

# RECRUITMENT & SELECTION POLICY



## Purpose & Scope

### 1 Purpose

The College needs to be able to attract and retain people of the highest calibre. The purpose of this policy is to provide a sound framework for the recruitment and selection of staff to the College and to ensure that the procedures adopted reflect the core principles underlined within this policy and the achievement of the strategic aims and objectives of the College.

The College aims at all times to recruit the person who is most suited to the particular job. Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, experience and skills will be assessed at the level that is relevant to the job.

Furness College is committed to safeguarding and promoting the welfare of children and vulnerable adults, and expects all staff and volunteers to share this commitment.

Further information for applicants, to guide them through the recruitment and selection process, is available in Appendix 1 'Guidance for Applicants', and is also uploaded to our recruitment site so that candidates know what to expect from our recruitment process.

## Policy Statement

### 1 The Recruiting Panel

- 1.1 To help ensure a positive candidate experience and an effective recruitment and induction process, the prospective line manager will normally be the recruiting manager and as such, will take a leading role throughout the process. The role of the HR representative is to support the recruiting manager. All interview panels will have a minimum of two members and in most cases will include the recruiting manager. In the case of Lecturers recruitment, a member of the senior leadership team (SLT) will be present at a least one stage of the recruitment process.
- 1.2 All members of staff who take part in the recruitment and selection process will have successfully completed the relevant Equality and Diversity and Safeguarding training, and at least one member of the panel will have completed advanced safeguarding/safer recruitment training
- 1.3 If a member of staff involved in the recruitment process has a close personal or family relationship with an applicant, they must declare this as soon as they become aware, avoiding any involvement in the recruitment and selection decision making process.

### 2 The Recruitment Process

#### 3.1 Request for Approval of an Additional or Replacement Post

- 3.1.1 Recruitment will not begin until a full evaluation of the need for the job role against the Colleges curriculum plans, departmental plans and budget has been completed. The recruiting manager is responsible for beginning this process by submitting a 'Request for Post'. The Job Description and Person Specification should be submitted along with the application.
- 3.1.2 On receipt of a request, HR will check all relevant information is provided and verify the terms and conditions of the role. Once HR are happy the request is fair and consistent, it will be forwarded to the Executive Leadership Team (ELT) for final approval.
- 3.1.3 All posts must be authorised by the Director responsible for the area.

#### 3.2 Advertisement Stage

- 3.2.1 At the request stage, HR in conjunction with the Line Manager will establish whether the post is internal or external and the following steps will apply;

#### 3.2.2 Internal Vacancies

- 3.2.2.1 All internal vacancies will be advertised on the College internal email, ensuring all staff can keep up to date with vacancies even in times of absence. Internal vacancies will be advertised for a minimum of 5 days.

3.2.2.2 In most cases, the application process described in clause 4.3 below will not apply for internal vacancies as a letter of application will be sufficient. This will however be confirmed on internal adverts.

### **3.2.3 External Vacancies**

3.2.3.1 Where it is thought there may not be suitable candidates internally, or where it is deemed important to seek candidates external to the College in order to promote the principles within this policy, then a role will also be advertised externally.

3.2.3.2 All vacancies will be advertised on the Colleges career site [www.furnesscareers.co.uk](http://www.furnesscareers.co.uk). Additional recruitment methods will vary depending on the type and number of vacancies; however HR will assess and report on this to establish what methods are most successful and cost effective. External vacancies will be advertised for a minimum of 7 days.

3.2.3.3 Internal staff may apply for vacancies advertised externally, but must ensure they follow the same process as described in 4.3 to ensure consistency of applications for short listing purposes, unless notified otherwise.

## **4 Application Stage**

4.1 Full Job Descriptions and Person Specifications for external vacancies are available from the Colleges career site. Here prospective candidates can also read additional information about working at the College, along with information about terms and conditions of the roles, such as working hours, salary and holiday entitlements.

4.2 A guidance document for applicants is also available online (Appendix 1), ensuring they can gain an understanding of the how their application will be managed through our recruitment process, and an indication of likely timescales.

4.3 An application form must be completed for all external positions via the careers site. Applications are only accepted on the College's application form. CV's can be uploaded as an additional document, but will not be accepted in place of an application form.

4.4 All applicants are asked to complete an equal opportunities monitoring form. The College is committed to applying the Single Equality Scheme at all stages of the Recruitment and Selection process. This information is then used to monitor the effectiveness of this, and is not accessible to the short listing panel.

