

**SOUTH DEVON COLLEGE**  
**Recruitment and Selection Procedure**



Document control

Version	Date	Author(s)	Notes on Revisions
1.0	July 2018	Kelly Sooben	Update to Recruitment and Selection Procedure re KCSIE 2018

Owner	SMT Lead	Author	Frequency of review	Next review date	Approval Committee	Next approval Committee Date	Date of last EIA
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## 1. PURPOSE AND SCOPE

The College seeks to employ the best individuals to fill our vacancies and to provide the essential skills and attributes to meet the current and future needs of our business.

This approach naturally embraces diversity, to provide expertise, challenge and imagination, and all individuals should be recruited solely based on their ability and in accordance with our equal opportunity policy.

We will ensure that all information provided by applicants will be treated as confidential and, if successful, their details will be stored and controlled in line with the requirements of the Data Protection Act 1998.

South Devon College has a statutory and moral duty to ensure that the College functions with a view to safeguarding and promoting the welfare of children, young people and vulnerable adults receiving education and training at the College. This procedure has been written incorporating legislation and best practice from “Keeping Children safe in education” and “Working together to safeguard children”.

This policy applies to all recruitment activity, including internal promotions and secondments, and including roles that are filled on a fixed-term contract basis.

## External Applicants

Where applications are sought from an external source these will be either through press advertisement, specialist publications or recruitment websites. When a position is advertised externally College employees are still eligible to apply.

## Internal Applicants

The College encourages internal applications to ensure employee progression and development. All vacancies will be advertised internally to ensure that existing employees are given the opportunity to apply, and thus develop their skills and careers. This approach also gives us the following additional benefits: staff are made generally aware of career opportunities available to them; an internal candidate will already be familiar with our business, its policies, procedures, internal structure and systems; an internal candidate may be able to take up the post earlier than an external one and we save on the cost and time involved in external recruitment.

However, vacancies will not be advertised internally either where there is a reorganisation within a department and we have employees "at risk" of redundancy for whom we will seek posts in the new structure. In these instances, the needs of the employee to be redeployed will take priority.

If an employee is applying for an internal vacancy they should inform their line manager of their intentions.

## Disabled candidates

At all stages of the recruitment procedure, reasonable attempts will be made to accommodate the particular needs of any candidate who has notified us of a disability. This may include changing the timing or location of any interview to enable the candidate to attend, providing information in different formats or larger type, etc.

## **2. RECRUITMENT AUTHORISATION**

### Position Authorisation

Every vacancy will be subject to a recruitment authorisation form being approved.

Every recruitment authorisation form submitted should justify the requirement for the position. A job description must be attached to the authorisation form. Managers should contact HR to obtain the current job description. To ensure objectivity, the duties and the skills required of the post will be reviewed and any existing documentation updated so that candidates are assessed against the same framework. Person specifications will be carefully considered to minimise the risk of direct or indirect discrimination and to ensure they do not impose any condition or requirement which cannot be justified by the demands of the post, especially with regards to qualifications and previous experience.

Before any authorisation is given it will be important to identify:

- Whether, if this is not a new position, the workload can be absorbed into the current structure
- Whether there are any internal candidates who could transfer or develop the necessary skills
- Whether the College's needs have changed and whether the role will still meet business needs
- Whether the role could be suitable for an apprentice subject to discussion and agreement with Principalship and the Apprenticeship team.

All on-costs that will apply to this position, such as pension, training, computer equipment, specific software and licences, etc. must be considered.

If recruiting an apprentice, the additional Apprenticeship Recruitment Authorisation form must be completed.

All external candidates will be required to complete a standard application form to ensure better comparability of information. For vacancies that are advertised internally only, employees should submit a letter of application expressing their interest for the position and how their skills match the job description. On occasions, employees may be asked to submit a full application.

### **3. ADVERTISING**

To ensure that the best candidate is attracted and appointed we may use any or all the following methods: advertising the vacancy on the Internet; external advertisement in an appropriate newspaper or journal and using networks including our friends and family referral scheme.

All applications will be handled in confidence and circulated only to those involved in the recruitment process.

Employees will be informed of all internal vacancies and external vacancies via a weekly 'Helpdesk email'.

The closing date will be available on each advert. Ordinarily, adverts close at midnight on a Sunday evening.

### **4. SHORTLISTING**

A shortlisting process will be followed for all positions. Once an advert has closed, applications are passed through to the shortlisting panel who will decide whom to interview purely based on the information provided in the application form measured against the job description and the essential and desirable criteria outlined in the person specification. 'Essential' means the applicants **MUST** have those attributes to carry out the role effectively. Only applicants that 'match' all the essential criteria should be shortlisted for interview. If there are a significant

number of applicants the 'Desirable' criteria should be used to shortlist to a manageable number for interview purposes.

The 'Candidate Shortlisting Sheet' must be used to record the outcome of the shortlisting process as well as details of the interview process. This sheet must be passed to HR with all applications forms when the shortlisting process has been completed. This form is available on the Intranet.

If external applicants do not hear back regarding their application for a vacancy **within one month** of the closing date, they should assume their application has not been successful.

