

Recruitment & Selection Policy & Procedure

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RECRUITMENT & SELECTION POLICY

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EQUALITIES IMPACT ASSESSMENT

We welcome feedback on this Policy and the way it operates. We are interested to know of any possible or actual adverse impact that this Policy may have on any groups in respect of any protected characteristics.

An initial Equalities Impact Assessment of this Policy has been carried out. The policy has been written to fully comply with all obligations in respect of employment law and equality legislation and to take account of recommended best practice. It is therefore not anticipated that this policy will result in a negative or adverse impact on one or more groups in respect of any protected characteristics.

POLICY

1. PURPOSE AND SCOPE OF THE POLICY

This policy and procedure aims to ensure that the College attracts individuals of high calibre who will support the delivery of the College vision of offering the best, leading the way and shaping future success. The policy has been designed in line with the College's commitment to being an equal opportunities employer.

This policy has been developed to ensure a structured process is followed when selecting and appointing internal and external candidates for posts within the organisation. The process therefore aims to ensure:

- A consistent and fair approach to selection and appointment to roles for all candidates
- Selection decisions which reflect the most suitable candidate for the role based on their skills, knowledge, experience and competencies
- Opportunities for career development within the organisation
- A process, which ensures the College meets statutory obligations relating to the selection and employment of staff.

This policy applies when any vacancy (permanent, temporary or casual) requires to be filled. This policy applies to all potential applicants who may be currently employed as temporary or permanent staff or to external applicants.

In line with our Equalities Policy and in consideration of equality, diversity and inclusion at all stages of recruitment and selection, we always carry out shortlisting, interviewing and selection without regard to an applicant's sex, gender identity, sexual orientation, marital or civil partnership status, skin colour, race, nationality, ethnic or national origins, religion or belief, age, pregnancy or maternity leave or trade union membership.

In accordance with the College Equalities Policy, attempts will be made to accommodate the particular needs of any person who has notified us that they suffer from a disability within the meaning of the Equality Act 2010 at all stages of the recruitment process.

The Recruitment & Selection procedures do not remove an employee or applicant's statutory rights.

The College recognises the need to respect the privacy of individuals applying for employment and as such, will comply with the Codes of Practice for Recruitment and Selection and the requirements of the Data Protection Act 2018 and UK GDPR, covering the use of personal information provided by candidates. To this end, the College will comply with the principles of the act and will only collect, process and retain applicants' personal information where it is directly relevant to the recruitment and selection process. Recruitment

files, containing details of the post and applications, will be held securely by the Human Resources Department for a period of 12 months, after which they will be securely destroyed. Further details can be found under point 8.

This policy and procedure has been prepared by the College in consultation with UNISON, EIS-FELA and with the needs of the College and its employees in mind.

PROCEDURE

2. RECRUITMENT & SELECTION PROCEDURE

All vacancies arising within the College will follow the process as outlined below.

The HR Department will provide expert advice and support that will add value throughout the recruitment and selection process.

Appointments to the Senior Management Team will follow the process outlined in Appendix 1.

3 APPROVAL TO RECRUIT

The need to resource additional or replacement staff (permanent or temporary) will be identified by the recruiting manager and HR Business Manager and should be approved via the online Recruitment Approval Request (RAR) available on SharePoint.

The Service Manager/Head of Department/Operations Manager/Director must complete the RAR using the online form, which is available under 'Line Managers Portal on the Human Resources Home Page on SharePoint.

All RARs, whether for new or replacement posts must include full justification for the reason for approval and ensure budget provision has been clearly noted. Failure to provide satisfactory justification may result in the RAR being declined.

It is important to note, that any new roles to the College structure, must have been job evaluated prior to submission of the RAR, to ascertain the grade of the role. Please refer to the Job Evaluation Policy for further information. Where national agreements take priority these will be followed instead.

The Service Manager/Head of Department/Operations Manager/Director may require to review and update the role profile and in such cases, they should discuss this with their HR Business Manager. Any significant changes to an existing role profile will be subject to a Job Evaluation review.

Once the RAR has been submitted by the Service Manager/Head of Department/Operations Manager/Director it will be sent to the Head of Human Resources and Director of Finance for approval.

