



John Wheatley College

Board of Management

Recruitment and Selection Policy – All Staff

1. Introduction

John Wheatley College's recruitment and selection strategy seeks to select the best candidate for every job vacancy and achieve a fair and consistent approach in its Recruitment and Selection Procedures by promoting equality of opportunity. The College has an Equal Opportunities Policy and Race Equality Policy which details its commitment to equal opportunities in employment.

The College values diversity and welcomes applications from all groups in society. As an employer the College is committed to promoting equality of opportunity. To fulfil these commitments it is crucial that the College adopts recruitment and selection procedures which are fair, lawful, objective and cost effective to promote consistent good practice. In this way the interests of John Wheatley College and its good reputation as a fair employer will be safeguarded. Recruitment and selection is recognised as a means of demonstrating the College's commitment to best employment practices and is acknowledged that the option of choice applies equally to both the College and the applicant.

It is the responsibility of all those involved in the recruitment and selection process to ensure that statutory obligations placed on the College by legislation are strictly adhered to, with particular reference to Equality Act 2010 and the Data Protection Act 1998.

It is in the College's interest to achieve a fair and consistent approach in its recruitment and selection procedures for all categories of employees not only to ensure that the best candidate for the job is selected, but also to:

- avoid discriminatory practices;

- ensure equal access to all jobs;
- comply with employment legislation; and
- ensure good human resource management practice.

2. Purpose

This Policy sets out the College's Policy on recruitment and selection. The College does not discriminate against applicants on the basis of age, disability, gender reassignment, gender identity, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (protected characteristics The Equality Act 2010).

The College aims to ensure that no job applicant suffers discrimination because of any of the protected characteristics above. The College's associated recruitment and selection procedures are reviewed regularly to ensure that individuals are selected on the basis of their relevant merits and suitability. Job selection criteria are regularly reviewed to ensure that they are relevant to the role and are not disproportionate.

3. Scope

This Policy applies to both internal and external recruitment and is made available to all applicants and employees. This Policy does not form part of an employee's contract of employment and may be amended as necessary.

4. Principles

The College has clear written procedures for recruitment and selection that will be made available to everyone involved in the recruitment process.

This Policy aims to outline the practices which will give candidates equality of opportunity. The principles which are set out in this policy apply equally to the recruitment and promotion process and to internal and external candidates. To ensure that the College's Policy and Procedures are carried out consistently every Board Member and College manager who participates in the recruitment and selection process must have received appropriate training in the process and with regard to related equality and diversity legislation. This will assist in ensuring a consistent approach to recruitment and selection across the College.

The success of the College depends on the success of its employees. It therefore follows that it is important that the appropriate employees are recruited by investing the necessary time and effort in the recruitment and selection process.

5. Advertising

No post will be advertised without the completion of the College's Authority to Recruit form.

All vacancies whether temporary or substantive will be filled in line with the College's Recruitment and Selection Procedures.

The vacant role will be defined in a non-discriminatory and objective manner through a carefully drafted Job Description and Person Specification assisted by the College's job evaluation procedure. Advertisements will identify a number of the essential criteria in order to optimise the number of suitable applicants.

The Human Resources Manager will be responsible for co-ordinating all advertising. All press adverts will be discussed with the appropriate line manager and approved by a member of the strategic management team prior to being processed.

Each advert will contain a statement stating that the College actively promotes equality of opportunity for all to encourage applications from under-represented groups and welcomes applications from any candidates with the right mix of talent, skills and potential. The selection of candidates for interview will be based on appropriate skills, qualifications and/or experience and competence.

6. Applications

Posts will be filled following advertisement, internal or external, completion of a standard application form for the post concerned and evaluation by a panel. In relation to temporary academic staff the appointment may be made from a pool of temporary staff who have previously progressed through the recruitment and selection process in accordance with the College's Procedures.

The College use a standardised application process which allows it to make an objective assessment of an applicant's suitability. This will allow applicants

to compete on equal terms with each other. A standardised application process does not preclude reasonable adjustments for disabled candidates.

Recruitment packs will be accessible on the College's website. The website is designed to use a standard style definition which allows the user to adjust the text, including font size, accordingly to suit their individual preferences.

Applications will be acknowledged upon receipt if the candidate has completed the appropriate acknowledgement form and provided a self stamped address envelope.

