DOCUMENT DETAILS

Document Name:	**Recruitment & Selection Policy**			
Approval body:	Strategic People & Culture Group			
Approval date:	May 26			
Review date:	May 29			
Document author	Senior People & Projects Manager			
Document owner	Director People & Culture			
Applicability	Students		Staff	X
	Governors		Other	
Summary	The purpose of this document is to set out the policy for recruiting colleagues.			

DOCUMENT CONSULTATION & APPROVAL

Consultation person / body	**Date passed**
None	

Approval body	**Date approved**
CMT	Feb 23
Strategic People & Culture Group	May 26

IMPACT ASSESSMENT

A significant negative impact has been identified in the following area and a full impact assessment / risk assessment is available.

Equality & diversity	No
GDPR	No
Health & safety	No
Safeguarding	No

Friendly version of policy available	No

POLICY CHANGES

Key updates	**Impact**	**Section reference**
Update to policy statement and purpose	None	1
Update to key responsibilities	Greater clarity on responsibilities within the policy	3
Update to general principles	None	4
Update to training for panel members to reflect current practice and requirements	None	7
Update to advertising to reflect current practice and further detail on requirements	None	8
Update to fixed term posts section	None	9
Update to applications section to reflect current practice	None	10
Update to appointments section to include social media screening of successful	None	14

candidates, how this is undertaken and what happens if an adverse report is flagged.		
Removal of section on equality, diversity and inclusion which is covered throughout the policy	None	N/A
Removal of record keeping section, covered through data protection section	None	N/A

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1. POLICY STATEMENT & PURPOSE

The college recognises that colleagues are fundamental to its success. To ensure the right people are in the right jobs, the college needs to be able to attract and retain people of the highest calibre through a strategic and professional approach to its recruitment and selection of colleagues.

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

A fair and effective recruitment and selection process is essential for the college's ability to attract and retain high performing talent in a competitive employment market. Nottingham College is fully committed to providing equal opportunities for all employees, workers and job applicants, and to eliminating unlawful and unfair discrimination.

This policy applies to directly employed staff. Volunteers, contractors, and agency workers will be engaged and vetted in accordance with Keeping Children Safe in Education (KCSIE) and all relevant safeguarding requirements.

2. SCOPE

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. KEY RESPONSIBILITIES

Leaders

- Work with People Services to ensure college recruitment meets the requirements of workforce planning and the changing demands of curriculum and employer needs.
- Act as an exemplar and role model to Nottingham College to attract excellence in candidates.
- Promote opportunities internally to develop our Nottingham College talent and provide career pathways for colleagues.
- Ensure that recruitment decisions are taken fairly and transparently in line with this policy.
- All recruiting leaders must adhere to this policy when recruiting.
- Ensure that the college's policies and procedures are applied effectively.
- Seek advice from People Services for guidance on the application of this policy.
- Actively engage with and promote training in relation to recruitment and selection provided by the People Services team.

People Services

- Review this policy ensuring compliance with employment and statutory legislation.
- Maintain policies in a format that are readily available and easily accessible to colleagues.
- Providing training to leaders and colleagues on recruitment and selection.
- Ensure appropriate guidance is provided to leaders and colleagues.

4. GENERAL PRINCIPLES

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, adding value, future talent and (where relevant) qualifications for each role.

Before the recruitment process begins the leaders, with assistance from People Services if necessary, will make sure there is:

- An up-to-date job description that identifies the main purpose of the job, the key tasks and responsibilities involved, level of seniority and pay and benefits.
- A person specification that identifies the skills and knowledge, experience, aptitudes and personal qualities that relate specifically to the requirements of the job description and sets out which of these are essential and which are desirable.

Shortlisting, interviewing and selection will be carried out without regard to any criteria that are not related to job requirements.

As part of the commitment to create a family-friendly and inclusive work environment, the college will consider applications for part-time working or job-sharing.

5. DISABILITY AND THE RECRUITMENT PROCESS

Nottingham College is positive about the employment of people with a disability and is a 'disability confident employer'.

Information concerning an applicant's disability status will only be disclosed to relevant individuals and at the appropriate stage of the recruitment process, and only in order to identify adjustments that are required to the recruitment process. Disabilities will not be taken into account when determining whether a candidate is suitable for the role applied for.

In line with the Disability Confident scheme, candidates with a disability who fully meet all of the essential criteria within the person specification will be shortlisted and guaranteed an interview. As disability data is hidden from hiring managers to avoid discrimination, candidates must reach out to people.services@nottinghamcollege.ac.uk or the hiring manager's contact details from the job advert to make us aware they wish to apply under the disability confident scheme.
Reasonable adjustments to the recruitment and interview process will be made to ensure that no applicant is disadvantaged because of their disability.

6. DISCLOSURE AND BARRING SERVICE CHECKS

In accordance with the requirements of the Keeping Children Safe in Education regulations, Nottingham College uses the Disclosure and Barring Service (DBS) 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.

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. For further information, refer to the college's DBS and recruitment of ex-offenders policy.

7. TRAINING FOR PANEL MEMBERS

Where possible, the panel members will comprise of 2/3 individuals including the recruiting leader and other individuals relevant to the role. At least one member of the panel must have completed Safer Recruitment training.

Where a vacancy arises, it is the responsibility of the leader to review the vacancy in conjunction with People Services. This will take the form of a kick off meeting which will cover the continued need for the post, whether the duties are still relevant, if the role can be undertaken on a different working pattern, if the post is permanent or only required for a fixed term period, a review of the job profile, where to advertise and agree selection dates. The review should be undertaken as soon as the vacancy is identified, or resignation is received.