4.5 Reasonable adjustments to the recruitment and selection process will be made to ensure that no applicant is disadvantaged because of his/her disability. All disabled applicants who meet the essential requirements of the job as set out in the job description and person specification will be guaranteed to be shortlisted to at least the first stage of the selection process. Candidates must ensure they declare themselves as disabled on the Equality & Diversity monitoring form to ensure this is brought to the attention of the HR team prior to the shortlisting taking place.

## **5 Shortlisting Stage**

5.1 Shortlisting will be scheduled to take place within 5 days of the closing date, and candidates will be notified within 10 days of the closing date as to whether or not they have been successfully short listed for the next stage of the process. In most cases the shortlisting and interview date is scheduled prior to the job closing. Where this is the case, the information will be included on the job advert, and also the automated email that candidates receive on submission of their application.

5.2 Shortlisting criteria will be established from the person specification, beginning with essential and then moving on to the desirable criteria, and then applied in order of priority. If it is difficult to prioritise criteria beyond a certain point, then the shortlisting panel may shortlist based on a selection of key criteria, and score based on how many said criteria the candidate meets.

5.3 Shortlisted candidates are not necessarily guaranteed an interview. Additional stages may be introduced depending on the job role and/or number of suitable candidates. Shortlisted candidates may therefore be invited to complete a number of assessments after which another shortlisting process will take place for formal interviews.

## **6 The Selection Process**

### **6.1 Assessments**

6.1.1 A range of assessments may be used during the selection process to support objective decision making. Some or all assessments may take place remotely using technology, however this will only

be possible where candidates can use a camera for video to comply with safeguarding/identity assessments during the selection process.

### **6.1.3 Mini Teach**

6.1.3.1 The selection process for the recruitment of Lecturers and Team Leaders will require the candidate to prepare and deliver a short lesson to a group of students. The panel will also be present, which may also include a subject specialist; to assess the quality of the mini teach. Candidates may be asked further questions regarding their mini teach at interview stage. Where candidates are competing for a particular post, the same students will be used for consistency during the mini teach.

### **6.1.4 Additional assessments**

6.1.4.1 Some or all of the following assessments will also be used where appropriate, either prior to, or as part of the interview process;

- Online Assessments (e.g. Microsoft Office, Aptitude & Competency Tests, Health & Safety, Food Hygiene etc.)
- Work Based Assessments (e.g. in-tray exercise, marking/assessing student work)
- Presentations (candidates would be given a topic to prepare beforehand)

## **6.2 Formal Interview**

6.2.1 Interview questions will relate to the job requirements and the same set of questions will be asked to all candidates for the same role. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children.

6.2.2 Successful candidates will be selected following full consideration of their merits against the requirements of the job role and will be scored by the panel in accordance with their performance throughout the assessment process. All results will be recorded on the relevant documentation and stored for a period of 6 months.

6.2.3 Unsuccessful candidates will be notified of the outcome by email, and will be provided with a summary of the panel's feedback.

## **7 Offer of Employment**

7.1 All offers of employment are conditional, as they are subject to the relevant safeguarding checks.

7.2 If offers of employment are based on the condition of achieving a qualification relevant to the role, then this will be included within the offer letter.

7.3 Employees will normally commence employment at the bottom of the appropriate salary band. Where it has been identified through factors such as market forces, variance against their current pay or where a candidate possesses desirable criteria on the person specification for example, their starting salary may reflect a higher incremental point within this band. Employees will be informed in the offer letter when they are next eligible for an incremental salary rise.

## **8 Safeguarding**

8.1 In order to comply with legislative duty in respect of safeguarding children and vulnerable adults, and to promote a safe and inclusive environment for all staff and students, all staff are described as 'engaging in regulated activity', and therefore a number of pre-employment checks will need to take place to satisfy the Single Central Record, detailed overleaf.

### **8.2 Single Central Record**

8.2.1 Colleges must keep a single central record which ensures the following checks take place for all staff and volunteers.

- Identity check
- Barred list check (if applicable)
- Enhanced DBS check
- Prohibition for teaching check
- Qualifications check
- Right to work in the UK check
- Further checks on people living or working outside the UK

8.2.2 Whilst it is essential that an Enhanced DBS check must be in process prior to a new employee commencing work, it may be proposed that the employee commences work whilst their DBS is still in process. Where this is the case, a Pre DBS-Risk Assessment form must be completed by HR

and approved by a member of the Senior Leadership Team (SLT), and the Line Manager must ensure that appropriate supervision is in place until the DBS certificate is received.