Under the 'Double Tick' Initiative any disabled applicant who meets the essential criteria on the person specification will invited for interview.

7. Reasonable adjustments

Reasonable adjustments will be made as appropriate to application, shortlisting, interview and assessment arrangements and to support disabled candidates to do the job, should they be appointed.

During the application process the College will provide and accept information in accessible formats where this would be a reasonable adjustment. Accessible formats could include email, Braille, Easy Read, large print, audio format and data formats. Alternatively, the College will accept a Curriculum Vitae under certain circumstances as a reasonable adjustment. Disabled candidates are invited to indicate when these accessible formats are required.

The College invites disabled candidates to indicate on the application form if they require any reasonable adjustments during the shortlisting process. Only shortlisted candidates are asked if they require the College to make reasonable adjustments for interview or assessment arrangements. When an offer of appointment is made, successful disabled candidates will be invited to discuss their requirements for reasonable adjustments to support them to do the job. Disabled applicants may discuss their requirements for reasonable adjustments at any stage of the recruitment process with the recruiting manager or Human Resources Section.

8. Pre-employment health questions etc.

Applicants will generally not be asked about health or disability before a formal job offer is made or before the applicant has been accepted into a pool of applicants to be offered a position when one becomes available. There are limited exceptions which will only be used with Human Resources' approval.

For example:

- (a) Questions necessary to establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments).
- (b) Questions to establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at interview or assessment.
- (c) Positive action to recruit disabled persons (see 'section 9 below).
- (d) Equal opportunities monitoring (which will not form part of the decision-making process).

9. 'Double Tick' Initiative

Under the 'Double Tick' Initiative any disabled applicant who meets the essential criteria on the person specification will be invited for interview. The Equality Act permits questions to be asked at the application stage to identify disabled applicants who want to use this scheme.

Both campus buildings are full accessible to learners, service users and staff who have a disability or sensory impairment. Disabled candidates can access further information about the accessibility to the College's main buildings on the College website at www.jwheatley.ac.uk by clicking on the DisabledGo logo.

College is committed to challenging the stigma and discrimination associated with mental health and well-being and it has signed the '**see me**' pledge to demonstrate its commitment.

10. Entitlement to work in the UK

The College is required by law to ensure that all employees are entitled to work in the United Kingdom (UK). To comply with the Provisions of the Immigration, Asylum and Nationality Act 2006, successful candidates will be asked to provide evidence of their entitlement to work in the UK before an offer of employment can be confirmed.

The College will not make assumptions about a person's right to work in the UK based on race, colour or national origin.

John Wheatley College does not hold a sponsor licence and therefore cannot issue Certificates of Sponsorship under the points-based system.

11. Recruitment Process

All appointments, internal and external, will be made in accordance with the College's Procedures for Recruitment and Selection. The College's Authority to Appoint form must be complete and signed by the Principal, or Senior Vice Principal in the absence of the Principal, prior to an offer of employment being made, (except in the case of appointments made from the pool for temporary academic staff).

The College will use fair and objective selection methods to assess the suitability of candidates.

The College may use a mixture of tools as part of its selection process to ensure that the right candidate is selected. These tools include:

- individual interviews;
- written exercises;
- presentations;
- aptitude/ability tests;
- visits to work locations;
- group exercises;
- personality profiles; and
- observations.

In order to allow the candidate an opportunity to display, and the Panel to appraise the necessary knowledge, skills and aptitudes, the College will widen the selection process according to the post. However, all selection processes will include a selection interview as a minimum requirement.

Aptitude and ability tests will correspond to the job in question and will measure as closely as possible the appropriate levels of the skills and abilities included in the person specification.

All candidates will do the same test unless there is a health and safety reason why the candidate cannot do so, for example because of pregnancy, or unless a reasonable adjustment is required.

The College will make adjustments where a test or assessment would put a disabled applicant at a substantial disadvantage, if such adjustments would be reasonable.

Shortlisting is undertaken by a methodical comparison of application forms with the Job Description and the Person Specification.

An offer of appointment will only be made on the basis of the consensus of the panel following adherence to the Recruitment and Selection Procedures. If the panel is evenly split, the Chair will have the casting vote.

