

DOCUMENT DETAILS

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Applicability	All staff of Nottingham College
Summary	The purpose of this document is to set out the policy for recruiting employees.

DOCUMENT CONTROL

Version history			
Version	Date	Reason for release/version update	Issued by
1	May 2016	First draft	
2	27/7/18	Updated to reflect Nottingham College approach	Human Resources
3	08/01/2021	Policy due for review	People Services

DOCUMENT APPROVAL

Approving person/body	Job Role (where applicable)	Date Approved
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1. PURPOSE

- 1.1 This policy sets out a clear and consistent framework within which all recruitment and selection decisions will be made.
- 1.2 A fair and effective recruitment and selection process is essential for the college's ability to attract and retain high performing talent in a competitive employment market.

2. SCOPE

- 2.1 This policy applies to all roles except senior post holders which are Board appointments; however, the principles of fair and equal treatment still apply to applicants for these roles.

3. DEFINITIONS

- 3.1 There are no relevant definitions.

4. KEY RESPONSIBILITIES

- 4.1 People Services manage the application of this policy.
- 4.2 All recruiting managers must adhere to this policy when recruiting employees.

5. GENERAL PRINCIPLES

- 5.1 Nottingham College aims to recruit the best person for each role through a fair, transparent and effective recruitment and selection process. The college will recruit, select and appoint the most suitable applicant in terms of experience, competence, adding value, future talent and (where relevant) qualifications for each role, using a predetermined person specification as the basis on which such decisions will be made.
- 5.2 Shortlisting, interviewing and selection will be carried out without regard to any criteria that are not related to job requirements.
- 5.3 As part of the commitment to create a family-friendly and inclusive work environment, the college will consider applications for part-time working or job-sharing.

6. DISABILITY AND THE RECRUITMENT PROCESS

- 6.1 Nottingham College is positive about the employment of people with a disability and is a Disability Confident employer. Candidates with a disability who fully meet all of the essential criteria within the person specification will be shortlisted and guaranteed an interview.
- 6.2 Reasonable adjustments to the recruitment and interview process will be made to ensure that no applicant is disadvantaged because of their disability.
- 6.3 In line with the College's anonymised application process, information concerning an applicant's disability status will only be disclosed to relevant individuals and at the appropriate stage of the recruitment process.

7. DISCLOSURE AND BARRING SERVICE CHECKS

- 7.1 In accordance with the requirements of the Keeping Children Safe in Education regulations, Nottingham College uses the Disclosure and Barring Service (DBS) disclosure service to assess an applicant's suitability for positions. The college complies fully with the DBS Code of Practice and undertakes to treat all applicants fairly.
- 7.2 The college undertakes not to discriminate unfairly against any subject of a disclosure on the basis of a conviction, caution or any other information received, and having a criminal record will not automatically bar an applicant from working for the college or undertaking a placement; this will depend on the nature of the position and the circumstances of the offence. Please refer to the college's DBS / Rehabilitation of Offenders Policy.

8. TRAINING FOR PANEL MEMBERS

- 8.1 Before joining a panel, all panel members must have attended and successfully completed recruitment and selection training. At least one member of the panel must have completed 'safer recruitment' training.
- 8.2 Employees who can demonstrate significant experience of recruitment and selection may be exempt from the training programme, subject to the approval of People Services. In these cases employees will be briefed on recruitment and selection procedures by a member of People Services.
- 8.3 Where a vacancy arises, it is the responsibility of the line manager to review the continued need for the post, whether the duties are still relevant, if the role can be undertaken on a different working pattern and if the post is permanent or only required for a fixed term period. The review should be undertaken as soon as the vacancy is identified or resignation is received.
- 8.4 All vacancies must be formally approved through the staffing panel process held by the Senior Leadership Team.

9. ADVERTISING

- 9.1 When a vacancy is approved it will normally be advertised internally and externally unless it has been earmarked for redeployment purposes.

All advertisements will be checked for accuracy, terminology and language. The college will advertise with specialist organisations to advance recruitment to under-represented roles.