### **8.3 Ex-Offenders**

Because of the nature of the work for being applied for posts are 'exempt' from the provisions of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders (Exceptions) Order 1975 as amended. Applicants are therefore required to disclose any convictions, bind-overs or cautions including those which for other purposes are 'spent' under the provisions of the Act. In the event of employment any failure to disclose such convictions will result in dismissal. Any information given will be completely confidential.

Further information and guidance can be found in our 'Recruitment of Ex-Offenders Policy'

## **9 Trainee Teachers**

The College offers placements to Trainee Teachers studying here at Furness College. As part of the course, recruitment and suitability will be assessed in line with the National College for Teaching & Leadership's 'Initial Teacher Training criteria supporting advice'. As part of this process, trainee teachers will be required to provide the Human Resources Department with a copy of their enhanced DBS check for child and adult workforce.

## **10 Bank Staff**

10.1 The College encourages prospective applicants to submit applications for potential short term posts and/or cover requirements. Applicants can apply to be on the bank via the website and clauses 4 to 8 of this policy apply. Appointment of Bank Staff can be on a fixed term basis only and applicants would have to reapply to be considered for any permanent roles.

10.2 For the avoidance of doubt, if a member of bank staff has a current contract of employment with the College at a time when an internal vacancy is advertised, they are able to apply for such positions.

## **11 Agency Staff**

11.1 The use of agency staff isn't cost effective and therefore is only used when all other recruitment methods have been exhausted.

11.2 Written notification from any agency or third party organisations must be provided to confirm that the relevant checks noted in clause 8.1 have been carried out.

## **Appendix 1**

### **Recruitment & Selection – Guidance for Applicants**

The Colleges Recruitment and Selection Policy aims at all times to recruit the person who is most suited to the particular job. Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, experience and skills will be assessed at the level that is relevant to the job.

We hope this guidance document provides you with the information you require to understand how we measure the above, and give you the opportunity to fully prepare yourself at each stage of the process. Section 1 takes you through the information required to apply for a job, up to submitting your application form.

Section 2 explains the next steps of the process if you are successfully shortlisted to the next stage.

#### **Section 1 Applying for a Job**

##### **Stage 1 Before Completing your Application Form**

Your initial application is your first opportunity to catch our eye and tell us how you fit the criteria for the role. It is critical that you use the application process to provide us with all the information we need to support our decisions in the short-listing process.

Please complete ALL sections of the application form. Your application must include a full history in employment and education in chronological order, with start and end dates. Any periods not in employment, education or training must be included and explained. If you run out of available cells on the application form, you will be given the opportunity to upload your CV before submitting your application form. Part complete application forms will not be short listed.

During the short-listing process, the details which you provide within your application will be compared to the Job Description and Person Specification for the post which you are applying for. You must study the JD and Person Spec. prior to completing your application form to ensure you understand the role, and can demonstrate within your application how your skills and experience relate to the post. Please ensure you use the personal information section of the application form to identify this.

The college is committed to ensuring all its staff are working to at least Level 2 in both Literacy and Numeracy, and you should therefore be aware that the short-listing process will consider the spelling and grammar used in your application. Please ensure that your Maths and English grades can be identified from your application form.

Please be aware that if your application is successful, you will be required to produce your original certificates as proof of your qualifications at a later stage in the process.

##### **Stage 2 Making Relevant Disclosures**

###### **2.1 Cautions and/or Convictions**

As Furness College is an educational establishment that provides education to children and vulnerable adults, the College needs to assess the suitability of all applicants and is entitled to ask questions about your criminal record. All applicants are required to disclose information concerning criminal cautions and convictions, including spent and unspent, and must be prepared to disclose further information if required.

If shortlisted for interview, you will be asked to declare this. The declaration at the end of the form is taken seriously. An application will either be disqualified or, if the applicant has been appointed, disciplinary action taken if the information given is knowingly incorrect.

Further information can be found in our Recruitment of Ex-Offenders Policy

All applicants who are offered employment or teaching placements within the College will be subject to criminal records check from the Disclosure and Barring Service (DBS) (including appropriate barred list

checks) and any appointment will be subject to satisfactory clearance of this check and other relevant pre-employment checks.

Furness College is committed to the fair treatment of its staff, potential staff or users of its services, and undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

## **2.2 Canvassing**

As part of your application you will be asked if you are related to any member of the College or College Governing Body. It is important to disclose this information at this stage so we can ensure they are not involved within the selection process.

