



**KING
GEORGE V
COLLEGE**

RECRUITMENT & SELECTION PROCEDURE

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	Job Title	Head of Personnel & Payroll	
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1. Introduction

- 1.1 Southport College and King George V College ('the College'), aims to recruit the best person for each vacancy through fair, systematic, effective recruitment and selection procedures. This will ensure that the College continues to deliver a high quality learning experience to all students and continues to attract high calibre staff.

2. Scope

- 2.1 This procedure applies to all vacancies within the College. A separate procedure applies to those posts that are defined as senior postholders in accordance with the Articles of Government.

3. Recruitment Procedure

3.1 Vacancy Authorisation

The Line Manager is responsible for obtaining approval to recruit. This approval is based on the completion of the Staff Authorisation Form (SAF) (by the Line Manager See Annex 1).

This form details the type of post, whether permanent or temporary, full or part time, funding arrangements and a summary for the justification of the post.

3.2 Agreement of Recruitment Arrangements

As soon as the Personnel Department are notified of the SAF being authorised, a member of the Personnel Team will contact the Line Manager to discuss and finalise the recruitment arrangements. The Line Manager must allow adequate time for this stage to ensure effective arrangements are in hand. It is good practice to agree dates to short list and interview at this point.

3.3 Job Description and Person Specification

The job description and person specification will be attached to the SAF. The job description should clearly and accurately set out the duties and responsibilities of the job. The person specification should detail the skills, abilities and expertise and behaviours required to do the job, both essential and desirable and how they will be assessed – application form, interview and/or assessment.

The person specification must use criteria which are relevant, objective and assessable. Any unjustifiable requirements should not be used as they can be held to be indirectly discriminatory. Criteria should be categorised under the following headings and it is important to differentiate between essential requirements and those which are considered desirable in:

- Competencies/Knowledge
- Qualifications
- Skills
- Personal Qualities
- Behaviour/Attitude

3.4 Disclosure from the Disclosure and Barring Service (DBS)

All offers of employment will be subject to a satisfactory disclosure check and all candidates will be made aware of this throughout the recruitment process.

In addition, further checks may be required, if deemed appropriate, for candidates who have lived or worked outside of the UK so that any relevant events that occurred outside the UK can be considered.

For further information refer to the College's Disclosure and Barring policy.

4. Selection Arrangements

The selection arrangements will be agreed with the Line Manager and Personnel once the post has been advertised.

4.1 Selection Methods

The selection process will be determined by the nature of the post and may include a selection of the following:

- Application Form
- Carousel Interview(s)
- Selection Tests
- Formal Panel Interviews
- References

It may also be appropriate for candidates to be given a tour of the College and/or the opportunity to meet staff and students.

4.2 Selection Tests

The exact nature of the selection process will be tailored to the level of the post.

Examples of selection tests are:

- Presentation/Teach
- Skills Test e.g. typing, IT- Word, Excel, Access
- Group exercises
- Written exercises/case studies
- In-tray exercises

The selection arrangements for all lecturing posts whether full or fractional, permanent or temporary, will involve both an interview and a presentation/teach.

4.3 Panel Composition

Interviews will be conducted by a panel, normally comprising of a minimum of 3 staff, one of whom should be the Head of Department/Line Manager from the recruiting department who will Chair the panel. In circumstances where this is not possible permission should be sought from the Head of Personnel and Payroll to appoint an alternative manager to the interview panel. The remaining panel members will be made up of staff who know and fully understand the post that is being recruited to and its requirements. The gender balance of the panel should be carefully considered in line with equality principles and should contain both men and women (except in exceptional circumstance only when this can be justified).

At least one member of the interview panel must have undertaken Safer Recruitment Training.

Where the interview is for a senior postholder, the Board of Governors will be involved in the recruitment and selection process, as appropriate.

5. Preparation for Advert

5.1 The person specification and job description will be agreed in advance of the advert. The Line Manager will draft the advert in line with the approved person specification and agree with Personnel.

5.2 All positions will be advertised and promoted as per the College's Advertising Policy.

- 5.3 Ongoing advertising and Recruitment Open Days/Evenings may be held to promote any existing vacancies and to attract potential candidates interested in working on a supply/temporary basis (known as the “Bank”). Potential Bank staff will be selected through the normal selection process prior to being appointed from the “Bank”.
- 5.4 The Personnel Department will provide advice, guidance and support in selecting the appropriate external media to attract potential candidates.
- 5.5 The Personnel Department will ensure that only objective criteria are used and that all advertisements adhere to the requirements of the College Equality and Diversity Policy and Procedure.

