

**RECRUITMENT AND SELECTION
POLICY****Academic Year:** 2021/22**Target Audience:**

All Staff

Summary of Contents:

SERC's commitment to ensuring that recruitment and selection procedures are in keeping with statutory requirements to promote equality of opportunity and anti discrimination legislation.

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CMT: 8 April 2022

Governing Body – 25 April 2022

Policy Number: 034-2014**Created:** 2007**Last Reviewed:** Sept 2014

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Next Review Due: December 2023**Related Documents:**Equal Opportunities Policy
Staff Appointments SOP**Superseded Documents (if applicable):****Equality of Opportunity and Good Relations Screening Information (Section 75):**

Date Policy Screened – August 2016

1.0 Introduction

- 1.1 South Eastern Regional College (SERC) is committed to ensuring that recruitment and selection (R&S) procedures are in keeping with statutory requirements to promote equality of opportunity and anti-discrimination legislation. R&S procedures will meet the requirements of legislation and codes of practice and so ensure that R&S is fair and that appointments are made on merit.

2.0 Scope

- 2.1 This policy applies to Human Resources staff and other staff involved in recruitment procedures.

3.0 Roles & Responsibilities

3.1 Role of Governing Body

The Governing Body of the College has overall responsibility for ensuring that R&S procedures are fair and meet the requirements of statutory obligations. Members of the Governing Body will participate in selection panels as set out in Appendix A.

3.2 Role of Management

Management of the College will:

- Be responsible for seeking approval for the recruitment of any post;
- Prepare job descriptions, personnel specifications, interview questions and assessment details; and
- Participate in the selection panels as set out in Appendix A.

3.3 Role of Human Resources Unit

Human Resources (HR) will:

- Provide advice and guidance to those involved in the recruitment and selection process
- Provide documentation required
- Ensure that vacancies are advertised appropriately
- Ensure that staff involved in R&S have completed the necessary training
- Monitor applications and composition of the workforce and provide statutory monitoring reports to the Equality Commission and any other appropriate bodies as required
- Ensure that all pre-employment checks e.g. POCVA, evidence of qualifications, health and references are obtained
- Maintain records of all R&S activities.

4.0 Training

- 4.1 Only staff who have completed in appropriate R&S training will be permitted to participate in a recruitment exercise as a panel member. Staff who have completed training will be required to attend refresher training at least every 2 years or as required.

5.0 Confidentiality

5.1 Members of the panel and those involved in the R&S process, including staff administering the process, are required to maintain the confidentiality of proceedings at all times.

6.0 Family Relationships

6.1 The College will take all necessary steps to avoid nepotism. Therefore anyone directly involved in the R&S process who has a family or partner relationship with an applicant must disclose the fact. The Head of Human Resources will decide whether or not the individual is required to withdraw from the process.

7.0 Canvassing

7.1 Canvassing by any applicants, either directly or indirectly, in connection with any appointment will result in automatic disqualification.

8.0 Unsolicited Applications

8.1 The College will not accept unsolicited or casual applications for employment.

9.0 Retention and Disposal of Records

9.1 All documentation in respect of appointments will be retained by the College for a period of not less than twelve months. Monitoring records will be retained for a period of 3 years.

10.0 Feedback

10.1 The College will provide feedback on request in accordance with the notes made at Interview to unsuccessful applicants following the selection process. Requests for feedback should be made in writing to the Human Resource Department within 5 working days of receipt of the interview outcome. Requests received outside this timeframe will not be considered. The feedback will normally be provided by the Chair of the selection panel within 20 working days of receipt of the request.

Where an employee wishes to raise a complaint in relation to an appointment process, the standard statutory grievance procedure shall be applied.

11.0 Appointment to Salary Scale

11.1 Successful candidates will normally be appointed to the position on the first spinal column point of the salary scale unless they have currently been employed by a recognised employer and are eligible to be assimilated to the scale. If there has been a difficulty in filling the vacancy due to market conditions, a maximum of 2 increments above the minimum starting point may be awarded.

12.0 Probationary Periods

12.1 All new appointments to positions within the College will be subject to a probationary period in accordance with terms and conditions of employment.

13.0 Communication

13.1 This Policy will be communicated to staff via the College intranet and be made available to any applicant upon request.

14.0 Review

14.1 This policy will be reviewed biannually or sooner to reflect changes in circumstance or legislation.

Appendix A

Composition of Shortlisting and Interview panels

		Tier 1 i.e. Principal & Chief Executive	Tier 2 i.e. Director	Tier 3 i.e. Head of School/Unit, PLs	Tier 4 i.e. SLs , SCP 38-41	Tier 5 i.e. Lecturers / SCP 1-37
1	Shortlisting panel	Sub committee of Governing Body including Chair / Vice Chair of Governing Body (at least 4 members) HR to administer	Sub committee of Governing Body including Chair / Vice Chair of Governing Body (at least 3 members) Principal & Chief Executive HR to administer	Principal & Chief Executive or nominee Directors x 2 HR to administer	Director 2 x HOS/HOU HR to administer	HOS/HOU 2 x members at least 1 grade higher to vacant post HR to administer
2	Interviewing panel	As for shortlisting panel (excluding HR)	As for shortlisting panel (excluding HR)	As for shortlisting panel (excluding HR)	As for shortlisting panel (excluding HR)	As for shortlisting panel (excluding HR)
3	Chairperson of panels	Chairperson of Governing Body	Chairperson of Governing Body	Principal & Chief Executive or nominee	Director	HOS/HOU