12. Pre-employment Checks

No formal written offer of appointment will be made before clearance of the necessary employment checks. Employment checks will include:

- Protection of Vulnerable Group (PVG) Scheme membership or Criminal Records Certificate;
- required qualifications for the post if applicable;
- receipt of documents required under the Immigration, Asylum and Nationality Act 2006 (a list of these can be obtained from the Human Resources Section or can be found on the UK Border Agency Website); and
- satisfactory references.

The Protection of Vulnerable Groups (Scotland) Act 2007 places a duty on the College not to employ for regulated work with children or protected adults any person who is listed as barred from that type of work.

The majority of posts within the College are covered by The Protection of Vulnerable Groups (Scotland) Act 2007. Most posts will undertake regulated work with children and in some cases protected adults. This means that a candidate will be required to complete an application to become a member of the PVG Scheme.

A candidate may disclose that he/she has a criminal record. Depending upon its nature and the relevance to the work, it may be decided that the conviction will not impact on the individual's suitability to undertake the duties of the post. However, post holders whose role involves doing regulated work with children or protected adults must be or become a member of the PVG Scheme.

The College shall follow the procedure contained within Management of Criminal Records Information Policy and Procedure which is available on the College's website. The College will not, except in exceptional circumstances, confirm an appointment until the individual is a member of the PVG Scheme or receives a satisfactory Criminal Records Certificate. If the individual is barred from the PVG Scheme the employment relationship is more than likely to be terminated.

13. Feedback

The College will provide post interview feedback to all candidates who make such a request. Feedback should be provided by the Chair of the Panel wherever possible.

The College will seek to assist internal candidates unsuccessful for appointment through the provision of constructive feedback and the provision of training and development where necessary.

14. Flexible Working

All posts will be considered suitable for flexible working unless such a restriction can be objectively justified for operational reasons. Full details can be found in the College's Worklife Balance Policy which is a separate document and is available on the College's website.

15. Recruitment Complaints

Without infringing legal rights, applicants may submit a written complaint of unfair treatment to the Principal in line with the Recruitment Complaints procedure which is available from the Human Resources Section and can be found as part of College's Recruitment and Selection Procedure.

16. Induction

The line manager will ensure that an appropriate induction programme is provided for the role and will make the necessary arrangements to ensure that any new entrant under goes the following compulsory training:

- health and safety*;
- equality and diversity*;
- sustainability*; and
- the completion of the e-learning package for equalities training.

*To be completed within the first week of commencing employment.

17. Exit Interview

All staff will be offered the opportunity to participate in the College's Exit Interview process, which forms part of the College's Recruitment and Selection Procedure. The results of the exercise will be discussed with the line manager and their Head of Section. The results of Exit Interviews will be collated and reported in the College's Annual Equality and Diversity Report and used to measure the effectiveness of the Board's equalities policies and approaches. This will assist in the further development of appropriate positive action programmes.

18. Monitoring of Recruitment

All candidates will be asked to complete an Equal Opportunities Monitoring Form which will be returned in a sealed envelope. This information will not be divulged to the selection panel and will be used for monitoring purposes only.

In line with the recommendations from the Equality and Human Rights Commission, the College will undertake an analysis of the composition of the workforce on an annual basis. The results of the exercise will be reported in the College's Annual Equality and Diversity Report and used to measure the effectiveness of its College's equalities policies and approaches. This will assist in the further development of appropriate positive action programmes.

The College's Annual Equality and Diversity Report shall report on recruitment and selection to the Board of Management , its Personnel and Staffing Committee, the College's Equality and Diversity Committee, and Joint Consultative Committee. The Annual Equality and Diversity Report will be made available to prospective applicants on request.

19. Supporting Policies and Procedures

Supporting Policies and Procedures include:

- Recruitment and Selection Procedures
- Equal Opportunities Policy
- Race Equality Policy
- Dignity at Work Policy
- Grievance Policy and Procedure
- Public Interest Disclosure Policy Code of Practice and Procedure for Recruitment and Selection

- Worklife Balance Policy
- Exit Interview Policy and Procedure
- Management of Criminal Records Information Policy and Procedure
- Safeguarding Children, Young People and Vulnerable Adults Policy

20. Review and Monitoring

The content, effectiveness and operation of the Recruitment and Selection Policy will be reviewed, at least, on an annual basis at the end of each academic session by the Equality and Diversity Committee and updated in partnership with management, Trades Unions, staff and learner representatives and external parties. Account will also be taken of any developments in legislation and case law.

This Policy will be reviewed by June 2013.