- 9.2 The college may advertise vacancies internally first where roles may offer career development opportunities for existing employees.
- 9.3 A vacancy need not be advertised if it is suitable for an existing employee who has become disabled and is no longer able, because of their disability, to carry out their current post.

- 9.4 Candidates will be able to access information on the terms and conditions of employment associated with the role together with an up to date job description and person specification from the website or intranet.

Candidates will also be provided with the college's values and behaviours, Code of Conduct and information about the area of work for which they are applying to assist them in making an informed decision on whether to proceed with an application.

- 9.5 It is not necessary to re-advertise a post where a suitable appointment can be made from candidates who have applied for an identical vacancy through the college's formal recruitment procedures in the previous six months.

10. FIXED TERM POSTS

- 10.1 If a fixed term employee has been recruited through the formal recruitment procedure, and the post is approved to the permanent staffing establishment, the fixed term contract of employment may be transferred to a permanent contract with the agreement of the relevant manager and staffing panel.
- 10.2 If the fixed term employee undertaking the role to be transferred to permanent status has not been recruited through the college's formal recruitment procedures, and is not eligible for permanent status as defined by The Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002, then the post will normally be advertised and the fixed term employee advised that they may apply.

11. APPLICATIONS

- 11.1 In the majority of cases, candidates will be required to complete an application form on-line however, completion of an application form is not always necessary if the applicant has a disability. In these cases applications can be submitted via a recording, in writing or typed.
- 11.2 Unless People Services agrees that there is an objective reason to accept a curriculum vitae (CV), applications will not be considered from candidates who submit a CV instead of completing the application form.
- 11.3 Late applications may be considered at the discretion of the hiring manager.

12. SHORTLISTING

- 12.1 Shortlisting will, **wherever possible**, be carried out within five working days of the advertised closing date.
- 12.2 Shortlisting will be based on the requirements of the role as defined within the person specification, and will include assessing candidates against the criteria which can be measured at the application stage
- 12.3 The panel will complete the shortlisting in the college's applicant tracking system, and those candidates that score the highest will be invited to interview.

13. SELECTION PANELS

- 13.1 Panels will normally consist of two or three members of staff these being the line manager (the panel Chair) and another one or two employees who are familiar with the area of work. Panels will, wherever possible, be diverse in their membership to support advancing equality and under-represented roles, particularly in respect of racial diversity.
- 13.2 The college will endeavour to constitute representative panels wherever possible. However, where this is not possible it is the role of the Chair to manage all panel members to ensure the fair and equal treatment of all candidates.
- 13.3 Candidates are usually invited to interview by direct contact with the candidate or through the applicant tracking system; this is the responsibility of the hiring manager, with any assistance as required from People Services.
- 13.4 Internal applicants should, as a courtesy, inform their current line manager that they have been invited to interview.

14. SELECTION PROCESS

- 14.1 Interview candidates will be assessed by the most suitable method(s) for the position for which they have applied. In all cases this will involve an interview and may include other activities for example, presentations, in-tray exercises and staff or student panels.
- 14.2 Candidates for teaching roles will be expected to undertake an assessed micro teach as a mandatory part of the selection process.
- 14.3 All applicants will be asked the same questions and provided with the same opportunity to demonstrate their experience and competence. Panel members may ask follow up questions which are required following the applicant's response to set questions.
- 14.4 Notes of the responses to questions will be made during the interview and candidates will be scored collectively by the panel against each question.
- 14.5 The purpose of the scoring mechanism is to ensure that all candidates are assessed objectively against the degree to which they meet the criteria for the job.
- 14.6 If panels cannot distinguish between candidates, it may be appropriate to hold a second interview.

15. APPOINTMENTS

- 15.1 Offers of appointment must be made as provisional offers by the panel Chair following discussion with People Services.
- 15.2 People Services will send a provisional offer of appointment letter to the successful candidate. The offer is subject to receipt of a medical check, satisfactory Disclosure and Barring Service check, proof of eligibility to work in the UK, proof of qualifications and satisfactory references.