## **Stage 3 Equality & Diversity Declaration**

### **3.1 Monitoring**

Furness College is committed to Equality and Diversity. Our aim is to make sure that all applicants are not discriminated against on any of the grounds of: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. The Colleges Single Equality Scheme aims to make sure that you are not disadvantaged by job conditions or requirements which are not relevant to your role. As part of your application you will be asked to complete an Equality and Diversity monitoring form, and the information contained within it will be used to monitor the Single Equality Scheme, making sure that it is working in practice and to see if any adjustments need to be made. The information will be used only for monitoring purposes or to make adjustments and will be treated as confidential, and will only be seen by members of the HR team. The E&D form will be removed from your application form before shortlisting takes place.

### **3.2 Disabled Applicants**

Applicants who have a disability and who meet the minimum essential requirements will be shortlisted for at least the first stage of the recruitment process. Please indicate on the equality and diversity monitoring form if this applies to you, to ensure a member of the HR team acknowledges this as part of the recruitment process. If you require any adjustments to support your attendance or completion of stages of the selection process, please do not hesitate to contact a member of the HR team at any stage of the process to discuss this further.

## **Stage 4 Submitting your Application**

Once you have completed your application form you will receive an automated message to confirm your submission. If you don't receive this message please contact a member of the HR Team on [humanresources@furness.ac.uk](mailto:humanresources@furness.ac.uk) or (01229) 844714, who will then be able to check that your application form has been submitted successfully.

## **Stage 5 Shortlisting**

Shortlisting will take place within 5 days of the closing date, and therefore you can expect to receive further communications from us within 10 days of the closing date. All candidates will be notified whether or not they have been shortlisted by email, so please ensure you are checking your inbox daily once the closing date has passed. Where possible, we pre arrange the short listing and interview date in advance of the closing date, and in such situations the interviews may be held as soon as 2 days after the closing date. Where interview dates are known in advance, this will be included on the job advert and in the automated email that you will receive on receipt of submitting your application.

## **Section 2 – Shortlisted Candidates**

### **Stage 1 Next steps**

Shortlisted candidates are not necessarily guaranteed an interview. Additional stages may be introduced depending on the job role and/or number of suitable candidates. Shortlisted candidates may therefore be invited to complete a number of assessments before an additional shortlisting process takes place.

## **Stage 2 Assessments**

### **2.1 Role Specific Assessments**

A range of assessments may be used during the selection process to support objective decision making. Some or all of the following may be used where appropriate, either prior to, or as part of the interview process;

- Online Assessments (eg Microsoft Office, Aptitude and Competency Tests, H&S, Food Hygiene etc)
- Work Based Assessment (eg in-tray exercises, marking/assessing student work)
- Presentations
- Mini Teach; The selection process for the recruitment of Lecturers and Team Leaders will require you to prepare and deliver a short lesson to a group of students.

**Stage 3 Formal Interview**

The interview panel will include at least two people. The panel will have prepared questions prior to the interview, and all candidates will be asked the same questions. Interview questions will relate to the requirements of the post, providing you the opportunity to explain to the panel how you think you meet the requirements of the role, as specified in the Job Description and Person Specification.

Each panel member will score your answers against set criteria. The overall scores for each candidate are then considered when making the final decision.

The interview also provides the appropriate opportunity to ask you further questions about the assessments you completed earlier in the process. Those scores may also still be considered in the final decision. If you declared a conviction or caution with your application, you should be prepared to discuss this further with the panel at your interview.

At the end of the interview, you will have the opportunity to ask the panel any questions you have in relation to the role or College. Before leaving, you will be given an indication of when you can expect to be notified whether or not you have been successful.

**Stage 4 Offer of Employment**

In addition to all offers of employment being subject to pre employment checks outlined in this policy, additional qualification requirements may be specified and time bound within the offer letter to meet requirements of the role.

Document Control		Linked Policies/Strategies	Linked Procedures
Policy	Recruitment & Selection Policy	Single Equality Scheme Equality, Diversity and Inclusion Policy	Safeguarding and Child Protection Procedure
Responsibility	Head of Human Resources	Safeguarding and Child Protection Policy	
Approval Date	November 2023	Recruitment of Ex-Offenders	
Review Date	November 2025	DBS storing and handling Policy	
Approval Group	Senior Leadership Team JCNC Finance & Resources Committee		

<sup>i</sup> Agency staff include self-employed trainers, or those working at the College via external companies