

DOCUMENT DETAILS

Document Name:	Nottingham College Recruitment and Selection Policy
Document reference	HR/MAP/
Version	2.0
Issue Date:	August 2018
Review Date:	August 2020
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Document Owner	Ffiona Baker
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

DOCUMENT APPROVAL

Approving person/body	Job Role (where applicable)	Date Approved
SLT		7.8.18

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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.

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 Human Resources manage the application of this policy.

4.2 All recruiters 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 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 work environment, the College will consider applications for job-sharing.

6. PEOPLE WITH A DISABILITY

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.

7. DISCLOSURE AND BARRING SERVICE CHECKS

- 7.1 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.

8. TRAINING FOR PANEL MEMBERS

- 8.1 Before joining a panel, all panel members must have attended and successfully completed Recruitment and Selection training to the satisfaction of the trainer. 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 Human Resources. In these cases employees will be briefed on recruitment and selection procedures by a member of Human Resources and they must complete this before joining a panel.

9. VACANCIES

- 9.1 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.
- 9.2 All vacancies must be formally approved through the Staffing Panel process held by the Strategic Leadership Team.

10. ADVERTISING

- 10.1 When a vacancy is approved it will normally be advertised internally and externally unless it has been earmarked for redeployment purposes.
- 10.2 The College may advertise vacancies internally first where roles may offer career development opportunities for existing employees.

- 10.3 A vacancy need not be advertised if it is suitable for an existing employee who has become disabled and is no longer capable of carrying out their current post.
- 10.4 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.
- 10.5 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 three months.

11. FIXED TERM POSTS

- 11.1 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.
- 11.2 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.

12. APPLICATIONS

- 12.1 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.
- 12.2 Any deviation from the use of the application form other than for people with a disability must be approved by the Head of Human Resources.
- 12.3 Unless the Head of Human Resources 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.
- 12.4 Applications received after the closing date will only be accepted if the reason for late receipt was the fault of the College.

13. SHORTLISTING

- 13.1 Shortlisting will be carried out by the interview panel (see below) who will usually shortlist all applications within 5 working days of the advertised closing date.
- 13.2 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.
- 13.3 The panel may weight the criteria in advance of short listing to assist the process.
- 13.4 Candidates who meet the highest number of essential criteria (followed by desirable criteria where there is no discernible cut-off from the essential criteria) will be invited to interview.
- 13.5 The panel will complete a shortlisting scoring form and agree the candidates who will be invited to interview.
- 13.6 Human Resources check returned shortlists at regular intervals to ensure that shortlisting has been carried out appropriately.

14. SELECTION PANELS

- 14.1 Panels will normally consist of three members of staff these being the line manager (the Panel Chair) and another two employees who are familiar with the area of work. Where it is not possible to source another two employees, panels may be constituted with 2 members with the agreement of Human Resources.
- 14.2 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.
- 14.3 Human Resources will invite applicants to interview.
- 14.4 Internal applicants should inform their current line manager that they have been invited to interview.

15. SELECTION PROCESS

- 15.1 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 and in-tray exercises.
- 15.2 Candidates for teaching roles will be expected to undertake an assessed micro teach as a mandatory part of the selection process.

- 15.3 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.
- 15.4 Notes of the responses to questions will be made during the interview and candidates will be scored collectively by the panel against each question.
- 15.5 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.
- 15.6 If panels cannot distinguish between candidates, it may be appropriate to hold a second interview.

16. APPOINTMENTS

- 16.1 Offers of appointment must be made as provisional offers by the Panel Chair following discussion with Human Resources.
- 16.2 Human Resources 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 Disclosure, 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.
- 16.3 The Chair of the interview panel will contact candidates who were unsuccessful at interview to advise them.
- 16.4 Feedback to candidates who are unsuccessful at interview will be available on request from the Panel Chair.

17. EQUALITY, DIVERSITY AND INCLUSION MONITORING

- 17.1 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 Human Resources.
- 17.2 Statistical information on all stages of the recruitment and selection process will be collated and reported as part of the annual workforce report.

18. COMPLAINTS AND APPEALS

- 18.1 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 Head of Human Resources within 3 weeks of the advertisement closing or interview date. The complaint will then be investigated and a response provided.
- 18.2 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.

19. RECORD KEEPING

- 19.1 Copies of all documentation will be retained by Human Resources for six months after the interview date and then disposed of securely.

20. CONFIDENTIAL

- 20.1 At each stage of the process the College will seek to ensure that confidentiality is maintained.

21. DECLARATION OF INTERESTS

- 21.1 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.