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| Recruitment and Selection Policy | Policy Ref: SMBP |
| 1. | Purpose |
|  | This policy sets out a clear and consistent framework within which all Collegerecruitment decisions will be madewith the aim that all job applicants will have a positive recruitment experience (whether the outcome of their application is an offer of employment or not). |
| 2. | Scope |
|  | The Policy applies to all employees of SMB Group, with the exception of Senior Post-holders. The recruitment of Senior Post Holders is governed by separate arrangements, in accordance with the College’s Instruments and Articles of Government.  |
| 3. | Policy Statement |
|  | The College recognises that the way in which it recruits and selects employees and how it communicates with and engages job applicants can have a positive impact upon the College’s profile and image. This policy aims to ensure that the College recruits, selects and appoints the most suitable applicant in terms of experience, competence and (where relevant) qualifications for each role, using predetermined job descriptions and person specifications for the basis on which such decisions are made. |
| 4. | Responsibilities |
|  | As defined in section 2 of the policy |
| 5. | Equality and Diversity Impact Measure |
|  | The College has considered the Equality and Diversity implications in relation to the rules and policies set out in this document. It does not consider them to unduly impact upon any protected group. |
| 6. | Environmental Impact Assessment |
|  | The College has considered environmental implications in relation to the rules and policies set out in this document. The College considers the environmental impact to be neutral.  |
| 7. | Data Protection Impact |
|  | The impact of this policy on an individual’s data has been considered and necessary actions implemented |
| 8. | Associated Policies, Processes, Procedures or Guidance |
|  | The following are policies, processes, procedure or guidance which should be referred to alongside this policy: |

Person Responsible for Policy Vice Principal Human Resources & Organisational Development

Date Policy Written January 2020

Date Approved by SMT January 2020

Date Approved by Governors/ N/A

(where applicable)

Date for Review January 2023

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1.0 Purpose and objectives

1.1 We are committed to ensuring that we provide an inclusive learning and working environment where everyone can reach their full potential, regardless of their background. Our policy is designed to ensure that no potential employees are treated less favourably on the grounds of any protected characteristic.

1.2 This policy sets out a clear and consistent framework within which all recruitment decisions will be made.

2.0 Responsibilities

2.1 Human Resources

* To assume overall responsibility for the recruitment and selection policy and associated procedures, making sure that the established policy and good practice guidelines are followed.
* To ensure that records are stored and retained confidentially and in accordance with the College’s Data protection Policy and General data protection Regulations 2018
* To advise on employment law and the application of this policy
* To administer and co-ordinate the process
* To oversee the quality of completion to ensure this policy and legal requirements are complied with
* To undertake sampling of completed shortlisting and interview forms to ensure documentation is accurate
* To provide briefings and/ training on recruitment and selection
* To monitor recruitment and selection practice
* To ensure that candidates receive constructive feedback upon request, in liaison with the Appointment Panel chair.
* To manage complaints

2.2 Appointment Panel Chairs

* To ensure that this policy is observed and for the quality of the recruitment process
* To ensure all documentation (including job descriptions, person specifications, job advertisements and selection tests) is completed properly and interview tasks are compliant with good practice
* To ensure that applications are shortlisted correctly and that College procedures are followed.
* To ensure that all applicants who are entitled to an interview under the Positive about Disabled People initiative do receive an interview.
* To take action to eliminate any direct or indirect discrimination within the recruitment process.
* To ensure that the process is completed in a timely manner
* To ensure that candidates receive constructive feedback upon request, in liaison with Human Resources

2.3 Panel members

* To assess candidates objectively and consistently, ensuring that the recruitment policy and good practice guidelines are met.
* To attend briefings or training, as required, before joining a panel

3.0 Introduction

3.1 The College recognises that the way in which it recruits and selects employees and how it communicates with and engages job applicants can have a positive impact upon the College’s profile and image.

3.2 Our aim is to attract a high performing, talented and inclusive workforce, ensuring that we are well-regarded as an ‘Employer of First Choice’.

3.3 This policy aims to set out a clear and consistent framework within which all recruitment decisions will be made, with the aim that all job applicants will have a positive recruitment experience (whether the outcome of their application is an offer of employment or not).

3.4 This policy also aims to ensure that the College recruits, selects and appoints the most suitable applicant in terms of experience, competence and (where relevant) qualifications for each role, using predetermined job descriptions and person specifications for the basis on which such decisions are made.