6. Recruitment Pack

- 6.1 Applicants should be provided with full and detailed information on the College and post for which they are applying.
- 6.2 Information provided may include the following and will depend on the level of the post:
- General Information about the College
 - Application Form
 - Guidance notes on completing the application form
 - Equal Opportunities data
 - Job Description
 - Disclosure Process
 - Any other suitable College publication

7. Shortlisting

- 7.1 Shortlisting is the responsibility of the Manager responsible for the appointment in conjunction with the Personnel Department who will provide advice and ensure that good practice in all respects is observed.
- 7.2 The Manager responsible will perform an initial first stage assessment to filter the applications. Only those that meet the essential criteria identified from the application form e.g. qualifications, will move through to Stage 2 selection assessment. A member of the Personnel Team will meet with the Manager responsible to finalise the shortlist. The Personnel Department will ensure that all candidates being called for interview meet the essential criteria, and that the shortlisting has been consistent and fair.

7.3 The interview date should have been set when the selection arrangements were agreed and any timescale for agreeing the shortlist has to be adhered to. Where possible, the Manager responsible should finalise the shortlist 7 working days before the interview date. The Personnel Team will ensure as far as possible that candidates are given at least 5 days' notice of their invite to interview.

8. Interview Arrangements

8.1 The Personnel Team will write out to candidates to invite them to attend for interview and confirm all arrangements. In exceptional circumstances, interviews may take place using appropriate technology for example, using video conferencing or Facetime, where a candidate is abroad at the time of the interview. This will be agreed at the College's discretion.

8.2 Employment History

Prior to the interview, application forms containing details of the candidate's previous employment history will be checked by a member of the Personnel Team to ensure that the information is not contradictory or incomplete. Any inaccuracies or gaps in employment history will be raised with the candidate prior to interview. This may lead to further enquiry and, where appropriate, this information may be shared with the interview panel.

8.3 References

The Personnel Department, with the candidate's permission, will obtain a minimum of 2 references. References will usually only be taken up after interview, however, any offer of employment made is subject to the receipt of satisfactory references. References will be used as one part of the selection procedure in order to provide information in respect of the individual's suitability for employment. A minimum of one reference will be obtained from the candidate's current or most recent employer.

On receipt, references will be checked to ensure that all specific questions have been answered satisfactorily and, where appropriate, the referee will be contacted directly to provide further clarification.

8.4 **Proof of Identity**

All candidates will be asked to bring a current form of identification in line with the Asylum and Immigration Act 2006.

8.5 **Evidence of Qualifications**

Candidates will also be asked to bring certificates confirming their professional and educational qualifications.

8.6 **Disability Confident Scheme**

As a Disability Confident Committed employer the College will ensure that disabled people are given an equal opportunity of applying and being considered for vacancies. Where the College is aware that a job applicant is disabled, consideration will be given to reasonable adjustments that can be made to suit the particular individual. All disabled applicants who meet the essential criteria detailed in the person specification will be guaranteed an interview.

9. **Interviews**

9.1 The main objectives of the interview are:

- To establish who is the most suitable candidate for the job, having regard to the agreed person specification and criteria
- To conduct the interview in a fair and consistent manner
- To ensure that the candidate has an accurate picture and understanding of the job
- To minimise the safeguarding risks in relation to the appointment

9.2 The structure of the interviews should be decided in advance by determining who should Chair the panel, what detail from the person specification should be included on the interview evaluation form and what areas of questioning are required to cover all of the key elements of the person specification.

9.3 The interview evaluation form should be prepared in advance and the criteria selected should be assessed consistently with all candidates at interview.

9.4 Consistent areas of questioning should be covered with all candidates. Supplementary questions should be used to probe for further information or clarification where answers are incomplete or ambiguous. In addition, questions around safeguarding, relevant to the role, will be asked.

- 9.5 Interview notes can be taken to help the panel make an informed decision. Such notes should relate to how candidates demonstrate their knowledge, skills, experience, behaviours and abilities in relation to the person specification.

10. Post Interview

10.1 Making a Decision after Interview

The information obtained from the application, the interview, any selection tests and references will allow candidates to be assessed against the person specification and a selection decision to be made.

It is recommended that the Chair of the panel should ensure that a written note of the reasons for selecting the successful candidate and rejecting other is made and given to the Personnel representative to be placed on the recruitment file, together with the original application and notes of all the panel members. This will be held for 6 months after the appointment decision had been notified to the candidates. Following 6 months the information will be destroyed.

10.2 Appointment

Where the majority decision of the Panel is in favour of one candidate the Personnel Department will, after agreeing the offer with the relevant member of the College Executive Team (CET), make the necessary contacts to initiate the formal offer of employment.

Feedback points to all candidates should be agreed at this point.

Where panel members cannot reach a majority decision a referral to Head of Personnel and Payroll will be required.

