



RECRUITMENT AND SELECTION

The aim of the Recruitment and Selection Process is to ensure that we recruit the right people for the right jobs at the right time and in line with the staffing budget. Riverside College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. It is therefore, compulsory that this policy is applied to the recruitment of all staff.

HR will be happy to support managers with any aspect of the recruitment process.

Staff Requisitioning

Before a vacancy can be agreed the line manager must discuss the vacancy with the Head of Department and ensure that a Staff Requisition form is completed. This form should demonstrate that the manager has looked for other ways to fill the gap in their team and is sure that the best way to proceed is for a member of staff to be recruited.

Job Description/ Person Specification

The Head of Department and relevant SMT member should then discuss the role of the prospective employee and complete a Job Description and Person Specification. These are the critical documents which will be used right through the recruitment process and will help us to attract the right candidates, so it is important that this is properly considered. All requirements in the Person Specification must be related to the job and managers should only ask for qualifications, skills and experience that are necessary to successfully fill the post.

The job description and person specification must be in the college's standard format and fit with the grading structure of the college. HR will review all job descriptions to ensure they comply with legislation and are consistent across the college.

The completed Staff Requisition Form, Job Description and Person Specification should then be passed to HR for authorisation by SMT.

Advertising

On receiving the authorised Staff Requisition Form, HR will agree with the line manager the most appropriate way for the vacancy to be advertised. All vacancies will be advertised internally (usually via email) however; the decision may on occasion be taken to simultaneously advertise externally. The manager will then agree the most appropriate media for the post. All jobs will also be advertised on the college's own website.

All adverts should present the facts about the jobs in a straightforward manner which attracts attention and interest. All adverts will include:

- Job title
- Brief description of the duties
- Qualifications and preferred experience of the candidate
- Salary and other benefits
- How to apply and closing date
- Equal Opportunities Statement
- All jobs are subject to DBS checks

School information sheets which give a background to the college and school will also be included as appropriate.

HR will be responsible for placing all adverts, with the manager's approval.

Application Packs

All documents relevant to the role will be placed on the college website and applicants will be able to apply directly online.

Any enquiries following the advert will be received in HR who will ensure that an application pack is sent to all those who request it (usually within 48 hours). The application pack will include:

- Application Form
- Job Description
- Person Specification
- Equal Opportunities Form
- Strategic Objectives
- College Mission
- Any specific information which managers would like to send particular to their job.

Shortlisting

The day after the closing date for all applications HR will separate out the Equal Opportunities forms as these are for monitoring purposes only. They will then send the following documentation to the Manager:

- Photocopies of all completed Application Forms (see below) and supplementary evidence provided by the applicant
- Copy of the Job Description and Person Specification
- Shortlisting Form (this MUST be completed in all cases)
- Interview Process Sheet giving list of candidates to be interviewed, date of interview, room, interviewers

Only the information relating to skills and experience is sent to the shortlisting panel, HR will therefore ensure that only sections 3-7 are sent to the managers. All candidates will be given a unique reference, which will be the job reference and a number and this will be printed on all forms by HR prior to them being sent to managers.

The manager and at least one other person should review all applications and assess them against the key attributes. If there are too many candidates who meet these criteria it may be necessary to assess them against the preferred attributes to narrow the list down further. The Shortlist Record Form must be completed in all cases.

On completion of the shortlisting process all forms should be returned to HR. HR will then check the shortlisting and discuss any concerns or anomalies with the managers. Once the shortlist is agreed HR will then contact the candidates with the relevant information.

If references are required for all shortlisted candidates prior to interview, this should be noted on the form. Please note this can only be done if the candidate has given permission for this on the form and if there is at least a week, between the shortlisting date and the date of interview.

At this stage, managers should arrange an interview panel of at least two people. The manager should always be involved together with a member of HR or a member of SMT. Other appropriate people may also be asked to take part in the selection e.g a Head of Department and HR rep, or a subject specialist where necessary.

