



## **John Wheatley College**

### **Recruitment and Selection of Employees**

#### **Policy and Procedure**

#### **Recruitment and Selection Policy**

##### **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 that details its commitment to equal opportunities in employment.

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 and objective. 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; and
- comply with employment legislation and ensure good human resource management practice.

##### **2. 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 attended the College's Recruitment and Selection Training course. This will attempt to ensure 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 right employees are recruited by investing the necessary time and effort in the recruitment and selection process.

The principles of this policy apply to the recruitment and selection of the Principal and Depute Principal. The procedure to be applied in relation to these posts will adhere to the ministerial guidance to satisfy the principles of the Nolan Report.

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

Each advert will contain a statement stating that the College actively promotes equality of opportunity for all 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 experience.

No post will be filled other than 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 will arrange for large print/audio versions of application forms to be made available for visually impaired applicants who may, if they wish, submit a Curriculum Vitae. Applications will be acknowledged upon receipt if the candidate has completed the appropriate acknowledgement form.

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

### **4. 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 Depute 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 a mixture of tools as part of its selection process to ensure that the right candidate is selected.

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

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

- completed medical questionnaire;
- satisfactory Disclosure Certificate;
- required qualifications for the post; and
- satisfactory references.

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.

There are certain posts within the College which are covered by The Protection of Children (Scotland) Act 2003. This means that a candidate will be required to complete a Disclosure Application form and an enhanced check will be carried out.

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 ability to undertake the duties of the post.

The College shall follow the procedure contained within Management of Criminal Records Information Policy and Procedure. The College will not, except in exceptional circumstances, confirm an appointment until a satisfactory Disclosure Certificate is received.

## **6. Job Sharing**

All posts will be considered suitable for job sharing unless such a restriction can be objectively justified for operational reasons. Full details can be found in the College's Job Sharing Policy which is a separate document.

## **7. 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 can be found as part of College's Recruitment and Selection Procedure.

## **8. 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 Equal Opportunities Review and used to measure the effectiveness of the Equal Opportunities Policy and to develop appropriate positive action programmes.

## **9. 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 Commission for Racial Equality, the Equal Opportunities Commission and the Disability 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 Equal Opportunities Review and used to measure the effectiveness of the Equal Opportunities Policy and to develop appropriate positive action programmes.

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

## **10. Supporting Policies and Procedures**

- Equal Opportunities Policy
- Race Equality Policy
- Grievance Policy and Procedure
- Public Interest Disclosure Policy Code of Practice and Procedure for Recruitment and Selection
- Job Share Policy
- Exit Interview Policy and Procedure
- Management of Criminal Records Information Policy and Procedure

## 11. 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 Equal Opportunities Development Forum and updated in partnership with management, Trades Unions, Professional Association, staff and student representatives and external parties. Account will also be taken of any developments in legislation and case law.

Date Approved: Board of Management	Date Implemented	Review Date
1.10.04	1.10.04	1.10.06

DMS  
John Wheatley College  
1<sup>st</sup> October 2004