The RAR is not deemed to be approved until all parties have authorised the form. It is the responsibility of the Service Manager/Head of Department/Operations Manager/Director to monitor the progress of the form.

4 ADVERTISING & APPLICATION METHOD

To maximise opportunities for career development vacancies will be advertised internally on the HR SharePoint page. In the case of external recruitment, advertisements will be placed in the most appropriate press, media or website and circulated to other Colleges, where appropriate. Generally, vacancies will be advertised internally in the first instance, however, in some cases simultaneous internal and external adverts will appear. In exceptional circumstances, e.g. highly specialist posts, and posts which require immediate placement as a result of business risk, may be exclusively advertised or sourced externally.

Applicants will be required to complete an online application form which is available on the My Job Scotland website.

Should any applicant require a hard copy application form for any reason, this can be provided upon request.

Only in exceptional circumstances, and with the specific approval of the Recruiting Manager and HR Business Manager will applications received after the closing date be considered.

4.1 APPLICATION FOR INTERNAL SECONDMENT

In order to enhance career development opportunities, the College will allow current employees to apply for fixed term roles on a secondment basis.

Employees who wish to apply for a role on this basis, must first of all seek the approval of their line manager prior to submission of their application form. Line managers are required to favourably consider requests, however should also consider operational/business requirements when reaching their decision. Employees should be provided with an outcome as soon as reasonably practicable to allow sufficient time for them to submit their application if required. Staff who have been on secondment for a period leading up to or exceeding two years or more may have the viability and impact of any extensions of new secondments considered when granting any extension.

Failure to seek authorisation from your line manager may result in any offer being withdrawn.

5. SELECTION PROCEDURE

The selection process for each post will vary depending on the role being filled, and the specific skills, knowledge and experience that require to be measured.

All candidates will be asked in their application form to detail their key skills, knowledge and experience specifically relating to the role applied for which will then provide the basis for short listing.

Typically, the College use a structured competency based interview and may include a skills assessment/presentation process.

5.1. SHORTLISTING

Applications shall be short-listed for interview / assessment by the recruiting manager and may be supported by HR if required, using the essential and desirable criteria identified in the role profile.

Forth Valley College has been awarded Disability Confident Status in recognition of our commitments to ensure that disabled people are supported by employers and treated fairly at every stage of their selection and employment. This means that all applicants with a disability, who meet the essential criteria for the post, can choose on their application form to be provided with a guaranteed interview and will be considered on their abilities.

5.2. INTERVIEW & ASSESSMENT

All short listed candidates invited to interview will normally be given a minimum of 1 weeks' notice to allow them to prepare. Candidates will be invited to interview by e-mail and using the e-mail address provided in their application form.

Interviews will be carried out by a panel comprising the recruiting manager who will be supported by an appropriate member of staff or by a member of the HR team. Only members of staff who have received training in recruitment and selection methods should be involved in the interview process.

The interview will normally be a structured competency based interview with a standard set of questions asked of all applicants to gather evidence on how well their knowledge, skills and experience match the requirements of the role. Panel members will be required to assess and record candidate performance at interview and reach a consensus decision, which will be recorded in the recruitment file.

Candidates are required to provide specific documentation, explained in section 6.4 and [Right to Work Checklist.pdf \(publishing.service.gov.uk\)](#) This is to ensure panel members are satisfied that the candidate: -

- Holds the necessary qualifications as detailed in the role profile
- Is eligible to work in the UK

As part of the selection process candidates may be invited to a skill assessment which will be relevant to the key outputs of the role. This may take the form of an in-tray exercise, practical skill assessment (demonstrating ability to use tools/techniques/IT packages) or the production and delivery of a presentation on a topical subject. For specialist or senior roles, an assessment centre may also form part of the selection method.

5.3 FEEDBACK

Feedback following interview and assessment will be provided to unsuccessful candidates only on request.

6. OFFER, VETTING & APPOINTMENT PROCEDURE

On conclusion of the selection process, the interview panel will review the recruitment documentation and agree the preferred candidate. The recruiting manager will then discuss arrangements for appointment in relation to start date, salary placement and pre-employment checks.

