



## **Recruitment Procedure**

For Staff

# **Highbury College, Portsmouth Recruitment Procedure**

## **1. Scope and Purpose**

- 1.1 This procedure applies to all employees of Highbury College (the "College" or "Highbury") including full, part time and fixed term staff.
- 1.2 This procedure will be applied in accordance with the Articles of Government of the Corporation. The Principal is responsible for approving the recruitment of all staff.
- 1.3 To ensure that this procedure complies with the law and remains effective and relevant the College reserves the right to amend it as necessary from time to time following consultation with the relevant parties.
- 1.4 All recruitment activity must be approved through the Staffing Control Panel before actions can commence.
- 1.5 The Human Resources Manager, together with the Cost Centre/Recruiting Manager and College Leadership Team, are responsible for ensuring that recruitment and selection of staff into the College is carried out in a planned and professional manner taking account of current employment legislation and equal opportunities.

## **2 Vacancy Approval**

- 2.1 The Recruiting Manager will identify the requirement for the recruitment of either additional staff or replacement of leavers. If the replacement is to replace a leaver, an exit interview must be conducted by either the line manager or a member of the HR Team.
- 2.2 The Staffing Control Panel meet on a weekly basis and full details of their scope and operating practice can be found in the terms of reference.
- 2.3 The Recruiting Manager will draw up the job description and person specification BEFORE and attached to the Staffing Control Panel request. This must be completed using the standard College job description template.
- 2.4 If the recruitment of the post is approved, the HR Team and the recruiting manager will meet to agree in the timetable for the recruitment activity. This Recruitment Planning Meeting will agree the following items:
  - Closing date of post
  - Potential interview date (to be included in advertisement)
  - Target audiences.
  - Selection method and make up of interview panel
  - Advertising media
  - Costs

2.5 Only once all information is confirmed can the recruitment advertising be confirmed.

### 3. Advertising

3.1 All vacant positions in the College are to be advertised on the Highbury College website which also acts as the portal to manage all applications. In addition, the following methods of advertising may be utilised:

- Internal advertising via all staff email
- Internet job boards
- Specialist press/websites
- Recruitment agencies

3.2 Consideration should always be given to any specific characteristics of the target audience, the diversity of the department/students and the most efficient method of attracting suitable candidates to a position.

3.3 Where external agencies are engaged to assist in the sourcing of candidates they will also be made aware of the College's commitment to equality, diversity and safeguarding to ensure the widest available pool of candidates is considered for selection and that they are suitable for the type of work on offer.

### 4. Selection Processes

4.1 The College is committed to ensuring a fair and transparent selection process which results in the best candidate being selected for the post. The College seeks to eliminate or minimise any potential for unfair advantage or disadvantage.

4.2 The following processes should be followed for all vacancies:

<b>Application forms</b>	All applicants (whether internal or external) are to complete a College application form. CV's alone will not be considered as part of the process.
<b>Shortlisting</b>	This is to be undertaken by the recruiting line manager. All candidate personal and diversity details are removed prior to short listing so that all applications are judged on experience, skill and qualifications rather than on any personal characteristics.
<b>Interview panels</b>	These comprise of a minimum of two members of staff, in accordance with the Recruitment Protocol. Full notes are to be made of all responses.
<b>Appointment recommendation</b>	Before any offer is made an appointment form is to be completed measuring the candidate/s against the criteria on the person specification. This is then authorised by the Principal, or a nominated member of the College Leadership team, before any offer can be made.

4.3 A variety of selection methods can be used to ensure a fair measure is taken of the individual's ability and aptitude to successfully undertake the role for which they have applied. These may include, but are not limited to:

- Delivering a micro-teaching session to a group of students
- Literacy and/or numeracy tests
- Psychometric tests

All selection methods must have a direct link in to the requirements stated in the person specification.

4.4 To enable candidates to fully prepare for the selection process we aim to give at least 1 weeks' notice of their interview date.

4.5 All applications will be retained by the College for a period of six months following the selection exercise.

4.6 If unsuccessful candidates require feedback following the selection exercise this will be provided by the Recruiting Manager.

4.7 By agreement with the Recruiting Manager the HR department will provide a written contract of employment which confirms the new employees start date and joining instructions.

## **5. Induction**

5.1 All new staff will receive a College induction which is formed of three elements:

- HR Induction – led by the staff members HR contact. This provides the staff member with their 6 month induction programme and other paperwork relating to their employment. The health and safety induction is arranged as part of the HR induction.
- Department Induction - led by their line manager. This provides the staff member with an introduction to the department and specific information relating to their job role.
- Corporate Induction – organised by HR. This gives all new staff members an opportunity to meet with the College Leadership Team and discuss their role within the organisation.

5.2 The College induction process is designed to last for the duration of the employees probationary period. The probationary period is centrally monitored for all staff with line managers expected to complete the probationary review as close as possible to the six month point.

## **6 Safer Recruitment**

6.1 As a provider of education and services to young people and vulnerable adults the College has a commitment to ensure that any staff members joining the College are suitable to work within this environment. It is the responsibility of all staff involved in the recruitment process to highlight any

concerns to the Human Resources Manager who will make the decision not to progress with an offer of employment based on pre-employment checks.

6.2 As a regulated environment, all positions with the College are subject to the following pre-employment checks:

- Enhanced CRB check
- Proof of identification
- Proof of right to work in the UK

6.3 Candidates will also be required to verify any relevant qualifications cited on their application form. In addition the College will request two references prior to the appointment of all candidates and an appropriate medical check will be carried out following any conditional offer of employment. Where it is not possible for full checks to be obtained prior to an offer of employment being made, employment is offered subject to satisfactory checks and references.

6.4 The College recognises its responsibilities in accordance with the Vetting and Barring scheme. It is a criminal offence for any individual who is listed as barred to apply to work in a regulated organisation and/or position. As such, the College has a duty to report to the ISA any such individual who may apply for a position with the College.

6.5 If, following the selection process, it is determined that an applicant has falsified any information on their application, particularly with regard to any criminal cautions or convictions, the College reserves the right to terminate their employment with immediate effect. For the avoidance of doubt this is stated clearly on the application form to all candidates.

## **7 Equality & Diversity**

7.1 All candidates are asked monitoring questions about six of the protected characteristics in order for the College to monitor the demographic of applicants in comparison to that of the population of Portsmouth, the student body and against that of existing staff.

7.2 This information is not divulged to the recruiting manager or any members of the interview panel and forms no part of the selection process.

7.3 This information is kept confidential and, for successful candidates is retained as part of the personal file. For unsuccessful candidates, all application documentation is destroyed following a 6 month period of retention.

## **8. Volunteers**

8.1 The College has a positive commitment to encouraging volunteers across a range of job roles and departments. The same safeguarding practices outlined in 6.2 apply when engaging volunteers as this constitutes a position of responsibility.

## **9 Casual & Agency Workers**

- 9.1 Due to fluctuations in workload there may be a requirement to engage casual or temporary staff from an agency or external organisation. The Staffing Control Panel request must be submitted to authorise these engagements. Agency staff will be expected to provide proof of their identity when they first arrive for their assignment but will not be required to complete a College application form.

## Approval Summary for Staff Recruitment Procedure

Originator	Human Resources Manager
Date of first approval	2008
Update approved	2010
Approval/review bodies	• CLT
Review intervals	3 years
Impact assessment undertaken	Yes
Date of next review period	2013
Evaluation	Ongoing