All vacancies must be formally approved through the staffing panel process held by the executive leadership team.

8. ADVERTISING

When a vacancy is approved it will normally be advertised both internally and externally at the same time. In some cases, the role may be advertised internally first for a week, before being opened externally.
All vacancies advertised either internally or externally, must specify the following:

- The job title.
- The salary or pay scale/band applicable to the position.
- Any benefits applicable to the position.
- Any minimum qualifications for the position.
- Any particular skills and/or experience required for the position.
- The nature of the contract (permanent or fixed term)
- The weekly hours of the position (e.g. full-time, part time, variable hours)
- The closing date for applications.

All vacancies will be advertised in a sufficient variety of media to reach a broad cross-section of potential applicants.

The college will take care to avoid specifying requirements for the position which are potentially discriminatory on the grounds of age, sex, gender identity, marital or civil partnership status, race, nationality, religion or belief, sexual orientation, disability or trade union membership.

A vacancy need not be advertised if it is suitable for an existing colleague who has become disabled and is no longer able, because of their disability, to carry out their current post.

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.

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 six months.

9. FIXED TERM POSTS

If a fixed term colleague 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 leader and staffing panel.

10. APPLICATIONS

Candidates will be required to upload their CV to the applicant tracking system when applying for a role and complete a number of vetting questions as part of a shortened application form. The People Services team will ensure that KCSIE requirements are met, for example, ensuring a complete employment / education history with successful candidates.

Late applications may be considered at the discretion of the recruiting leader at the college's absolute discretion and dependant on the reason for the late submission.

11. SHORTLISTING

Shortlisting will, wherever possible, be carried out within five working days of the advertised closing date.

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.

The panel will complete the shortlisting in the college's applicant tracking system, and those candidates who score the highest will be invited to interview.

12. SELECTION PANELS

Panels will normally consist of two or three colleagues, these being the recruiting leader (the panel chair) and another one or two colleagues who are familiar with the area of work. Panels will, wherever possible, be diverse in their membership to support advancing equality and under-represented roles.

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.

Candidates are usually invited to interview through the applicant tracking system; this is the responsibility of the recruiting leader, with any assistance as required from People Services.

Internal applicants should, as a courtesy, inform their leader that they have been invited to interview.

13. SELECTION PROCESS

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, in-tray exercises, staff or student panels and personality questionnaires.

Candidates for teaching roles will be expected to undertake an assessed micro teach as a mandatory part of the selection process.

All applicants for the vacancy 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. Where possible, interviews will be conducted by line managers who have received interview training and consideration may need to be given to the need for reasonable adjustments for disabled candidates.

Notes of the responses to questions will be made during the interview and candidates will be scored collectively by the panel against each question. Notes should be uploaded to the applicant tracking system by all on the selection panel.

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.

If panels cannot distinguish between candidates, it may be appropriate to hold a second interview.

14. APPOINTMENTS

Offers of appointment must be made as provisional offers by the panel chair to the candidate. Where offering above the bottom spine point of the respective salary band, the panel chair must provide a request and justification to the Director of People & Culture for approval before making an offer. A provisional start date should be discussed at offer stage, allowing a minimum of four weeks for completion of pre-employment checks.

The panel chair or another member of the selection panel must complete the appointment form on the applicant tracking system.

People Services will send a provisional offer of appointment letter and employment contract to the successful candidate. The offer is subject to receipt of medical clearance, satisfactory DBS check, 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.

People Services also undertake social media screening for all successful candidates, which is conducted by an external organisation. Successful candidates are provided with information that explains the social media screening process and give their consent for the check to be completed. This reviews the existence of social media accounts linked to the personal email address supplied by the candidate on platforms such as X, Facebook, LinkedIn, Instagram and Skype. This is not an exhaustive list and other social media may be checked if the email address is linked to an account.

If an adverse report is received with flagged content, it is reviewed by the Director of People & Culture and, if required, the successful candidate will meet with the recruiting leader and a People Services representative. A decision will be taken on whether to proceed with the conditional offer of employment following this meeting.

All offers of employment are conditional until the candidate has been expressly informed that their pre-employment checks are all complete by the People Services Team.

The chair of the interview panel will contact candidates who were unsuccessful at interview to advise them of the outcome.

Feedback to candidates who are unsuccessful at interview will be available on request from the panel chair. Feedback will not be given to candidates who were not successful in securing an interview.

15. COMPLAINTS AND APPEALS

Any applicant who considers that they have been unfairly treated at any stage of the recruitment and selection process are entitled to make a formal, written complaint to the Director of People & Culture within three weeks of the advertisement closing or interview date. The complaint will then be investigated, and a response provided as soon as practicable thereafter.

Where the complaint is not upheld, and the complainant is a member of staff who is not satisfied with the response received, the colleague has a right of recourse to the grievance procedure.

16. DATA PROTECTION

Any personal data collected during the recruitment process will be processed in accordance with our data protection policy, which will be made available to all job applicants and prospective employees before they provide personal information in a completed application form.

17. CONFIDENTIALITY

At each stage of the process, the college will seek to ensure that confidentiality is maintained.

18. DECLARATION OF INTERESTS

It is the responsibility of any colleague 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.

Monitoring

This procedure will be reviewed regularly and may be amended as appropriate. The policy does not form part of any contract of employment. This document is uncontrolled when printed.