

Recruitment and Selection Policy – All Staff



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The Board of Management (or any person/group with delegated authority from the Board) reserves the right to amend this document at any time should the need arise following consultation with employee representatives. This Policy has been subject to an Equality Impact Assessment, which is published on our website: <https://www.glasgowkelvin.ac.uk/equality-diversity/>

Glasgow Kelvin College

Recruitment and Selection Policy – All Staff

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1. Introduction

The recruitment and selection strategy for Glasgow Kelvin College 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 Equality and Diversity Policy which details its commitment to advancing equality of opportunity in employment.

The College values diversity and welcomes applications from all groups in society. As an employer the College is committed to advancing and promoting equality of opportunity. To fulfil these commitments it is crucial that the College adopts recruitment and selection procedures which are fair, lawful, objective and cost effective to promote consistent good practice. In this way the interests of Glasgow Kelvin College and its good reputation as a fair employer will be safeguarded. Recruitment and selection is recognised as a means of demonstrating the College's commitment to best employment practices and is acknowledged that the option of choice applies equally to both the College and the applicant.

It is the responsibility of all those involved in the recruitment and selection process to ensure that statutory obligations placed on the College by legislation are strictly adhered to, with particular reference to Equality Act 2010 and the Data Protection Act 1998.

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

2. Scope

This Policy applies to all vacancies both internal and external recruitment and is made available to all applicants and employees. This Policy does not form part of an employee's contract of employment and may be amended as necessary.

This Policy sets out the College's approach to recruitment and selection. The College does not discriminate against applicants on the basis of age, disability, gender reassignment, gender identity, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (protected characteristics, The Equality Act 2010).

The College aims to ensure that no job applicant suffers discrimination because of any of the protected characteristics above. The College's associated recruitment and selection procedures are reviewed regularly to ensure that individuals are selected on the basis of their relevant merits and suitability. Job selection criteria are regularly reviewed to ensure that they are relevant to the role and are not disproportionate.

3. 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 and to ensure discrimination and stereotyping play no part in the recruitment and selection process. The College value the differences between people and understand the positive benefits of employing a diverse range of talented people.

To ensure that the Policy and the associated Procedures are carried out consistently every Board Member and College manager who participates in the recruitment and selection process must have received appropriate advice and guidance in the process and with regard to related equality and diversity legislation.

The success of the College depends on the success of its employees. A positive approach to diversity allows the College to select the best person for the job based on merit alone and free from bias on the grounds of protected characteristics that are not relevant to the person's ability to do the job. It therefore follows that it is important that the appropriate employees are recruited by investing the necessary time and effort in the recruitment and selection process.

4. Advertising

The following advertising process will be followed:

- no post will be advertised without the completion of the College's online Authority to Recruit process;
- all vacancies whether temporary, fixed-term or substantive will be filled in line with the College's Recruitment and Selection Procedures;
- a role profile will be produced through the College's job evaluation system, FurtherEducation Development and Role Analysis (FEDRA);
- the Human Resources Department will be responsible for co-ordinating all advertising of posts. All press adverts will be discussed with the appropriate line manager and approved by a member of the strategic management

- team prior to being processed;
- each advert will contain a statement stating that the College actively promotes equality of opportunity for all to encourage applications from under-represented groups and welcomes applications from any candidates with the right mix of talent, skills and potential;
 - posts will be advertised using a variety of media to attract a diverse candidate base as possible; and
 - the selection of candidates for interview will be based on appropriate skills, qualifications and/or experience and competence.

5. Applications

It is the College's Policy that:

- posts will be filled following advertisement, internal or external, completion of a standard application form for the post concerned and evaluation by a panel;
- the appointment for temporary academic staff 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. An external advert will only be approved when internal processes have been exhausted;
- a standardised application process will be used which allows the College to make an objective assessment of an applicant's suitability. This will allow applicants to compete on equal terms with each other. A standardised application process does not preclude reasonable adjustments for disabled candidates;
- recruitment packs will be available on the College's website [or from the Human Resources Department when appropriate]. The website is designed to use a standard style definition which allows the user to adjust the text, including font size, accordingly to suit their individual preferences and can be accessed on <https://recruitment.glasgowkelvin.ac.uk>;
- applications will be acknowledged upon receipt if the candidate has completed the appropriate acknowledgement form and provided a self-stamped addressed envelope; and
- under the 'Disability Confident' Initiative any disabled applicant who meets the essential criteria on the person specification will be invited for interview.