10.3 Future Appointments

Where there are several high quality candidates who are unsuccessful in their application for a post but who may be capable of filling a future College role, these applicants would be invited to be considered for future vacancies and their details kept on file. This is of particular relevance to lecturing posts.

If the applicant(s) express such interest the Personnel Department will pursue this and formalise holding such records.

10.4 **Pre-employment Health Screen**

All offers of employment with the College are subject to satisfactory health clearance.

Any reasonable adjustments should be considered for a disabled candidate. Once issues have been clarified, if appropriate, the appointment can be confirmed.

External advice will be sought as required e.g. from the Occupational Health Physician, which may impact on the ability to offer the post. Such matters should be referred to the Head of Personnel and Payroll.

10.5 **Induction**

The Personnel Department will liaise with the Line Manager to confirm induction arrangements for the new employee prior to their commencement of employment.

11. **Data and Confidentiality**

- 11.1 All personal and sensitive information collected during the recruitment and selection process will be managed in accordance with the General Data Protection Regulations (EU) 2016/679 and the Data Protection Act 2018, as detailed in the College's Privacy Notice for Staff.

12. **Review**

- 12.1 This policy will be reviewed at least every three years by the Head of Personnel and Payroll or in line with legislative developments and the need for good practice.

NOTES FOR GUIDANCE WHEN COMPLETING STAFF AUTHORISATION FORM

This form is to be used in all cases where it is proposed to recruit, reappoint, renew or extend a staffing post, and it applies to all categories of staff regardless of the source of funding. Each post should have an individual form raised.



Reasons for Using Fixed Term Contracts

Where a post is to be advertised on a fixed-term basis, in line with the College's policy on the use of fixed term contracts, the form should note the reason for using a fixed term contract. Please contact Personnel if you need further advice on the use of fixed term contracts.



Post Details

Please contact Personnel if you require advice on salary scales.

Post Reviews

All College funded posts must be formally reviewed by the Line Manager prior to submission. Where a review has not taken place, they will not be put forward for consideration for approval. Please contact your Personnel Advisor if you need guidance in carrying out the review.

In undertaking the review, where appropriate consideration should be given to:

- Determining/forecasting the level/volume of work
- Recruiting on a temporary basis until a specified objective is achieved
- Restructuring/reallocating some of the duties to recruit staff on a lower grade
- Seconding staff from elsewhere to cover essential duties
- Permitting a limited amount of overtime to cover the most essential functions
- The level of staff turnover in the local area
- The level of performance management in the local area
- Ceasing to do certain activities
- Automating activities
- Redeploying staff who would otherwise be redundant
- Reducing service standards
- Deferring a recruitment decision for (say) 6 months to permit reviews to take place in greater depth

Post Authorisation

The form should be completed and signed by the line manager to confirm that the review has taken place. The appropriate member of CET (that has overall responsibility for the area) should sign the form to confirm their support for the post. The form should then be forwarded to the Head of Personnel and Payroll.

Once the form has been authorised, the post will remain current until it is filled or formally withdrawn.

STAFF AUTHORISATION FORM (PART A)

Post Title		Department	
Salary scale of post			
Hours per week/Fraction			
All year round or term time only (if TTO please state number of weeks)			
FTE Salary range for scale	Min	Max	
Actual Salary range for scale (including on-costs)	Min	Max	
Reason for the request (If replacement post detail the name of the current/previous postholder and the reason for the post becoming vacant)			
Leaving date/Expiry date of current contract (where applicable)			
<p>Post Justification</p> <p>For lecturing posts this <u>must</u> include the course hours in the curriculum area, against the teaching hours of the existing and proposed staffing arrangements (salaried and part time), thereby justifying the need for the proposed post.</p> <p>Any proposed changes to salary scales, fractions and/or departmental structures should provide justification giving fully detailed costings of the existing and proposed structure.</p>			

Please attach an up to date job description before submitting for approval.

Recruiting
Manager: ----- Dated: -----

CET Member
with responsibility
for the area ----- Dated: -----

This form should only be submitted for consideration once it has been signed by the Recruiting Manager and countersigned by their Line Manager.

FOR PERSONNEL USE ONLY

STAFF AUTHORISATION FORM (PART B)

Salary details checked? **Yes/No**

Justification for post provided? **Yes/No**

Before and after costings provided? **Yes/No/Not Applicable**

Recruitment Method	
Additional Comments/Notes	

Personnel
Advisor: ----- Dated: -----

Post approved? **Yes/No**

Head of
Personnel
& Payroll: ----- Dated: -----

Vice Principal
Services ----- Dated: -----

Does the post require further approval with CET? **Yes/No**

CET Minute: ----- Dated: -----