3.5 The College’s Equality & Diversity Policies will be applied at all stages of recruitment and selection. Short listing, interviewing and selection will be carried out without regard to gender, disability, race, nationality, ethnic or national origins, parental or marital status, age, religion or belief, sexuality.

3.6 The College is a Disability Confident Employer. Candidates who notify the College of a disability upon application will be interviewed unless it is clear that they do not meet the essential criteria outlined in the person specification. Reasonable adjustments to the recruitment and interview process will be made to ensure that no applicant is disadvantaged because of their disability.

3.7 All applicants will, on request, receive appropriate feedback whether or not their applications have been successful.

3.8 The College uses the Disclosure and Barring Service (DBS) Disclosure Service to assess applicant’s suitability for positions within the College. The College complies fully with the DBS Code of Practice and undertakes to treat all applicants fairly. 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.

4. Scope of the Policy

4.1 This policy applies to all appointments to the College with the exception of Senior Post Holders.

4.2 The recruitment of Senior Post Holders is governed by separate arrangements, in accordance with the College’s Instruments and Articles of Government.

5.0 Identifying a vacancy

5.1 Before any vacancy is confirmed line managers should consider:

* Whether the post is necessary
* Whether the post can be deleted
* Whether the work can be organised differently
* Whether there should be a change of duties and responsibilities
* Whether the work should be for a short term or permanent period
* What skills, knowledge and experience are needed

6.0 Authorising a Vacancy

6.1 Line managers must fully complete a Recruitment Request Form in all cases and forward this to Human Resources.

6.2 This form must be supported by a job description, person specification and any other supporting documentation (see Section 8 below).

6.3 The form must be counter-signed by the relevant member of the Senior Management Team prior to its submission to Human Resources.

7.0 Establishing an Appointment Panel

7.1 Appointment Panels will normally consist of three members and will include:

* The line manager
* Another two employees who are familiar with the area of work

7.2 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.

7.3 At least one member of the Appointment panel will have received training in Safer Recruitment practices.

**8.0 Job Descriptions and Person Specifications**

8.1 A job description will be prepared in all cases, in accordance with the College’s agreed format and will include the key tasks and responsibilities of the post.

8.2 A person specification will be prepared in all cases. The selection criteria will be marked to identify whether they are essential (E) or desirable (D) and how the criteria will be assessed i.e. from the evidence on the application form or from assessment at the interview stage, or both.

8.3 The person specification will outline the following key criteria:

* Qualifications and training
* Knowledge
* Experience
* Skills and Abilities
* Other qualities and general circumstances

8.4 The person specification will:

* Avoid unnecessary physical standards which may exclude disabled applicants
* Avoid arbitrary minimum levels of experience, which may be indirectly discriminatory

9.0 Advertising and Re-advertising

9.1 Once authority to recruit has been confirmed, the post will normally be advertised utilising the most effective and efficient recruitment method, depending on the position. These may include:

* Internal advertisement
* External advertisement
* Employment agencies or job centres
* Executive search

The advertisements will all contain:

* The post title
* Salary
* The College logo
* Disability Confident Employer logo
* Closing date
* A statement that under- represented groups within the College are especially encouraged to apply and that the College welcomes applications from all sections of the community.

9.2 Whilst the College recognises that it is good practice for fixed term or temporary positions to be advertised, it may not always be possible in circumstances where the College needs to make an appointment quickly, because of the needs of the service.

9.3 It will not be necessary to re-advertise a post where a suitable appointment can be made from candidates who have applied for an identical vacancy through formal College procedures in the last three months.

9.4 All advertisements, with the exception of internal adverts, will normally run for two weeks.

**10.0 Applications**

10.1 All applications will be made using the College’s standard application form, unless the applicant has a disability which prevents them from doing so. In these cases reasonable adjustments will be made.

10.2 A Curriculum Vitae will not normally be accepted.

10.3 All applications will be held confidentially in the Human Resources Department for six months from the date of the interviews, after which they will be destroyed. All records will be held securely and in accordance with the General Data Protection Regulation (GDPR).

11.0 Short listing and grading applicants

11.1 Prior to short listing, the equal opportunities monitoring forms will be separated from the application forms by Human Resources. These forms are confidential and will not be available to the Appointment Panel.

11.2 All applicants will be short listed by the appointment panel against the essential and desirable criteria outlined within the person specification and which can be assessed by the application form alone (as outlined in the person specification – see 8.2 above).

11.3 Candidates who meet and can demonstrate that they meet the essential criteria followed by desirable criteria will be invited to interview. Human Resources will randomly check returned shortlists at regular intervals to ensure that shortlisting has been carried out appropriately.