6. Reasonable adjustments

Reasonable adjustments will be made as appropriate to the recruitment process to support disabled candidates and to the role where appropriate, should they be appointed.

The College will:

- provide and accept information in accessible formats where this would be a reasonable adjustment. Accessible formats could include email, Braille, Easy Read, large print, audio format and data formats. Alternatively, the College will accept a Curriculum Vitae under certain circumstances as a reasonable adjustment. Disabled candidates are invited to indicate when these accessible formats are required;
- invite disabled candidates to indicate on the application form if they require any reasonable adjustments during the shortlisting process;
- enquire if shortlisted candidates require reasonable adjustments for interview or assessment arrangements; and
- invite the successful candidate, when an offer of appointment is made, to discuss their requirements for reasonable adjustments to support them carry out the role. Disabled applicants may discuss their requirements for reasonable adjustments at any stage of the recruitment process with the recruiting manager or Human Resources Department.

7. Pre-employment health questions

Applicants will generally not be asked about health or disability before a formal job offer is made or before the applicant has been accepted into a pool of applicants to be offered a position when one becomes available. There are limited exceptions under The Equality Act which will only be used with Human Resources' approval.

For example:

- (a) Questions necessary to establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments).
- (b) Questions to establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at interview or assessment.
- (c) Positive action to recruit disabled persons (see section 8 below).

(d) Equal opportunities monitoring (which will not form part of the decision-making process).

8. Disability Confident

As users of the Disability Confident Scheme, we guarantee to interview all disabled candidates who meet the essential criteria on the person specification/role profile. The Equality Act permits questions to be asked at the application stage to identify disabled applicants who want to use this scheme and to enable the College to make any reasonable adjustments to the interview process or for the position applied for, in order that the College can fulfil its obligations under the Equality Act 2010.



In addition, the College is committed to challenging the stigma and discrimination associated with mental health it has signed the 'see me' pledge to demonstrate its commitment.



Campus buildings are fully accessible to learners, service users and staff who have a disability or sensory impairment.



9. Entitlement to work in the UK

The College:

- is required by law to ensure that all employees are entitled to work in the United Kingdom (UK). To comply with the Provisions of the Immigration, Asylum and Nationality Act 2006, all successful candidates will be asked to provide evidence of their entitlement to work in the UK before an offer of employment can be confirmed; and
- will not make assumptions about a person's right to work in the UK based on race, colour or national origin.

Glasgow Kelvin College does not hold a sponsor licence and therefore cannot issue Certificates of Sponsorship under the points-based system.

10. 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 completed and signed by the Principal or Vice Principal in the absence of the Principal, prior to an offer of employment being made.

The College will use fair and objective selection methods to assess the suitability of candidates.

The College may use a mixture of tools as part of its selection process to ensure that the right candidate is selected. These tools include:

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

In order to allow the candidate an opportunity to display, and the Panel to appraise the necessary knowledge, skills and aptitudes, the College will widen the selection process according to the post. However, all selection processes will include a selection interview as a minimum requirement.

Aptitude and ability tests will correspond to the role in question and will measure as closely as possible the appropriate levels of the skills and abilities included in the role profile.

All candidates will do the same test unless there is a compelling reason why the candidate cannot do so, for example because of pregnancy, or unless a reasonable adjustment is required.

The College will make adjustments where a test or assessment would put a disabled applicant at a substantial disadvantage, if such adjustments would be reasonable.

Shortlisting is undertaken by a methodical comparison of application forms with the person specification/role profile and job description.

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.

11. Pre-employment Checks

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

- Protection of Vulnerable Group (PVG) Scheme membership or Criminal Records Certificate;
- required qualifications for the post if applicable;
- receipt of documents required under the Immigration, Asylum and Nationality Act 2006 (a list of these can be obtained from the Human Resources Department or can be found on the UK Border Agency Website); and
- satisfactory references.

