vacancy

3.2.1 Every vacancy must be supported by an up to date Job Description and Person Specification. It may be necessary, for newly created posts, for Job Evaluation to be carried out. HR will advise on this as part of the Planning process.

3.2.2 The job description should state the overall purpose of the job and list the key responsibilities. The Person Specification describes the minimum (essential) qualifications, experience, skills and attributes that someone would require to be able to do the job. The 'desirable' criteria describe the additional qualities and achievements which, although useful to someone in the job are not essential. The College's Job Description and Person Specification template should be used and is available from the Human Resources web pages.

Discriminatory references must be avoided in all documentation and Human Resources will check text before publishing.

3.3 Advertisement

3.3.1 Once full permission to advertise the post has been obtained via full sign off of the Recruitment Requisition form, and the Recruitment Planning form, the post will be advertised on the College's website (via E-Recruit), with Job Centre Plus (DWP), on FEJobs, Facebook, LinkedIn and via Indeed. To meet our Equal Opportunities requirements and to ensure that the UK labour market is adequately covered, advertisements are published to reach as widely as possible. Exceptionally, if any of these media are not appropriate for a particular role, managers should speak with the Human Resources Department to discuss alternative media options.

3.3.2 Following the completion of the Recruitment Planning form, the Human Resources Department will discuss media options and preferences with the recruiting manager. If there are additional

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3.5 Appointment Panels

- 3.5.1 In addition to the requirement for all panel members to have undertaken mandatory Safer Recruitment training, recruiting managers must ensure the correct structure of panels, according to the grade and type of job. The panel should be comprised of relevant, suitably qualified members of staff at an appropriate level of seniority in relation to the post. This is not only to ensure fairness but also to ensure that the panel has the relevant and applicable expertise necessary to make a good recruitment decision.
- 3.5.2 Human Resources will advise on panel membership, if necessary.

3.6 Role of the Chair of the Appointment Panel

- 3.6.1 The Chair of the panel - usually the line manager of the post being advertised - has the overall responsibility for the entire selection process and he/she must ensure that the selection activities are fair and transparent. The Chair is also responsible for ensuring that records of discussions and decisions are kept through all stages of selection.

3.7 Long and Shortlisting

- 3.7.1 If a large number of applications are expected for a post it may be necessary to both long and shortlist applications. Both processes must be carried out by the appointment panel, ideally in its entirety, but in any case by at least one panel member, who should meet to consider and discuss the applications and should fully document their decisions and rationale.
- 3.7.2 The applications will be accessed by the recruiting manager, and should be filtered firstly by comparison to the essential criteria listed on the Person Specification. If too many applicants meet the essential criteria then those applications should then be compared to the desirable criteria.
- 3.7.3 The Chair of the panel should ensure that a written record of the long and shortlisting process is kept. The reasons for selection and rejection at the shortlisting stage should be clearly documented.
- 3.7.4 Throughout the long and shortlisting processes, decisions must only be based on assessment against the Person Specification.

3.8 Assessment Activities

- 3.8.1 The most common assessment activities used by the College, are panel interviews, presentations or 'micro teach' sessions and in-tray activities and other tests.
- 3.8.2 Feedback from micro teach sessions should be structured and focussed. Candidates must be given a clear brief against which to prepare and present.
- 3.8.3 Candidates may also be asked to make a presentation to the appointment panel at or before the interview. The ability to present must be relevant to the job and listed as a skill on the Person Specification. The candidates should be given a clear brief on the subject of the presentation (which should be relevant to the job) and sufficient time to prepare. The panel should also ensure that the necessary audio/visual equipment is available on the day.

3.9 The Interview

- 3.9.1 The selection process for all posts at the College will include a face to face interview. The aim of the interview is to select the best match between candidates and the person

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