

# Recruitment and Selection Policy

<b>Policy name:</b>	<b>Recruitment and Selection</b>
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<b>Created by:</b>	<b>Director of Human Resources</b>
<b>Approved by:</b>	<b>Principal/Chief Executive</b>
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## 1. Purpose

Recruitment and selection play a fundamental role in the success and development of the College. Successful recruitment and selection is an important factor in our ability to attract and retain high performing staff and ensure an appropriate balance of skills and competences to meet changing needs, enabling the short and long term ambitions of the College to be met.

The purpose of this policy is to detail the College's approach to the recruitment and selection of all staff.

The College will seek to attract the best candidate for the job based on merit and ensure the identification of the person best suited for the job and the College.

The College will ensure that the recruitment and selection of staff is conducted in a professional, timely and responsive manner in compliance with current employment legislation.

The College is committed to safeguarding, Prevent and promoting the welfare of children, young people and adults at risk and expects all staff to share this commitment. In order to verify an individual's suitability for appointment successful applicants are required to undertake a Disclosure and Barring Service enhanced check.

The College welcomes applications from individuals regardless of race, religion, gender, gender reassignment, sexual orientation, age, caring responsibilities, religion or belief, socio-economic background or disability and in accordance with the Equality Act 2010 endeavours to ensure that each and every applicant receives equitable and fair treatment throughout the recruitment and selection process.

Recruitment and selection is a key public relations exercise and should enhance the reputation of the College. Candidates will be treated equitably and efficiently, with respect and courtesy, aiming to ensure that the candidate experience is positive irrespective of the outcome.

The College will promote best practice in Recruitment & Selection.

The College will ensure that its recruitment and selection process is cost effective.

## 2. Scope

All recruitment and selection activity will be undertaken in accordance with the procedures relating to this policy. Everyone involved in the recruitment and selection process will receive appropriate training in order to carry out this essential role.

## 3. Responsibility

The monitoring of this policy will be the responsibility of the Director of Human Resources.



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## 4. Procedure

### 4.1 Vacancies

When a vacancy arises the line manager should consider reassessing the requirements of the job or restructuring to ensure fit for future purpose and realise savings where possible.

### 4.2 Staff Requisition

Staff Requisitions are required for all posts. The requisition must receive ELT approval.

### 4.3 Job Description

A job description must be produced or updated for any vacant post that is to be advertised and can also be used for induction and training.

The job description should include:

- main purpose of the job
- main tasks of the job
- job activities
- responsibilities
- safeguarding and Prevent responsibilities

### 4.4 Person specification

A person specification allows the line manager to profile the ideal person to fill the job. It should state the criteria in terms of skills, knowledge and experience all relating precisely to the needs of the job. Care should be taken when drawing up the person specification to avoid including criteria that may have the effect of indirectly discriminating against certain groups of applicants.

Factors to be considered:

- skills, knowledge, aptitudes directly related to the job
- type of experience necessary
- competences necessary
- education and training
- personal qualities in relation to the job

### 4.5 Advertising

All vacancies will be advertised internally and where appropriate externally. Recruitment advertising must be effective, give value for money and present a positive and realistic image of the College. All advertisements will indicate the College's commitment to safeguarding, Prevent and equality, diversity and inclusion.

An online application/application form will be required in every case, although the submission of CVs in support of an application is acceptable.



#### **4.6 Shortlisting**

The applications will be shortlisted by the recruiting manager/panel.

Only candidates who meet the requirements for the post will be considered for shortlisting. Any gaps in employment history will be identified and discussed at interview.

New selection criteria will not be introduced at this stage.

Under the Disability Confident commitment, which clearly demonstrates our continued commitment to and implementation of the College's policy of equal opportunity and commitment to diversity, we guarantee an interview for candidates with disabilities who fulfil the minimum essential criteria detailed in the Person Specification.

#### **4.7 References**

References will be sought for all shortlisted candidates including internal ones, before interview, so that any issues of concern they raise can be explored further with the referee and taken up with the candidate at interview.

#### **4.8 Selection**

Selection methods may include presentations, in tray exercises, aptitude tests, structured interviews, psychometric tests etc. dependent upon the role and must be applied consistently to every candidate.

All academic posts will include a structured interview and micro-teach (exceptions may be allowable in the case of existing agency staff, if agreed with the Director of HR and the Director of Quality).

All candidates must be asked the standard safeguarding and Prevent questions. Notes recording evidence against selection criteria should be made in all selection activities. This should then be used to assess candidates against the person specification, make selection and for the provision of feedback to candidates.

#### **4.9 Appointments**

Once a selection decision has been taken a written offer of employment will be made. Offers of employment are subject to satisfactory references, Disclosure and Barring Service clearance, medical clearance and other checks such as Asylum & Immigration checks.

Unsuccessful candidates will be notified and feedback provided, if requested.

#### **4.10 Recruitment targets and monitoring**

The Human Resources Team reviews the recruitment and selection process, monitoring diversity and equality of opportunity and undertaking advertising response analysis.



#### **4.11 Safeguarding and Prevent**

The College's commitment to safeguarding and Prevent is included in job adverts. Individual responsibilities for safeguarding and Prevent are included in job descriptions. Standard safeguarding and Prevent questions are asked at interview. The successful candidate completes a Disclosure & Barring Service Form and provides the required identity documents. DBS clearance must be received before an individual commences employment (in exceptional circumstances an individual may begin employment once a risk assessment has been completed). Employment offers are subject to satisfactory references.

#### **5. Monitoring**

The monitoring of this policy will be the responsibility of the Director of Human Resources.



## Equality Impact Assessment

<b>Policy Title:</b>	Recruitment & Selection Policy
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<b>Identify the Key Stakeholders:</b>	<ul style="list-style-type: none"> <li>• College recruiting managers.</li> <li>• Candidates.</li> <li>• Learners.</li> </ul>	
<b>What is the impact on the following:</b>	<b>Key Characteristics</b>	<b>Impact</b>
	Age	(1) A positive impact is intended and very likely
	Disability	(1) A positive impact is intended and very likely
	Sex	(1) A positive impact is intended and very likely
	Racial group	(1) A positive impact is intended and very likely
	Religion and belief	(1) A positive impact is intended and very likely
	Sexual orientation	(1) A positive impact is intended and very likely
	Gender re-assignment	(1) A positive impact is intended and very likely
	Pregnancy and maternity	(1) A positive impact is intended and very likely
	Marriage and civil partnership	(1) A positive impact is intended and very likely

	Please tick			
<b>Have any additional safeguarding risks been identified?</b>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
<b>Any major changes or adjustments required:</b>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
<b>Stop and remove:</b>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>







**Actions to be addressed:**

Action	To be completed by	Target Date	Completed (Y/N)
Continued E&D monitoring of applicants and successful candidates. Review against current staff composition and local population profile.	HR	July 2022	
Measures put in place to address or mitigate adverse impact.	HR	July 2022	

**Validated by the Equality & Diversity Committee**

**Date:**

**If applicable, actions completed and validated by the Equality & Diversity Committee**

**Date:**