Satisfactory references means two employment references, one of which must be from the most recent employer and which the college deems to be satisfactory.

15.3 The Chair of the interview panel will contact candidates who were unsuccessful at interview to advise them.

15.4 Feedback to candidates who are unsuccessful at interview will be available on request from the panel Chair.

16. EQUALITY, DIVERSITY AND INCLUSION MONITORING

16.1 The college will monitor all applications and appointments against the protected characteristics as defined within the Equality Act to ensure that candidates are not being discriminated against at any stage of the recruitment process. Panel members will not have access to this information which will be managed by People Services.

16.2 The college will take lawful positive action to advance equality where necessary to support the recruitment to under-represented roles.

17. COMPLAINTS AND APPEALS

17.1 Any applicant who considers that they have been unfairly treated at any stage of the recruitment and selection process should make a formal, written complaint to the Director of People Services within three weeks of the advertisement closing or interview date. The complaint will then be investigated and a response provided.

17.2 Where the complaint is not upheld, and the complainant is a member of staff and is not satisfied with the response received, the employee has a right of recourse to the grievance procedure.

18. RECORD KEEPING

18.1 Copies of all documentation will be retained by People Services for six months after the interview date and then archived anonymously and securely in the college's applicant tracking system.

19. CONFIDENTIAL

19.1 At each stage of the process the college will seek to ensure that confidentiality is maintained.

20. DECLARATION OF INTERESTS

20.1 It is the responsibility of any employee involved in the selection process to declare an interest as soon as they become aware of it. Interests include personal and professional connections to applicants.

21. APPENDIX A

EQUALITY IMPACT ASSESSMENT INITIAL SCREENING TOOL

Document Name:	Recruitment and Selection Policy	Date:	8 January 2021
Lead Officer:	Stephanie Kemp	Reviewing Officers:	

<input type="checkbox"/> Function	<input checked="" type="checkbox"/> Policy	<input type="checkbox"/> Procedure	<input type="checkbox"/> Strategy
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22. Describe the main aim, objectives and intended outcomes of the above: This policy sets out a clear and consistent framework within which all recruitment and selection decisions will be made. A fair and effective recruitment and selection process is essential for the college's ability to attract and retain high performing talent in a competitive employment market.

You must assess **each** of the 9 areas separately and consider how your policy may affect each group.

1. Assessment of possible adverse impact against any minority group				
How could the policy have a significant negative impact on equality in relation to each area?		Yes	No	If yes, please state why and the evidence used in your assessment
1.	Age		X	
2.	Sex		X	
3.	Disability		X	
4.	Race or Ethnicity		X	
5.	Religion or Belief		X	
6.	Sexual Orientation		X	
7.	Pregnancy and maternity		X	
8.	Gender reassignment		X	
9.	Marriage and Civil Partnership		X	

You need to ask yourself:

- Will the policy create any problems or barriers to any community of group?
- Will any group be excluded because of the policy?
- Will the policy have a negative impact on community relations?

If the answer is yes to any of the above then a full Equality Impact Assessment will be required.

2. Positive impact				
How could the policy have a significant positive impact on equality by reducing inequalities that already exist?		Yes	No	If yes, please state why and the evidence used in your assessment
1.	Promote equal opportunities	X		Further inclusive measures included to promote equality of opportunity, including at 1.1.2, 6.3, 9.1, 9.4, 13.1, 16.2
2.	Get rid of discrimination		X	
3.	Get rid of harassment		X	
4.	Promote good community relations		X	
5.	Promote positive attitudes towards disabled people	X		
6.	Encourage participation by disabled people	X		

7.	Consider more favourable treatment of disabled people	X		The college is a member of disability confident
8.	Promote and protect human rights		X	

3. Summary						
Positive		<i>Please rate the level of impact</i>			Negative	
HIGH	MEDIUM	LOW	NIL	LOW	MEDIUM	HIGH
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Date assessment completed:		Is a full Equality Impact Assessment required?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	