Any offer issued by the College will be conditional upon satisfaction of the foregoing. The majority of posts within the College are covered by the Protection of Vulnerable Groups (Scotland) Act 2007. Most posts will undertake regulated work with children and in some cases protected adults. It is therefore a condition of employment that the individual is a member of the PVG Scheme.

A candidate is encouraged to 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 suitability to undertake the duties of the post.

The College shall follow the procedure contained within the Policy and Procedure for Protection of Vulnerable Groups (PVG) and Criminal Record Checks which is available on the College's website. In the majority of cases the College will not, confirm an appointment until the individual has joined as a member of the appropriate PVG Scheme(s) or receives a satisfactory Criminal Records Certificate. If the individual is barred from the PVG Scheme the employment relationship will be terminated.

The individual is responsible for the cost of joining the PVG Scheme(s). The College will pay the cost for the new entrant joining the Scheme and recoup the cost from the employee's first salary. On accepting the offer of employment the individual agrees to the deduction of the fee from their salary. The College will be responsible for funding any PVG updates going forward.

12. Feedback

The College will not provide feedback to those not selected for interview or post interview feedback to candidates who make such a request.

13. Flexible Working

All posts will be considered suitable for flexible working unless such a restriction can be objectively justified for operational reasons. Full details can be found in the College's Family Friendly and Flexible Working Policy and Procedure which is a separate document and is available on the College's website.

14. 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 is available from the Human Resources Department and can be found as part of College's Recruitment and Selection Procedure. If the complaint is in relation to the Principal this should be submitted to the Chair to the Board of Management.

15. Induction

The line manager will ensure that an appropriate induction programme is provided for the role and will make the necessary arrangements to ensure that any new entrant under goes the following compulsory training:

- health and safety – Assess Rite(Display Screen Equipment) and FireRite;
- health and safety – specific to role or personal circumstances – Asbestos Awareness; Working at Height; Homeworker (Teaching Staff) and New and Expectant Mother);
- equality and diversity;
- safeguarding and corporate parenting;
- General Data Protection Regulations; and
- any other training or instruction relevant to the role.

All compulsory training is to be completed within the two months of commencing employment.

All new entrants will be provided with an appropriate induction package to support their integration into the role, their Department and into the operations of the College.

16. 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 Faculty/Department. The results of Exit Interviews will be

collated and reported in the College's Mainstreaming Report and used to measure the effectiveness of the Board's equalities policies and approaches. This will assist in the further development of appropriate positive action programmes.

17. Monitoring of Recruitment

All candidates will be asked to complete an online Equal Opportunities Monitoring Form. This information will not be divulged to the selection panel and will be used for monitoring purposes only.

In line with the requirements of The Equality Act, the College will undertake an analysis of the composition of the workforce. The results of the exercise will be reported in the College's Mainstreaming Report and used to measure the effectiveness of its College's equalities policies and approaches. This will assist in the further development of appropriate positive promotion and action programmes.

The College's Mainstreaming Report shall report on recruitment and selection to the Board of Management, its Human Resources Staffing Committee, the College's Equality and Diversity Committee, and College Joint Consultative Committee. The Mainstreaming Report is available on the College website.

18. Supporting Policies and Procedures

Supporting Policies and Procedures include:

- Recruitment and Selection Procedures
- Equality and Diversity Policy
- Dignity and Respect Policy
- Grievance Policy and Procedure
- Public Interest Disclosure Policy
- Family Friendly and Flexible Working Policy
- Policy and Procedure for Protection of Vulnerable Groups (PVG) and Criminal Record Checks
- Safeguarding Children, Young People and Vulnerable Adults Policy
- Social Media Procedures

19. Review and Monitoring

The content, effectiveness and operation of the Recruitment and Selection Policy will be monitored, at least, on an annual basis at the end of each academic session by the Director of Human Resources reporting to the Equality and Diversity Committee and updated in partnership with management, Trades Unions, staff and learner representatives and external parties. Account will also be taken of any developments in legislation and case law.