Internal applicants will be advised in person by the recruiting manager with feedback as to why they have not been shortlisted and offered feedback at a mutually convenient time where appropriate.

Applicants invited for interview will be notified by email or letter. A more detailed schedule of interview activities will also be provided to shortlisted candidates. Shortlisted candidates will be asked about any requirements or special arrangements which may need to be accommodated at the selection process.

#### **GUARENTEED INTERVIEW SCHEME**

The College will ensure that candidates who meet the essential criteria as defined on the employee specification form will be guaranteed the opportunity to demonstrate their abilities at interview.

### **5. SELECTION METHODS**

Managers who have responsibility for recruitment must ensure they undertake any recruitment in a clear, consistent and professional manner. Selection will be conducted on an objective basis and will focus on the applicants' suitability for the job and their ability to fulfil the job requirements.

For teaching posts, applicants will be asked to undertake an observed micro teach in front of a group of learners. The topic of the micro teach will be given to applicants when they are invited to attend an interview.

Applicants for all posts may be asked to undertake a skills test and/or presentation if this is relevant to the post. The recruiting panel will be seeking evidence on how candidates demonstrate the competencies that are felt to be necessary for successful performance in the advertised role.

### **6. INTERVIEW**

Prior to the interview managers should fully complete the relevant interview question sheet (available on the Intranet) and pass this to HR. Line managers should record the answers to questions/scoring criteria which will result in x number of points in advance of conducting the interview.

All candidates shortlisted for interview will be provided with the specific interview

arrangements together with location details, map/directions, where relevant, and informed where to report and who to ask for.

Interview panels must comprise of at least two members of staff which must include the recruiting manager, an Assistant Principal or a member of the HR team.

Interview questions must relate to information that will help us to assess the candidates' ability to do the job as per the job description and person specification. Questions about marriage plans, family intentions, religious or political commitments, caring responsibilities, or about any other issues which may give rise to suspicions of unlawful discrimination should not be asked.

The College will ensure that the process will not be discriminatory and attempts will be made to accommodate the particular needs of any person suffering from a disability.

Prior to the interview managers should agree a 'benchmark score' - (evidence meets criteria) which is the minimum score required to pass the selection process (to include the interview and any selection tests).

## **7. POST INTERVIEW**

After each interview a review will be taken of each candidate's performance both at the interview, as well as any additional selection tests undertaken.

Interviewers should aim to reach consensus on the decision as to which candidate(s) is / are successful. Firstly, the candidate must have achieved the 'benchmark score' and then the highest scoring candidate offered the position. In exceptional cases where this is not possible, the chair of the interview panel will have ultimate responsibility for making the final decision. In this instance the decision and rationale must be documented.

All unsuccessful external candidates at this stage will be informed via phone / email.

Internal applicants will be advised in person with feedback by the recruiting manager.

Where a candidate was not offered the position, but it was felt that they were able to perform the duties and scored well during the selection process, they may be retained on a reserve list, and should a similar role come up within a period of 6 months they may be contacted and invited to an interview.

Where an employee has undergone a recruitment process to fulfill a temporary position and that position subsequently becomes available then the College may, at its discretion take the decision to appoint that individual into the vacant position without the need for a re-interview.

## **8. EMPLOYMENT OFFERS**

Offers of employment may initially be made verbally but will always be confirmed

in writing, and specify a timescale in which the successful candidate should confirm his/her acceptance or rejection of the offer.

All appointments will be made subject to completion of a satisfactory probationary period, usually six months.

For internal promotions, the employee will be offered the position verbally, with the conditions being outlined. This will then be confirmed in writing.

## **9. EMPLOYMENT CHECKS**

The College will undertake the following mandatory pre-employment checks on prospective staff as part of its safer recruitment and selection process. These checks must be satisfied prior to the new employee starting in post.

All successful candidates will be required to provide proof of their entitlement to work in the UK prior to starting work with us i.e. passport or birth certificate.

The College will ask to see original certificates of relevant qualifications and current memberships.

On appointment, staff will be required to satisfy the College's occupational health check as to their medical suitability for the position by completing a medical questionnaire. A medical examination may be necessary. If employees inform us of any special requirements they have in relation to their working environment the College will endeavour to make these reasonable adjustments.

All offers of employment are made subject to the receipt of references that are satisfactory to the College. Candidates will be asked to provide the details of two referees, one of whom must be their current or most recent employer, where applicable. References will always be taken up on external candidates, once an offer of employment has been made and accepted.

Where possible, references should be received prior to any new employee starting work and it may be that we delay the start date of a new employee until the references are received and checked. In the event of a reference being unsatisfactory to the College, we may withdraw the offer of employment but will usually discuss this with the candidate, and if appropriate the referee, before making this decision.

The College will also require sight of an Enhanced DBS certificate which is less than 12 months old. This certificate must include barred list activity. The College will always obtain a separate barred list check if an individual is already in possession of an enhanced DBS certificate which is less than 12 months old. The barred list check will also take place if a new employee will be starting work before the DBS certificate is available.

When a person is commencing employment in an academic role, the College will also check that the new employee is not subject to a Teacher Prohibition order.

Staff who are appointed to the College Leadership Team will also be checked to ensure they are not prohibited under section 128 provisions.