Prior to Interview

Shortlisted candidates will be contacted by HR and advised they have been invited to attend an interview. Candidates will be given information relating to the nature of the selection process, such as how long they are likely to be at the college, whether it is a straightforward interview or a number of different activities and details of any presentation or lesson to be delivered. At least five working days notice should be given, wherever possible.

At least two days prior to the interview HR will provide the following:

- Copy of the application form to all interviewers
- Interview sheet
- Job Description/ Person specification

Prior to the interview the panel should meet to discuss the format of the interviews, agree questions and ensure everyone is clear about their role in the process. All questions in the interview should be based around the job description/person specification or the submitted application form.

HR will provide standard questions for each main category of role, such as Management, support and teaching. These will provide a starting point for questions but not all need to be asked and managers are free to add other questions related to the job. Questions will be agreed by the panel. One question relating to equality and diversity and to safeguarding children should always be asked.

Wherever possible for Management and Academic posts interviews will include a short micro teach / presentation.

The Interview

All members of the interview panel will have received Equality & Diversity training. A minimum of one member of the panel will have completed Safer Recruitment Training.

There should be no interruptions and adequate time should be allowed for each candidate. The candidate should be introduced to all members of the panel and advised of the interview structure and information should be given about the job and the college

The panel should ensure that candidates are given a full opportunity to provide information about themselves and how their skills or abilities meet the requirements of the job. There should also be an opportunity for the candidate to ask questions of the panel.

Candidates should be informed of the next stages and when they will be informed of the outcome.

The interviewer should make appropriate notes and details of the interview for each candidate.

Selection

Once the selection events have been completed the members of the panel(s) should compare their findings and ensure they match as closely as possible to the job description and person specification. Each candidate will be scored for each question on a rating of 1-5, with 5 being high. Once the scores are compiled a decision on appointment will be undertaken and the panel should aim to be unanimous in their decision. Once a selection has been made the Interview Schedule should be completed, signed and returned to HR. All interview notes should also be returned to HR for filing.

No offers of employment are to be made until the Panel's sheet recommending the successful candidate has been forwarded to HR. HR will then contact the successful candidate to offer the post and the other candidates to inform them of the outcome of the interview. If the salary to be offered is not the entry point of the band this should be discussed with either the Head of Department (HR) or a member of SMT to ensure consistency and the justification for offering the higher salary.

Qualifications/References

The relevant qualifications of all interviewees should be checked and noted on the interview sheet. All successful candidates will be asked for a copy of their certificates by HR.

HR will contact the referees of successful candidates in writing. A letter will be sent with reference form, job description and person specification will be sent to a minimum of two referees, including the current or most recent employer. If managers wish HR to obtain references prior to the interview they should note this on the shortlisting form, every

effort will then be made to do this, providing the candidate has given permission for this to happen. References can also be obtained quickly by telephone, or by email if the manager wishes, after the successful candidate has been chosen.

Appointment

Once the successful candidate has verbally accepted the college's conditional offer of employment a contract will be prepared for them. They will then receive their contract pack within a week of the interview. This contains:

- Offer letter
- Contract of Employment
- Disclosure form for completion
- Bank Details
- Medical form (to be returned directly to Occupational Health)
- Asylum and Immigration form
- Details relating to the relevant pension scheme

At this stage all offers are subject to satisfactory DBS and medical checks and if not already viewed the offer is also subject to references. No appointment can be confirmed until this information is received.

Unsuccessful Candidates

All unsuccessful interviewees will be informed in writing by the HR department. The letter will give the applicant details of an appropriate contact should they wish to receive feedback on their interview.

Feedback should be objective and fair. It should highlight the positive points from the interview and also highlight the areas where the candidate could improve. Feedback should leave the candidate with a clear idea where they went wrong and give them areas to develop before they are ready for such a role.

Further Information

If you are unsure about any aspect of the Recruitment Process, or would like help in formulating the Job Description/ Person Specification or on writing interview questions, then please speak to a member of the HR team.