11.4 The Appointment Panel may weight the criteria in advance of short listing to assist the process.

12.0 Interviewing and grading applicants

12.1 All applicants will be asked the same set of questions and provided with the same opportunity to demonstrate their experience and competence. The set questions will provide candidates with an opportunity to demonstrate how they meet the essential and desirable selection criteria outlined in the person specification. Panel members may ask additional and follow up questions depending on the applicant’s response to the set questions.

12.2 Notes of the responses to questions will be made during the interview and once interviews are complete candidates will be scored collectively by the panel against the essential and desirable criteria, using the following scoring:

* 0 –no or limited evidence. The candidate falls significantly short of meeting the criteria.
* 1- evidence provided, however, this falls short of fully meeting the criteria.
* 2 - evidence provided which demonstrates that the candidate can perform the criteria fully and effectively
* 3 - evidence provided which demonstrates that the candidate can exceed the criteria

12.3 An interview assessment form must be completed for each candidate, which records details of how the candidate performed at interview. A record must also be kept of performance in any tests, presentations etc. indicating how this contributed to the selection decision.

12.4 The Chair is responsible for completing paperwork and recommending appointment.

12.5 The purpose of the assessment scheme is to ensure that all candidates are assessed objectively against the level to which they meet the criteria for the job.

12.6 Human Resources will randomly check returned interview assessment sheets at regular intervals to ensure that interview scoring has been carried out correctly.

13.0 Selection testing

13.1 In addition to panel interviews, a variety of selection methods may be deployed and these may include:

* Written exercises
* Assessment centres
* Presentations
* Aptitude/ability tests
* Group exercises
* Personality profiles
* Observations.

13.2 Any testing of candidates additional to the panel interview, must be shown to be relevant to the role.

13.3 For all lecturer roles and management roles with a teaching commitment, all candidates will be required to deliver a teaching session.

14.0 Feedback

14.1 Feedback will be provided to all candidates who attend interview on request. This can be obtained from the Human Resources Department/Panel Chair

15.0 The Offer of Appointment

15.1 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 Enhanced Disclosure and Barring Service Disclosure, proof of eligibility to work in the UK, proof of qualifications and satisfactory references (if not already received). Satisfactory references are classed as two employment references, one of which must be from the most recent employer, and which the College deems to be satisfactory.

15.2 Employees will not be permitted to commence employment until all pre-employment checks have been completed.

15.3 However, in line with DfE Guidance Keeping Children Safe in Education, an employee may be permitted to commence employment pending the receipt of a satisfactory Enhanced DBS check, with the approval of the Vice Principal Human Resources and Organisational Development. However the College will complete a risk assessment in all cases and this may include discussing a criminal record where one has been declared.

15.4 Any matter revealed in a DBS Disclosure will be discussed with the candidate before any decisions are made, including the possible withdrawal of a conditional offer of employment or placement.

15.5 Where recruitment/employment agencies have been used to source candidates on a temporary basis, the recruitment agency will be responsible for completing all pre-employment vetting prior to the commencement of the work and providing written confirmation to this effect.

15.6 Before commencing their placement, all volunteers and/or work experience personnel working at the College will be subject to an Enhanced DBS check and all other checks as detailed in 15.1 above.

**16.0 Complaints**

16.1 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 Human Resources Department within 3 weeks of the closing or interview date. This complaint will then be investigated and a response provided.

16.2 Where the complaint is not upheld, and the complainant is a College employee, the employee has a right of recourse to the Grievance procedure if they are not satisfied with the response.

**17.0 Record Keeping**

17.1 All recruitment records will be stored confidentially and retained in accordance with the College’s Privacy Statement, Data Protection Policy and General Data Protection Regulations 2018.

18.0 Review & monitoring arrangements

18.1 It will be the responsibility of Human Resources to review and monitor the policy and procedure to ensure it remains legally compliant and reflects good practice.

18.2 Human Resources is responsible for monitoring recruitment and selection practice and will report periodically on this to the Corporation.

18.3 The Policy will be formally reviewed every 3 years.

19.0 Monitoring applications and appointments

19.1 The College will monitor all applications and appointments in terms of relevant protected characteristics to ensure that applications and appointments are not being discriminated against at any stage of the recruitment process.

20. Equality and Diversity Impact Measure

20.1 The College has considered the Equality and Diversity implications in relation to the rules and policies set out in this document. It does not consider them to unduly impact upon any protected group.