The Appointment Form will be required to be completed online by the Service Manager/Head of Department/Operations Manager/Director on the RAR form. It is completion of this form that initiates the HR Department to commence the pre-employment processes and therefore failure or delay in completion, may result in a delay to the start date.

To ensure that all positions are filled by the highest quality candidates' possible and to meet our legislative obligations, all offers of employment are subject to the receipt of satisfactory references, medical and qualification checks as well as clearance of their application to join the Protection of Vulnerable Groups (PVG) by Disclosure Scotland.

6.1. OFFER OF EMPLOYMENT

All successful candidates will be verbally offered the post by the recruiting manager and advised of the terms and conditions for this post. A written statement of terms and conditions will follow.

6.2. START DATE

Start date will be determined subject to agreement with the individual (and for internal candidates with their Line Manager) and when all relevant pre-employment checks have been satisfactorily received. Candidates will normally be unable to start until all necessary checks have been carried out.

6.3. SALARY PLACEMENT

6.3.1. External placement

All external candidates will be placed in principle, on the minimum salary scale point for the grade. However specific placement within the salary scale may need to be determined by their qualifications, skills, knowledge and experience in relation to the post together with market forces or by national bargaining agreements. Justification will be required to place candidates higher than the minimum scale point.

6.3.2 Internal placement

Corporate Services staff who have been promoted to a post on a higher salary scale, will be placed on the salary at the minimum of the scale, or two increments above that which they are on, whichever is the higher salary.

6.4 PRE-EMPLOYMENT CHECKS

6.4.1 Employment References

All external applicants are asked to provide two previous employer referees, where possible. Applicants unable to provide this should discuss this further with the relevant HR Business Manager. Requests for referees not to be contacted in the first instance will be honoured. Any offer of employment is subject to satisfactory receipt.

References will not be sought for internal candidates.

6.4.2 Medical Check

The purpose of the health questionnaire is to ensure that the successful applicant is fit to carry out, and not be troubled medically by, the duties of the post as detailed in the job profile. Any offer of employment is subject to satisfactory receipt. In line with the Equality Act, medical information will only be sought once an offer of employment has been made.

6.4.3 Qualification Check

The qualifications of candidates must be checked to ensure they meet the minimum criteria of the position, set out in the role profile. Candidates will be asked to provide their original relevant educational and training certificates and photocopies of these. A member of the interview panel must check the validity of these qualifications.

6.4.4 PVG Scheme

All successful candidates will be required to complete an 'Application to Join the PVG Scheme' or for candidates who are already a PVG Scheme Member, an 'Existing PVG Scheme Member Application'.

Any offences which appear on the returned PVG Certificate will be checked carefully. Any offences which directly impact the applicant's ability to perform the duties of the post will result in the immediate withdrawal of any offer of employment. Additionally, if the candidate has been barred from regulated work with a particular vulnerable group, this will result in the immediate withdrawal of any offer of employment.

Further information may be obtained from the College's Protection of Vulnerable Groups Policy and Procedure.

The College has an appropriate policy document which details how, and under what lawful basis, we process special category and criminal conviction data, as per the requirements of the Data Protection Act 2018, Schedule 1, Part 4.

6.4.5 Eligibility to Work in the UK

Any offer of employment will be conditional upon the prospective employee providing the necessary documentation to prove entitlement to work in the UK. Candidates offered employment will be required to provide evidence of original documentation of eligibility to work in the UK so that this can be inspected and copied. The required documents are listed [Right to Work Checklist.pdf \(publishing.service.gov.uk\)](#) with further guidance [Checking a job applicant's right to work - GOV.UK \(www.gov.uk\)](#).

7. COMPLAINTS PROCEDURES

Any complaint associated with the recruitment, selection and appointment to posts of the College should be submitted, in writing, to the Head of HR who will consult with the persons involved, and will determine whether the matter should be formally considered and seek to resolve informally.

Where the complainant is an existing employee and the Head of HR receives this as a formal complaint, this will be considered under the College's Grievance procedure.

Where the formal complainant is an external complaint, the Head of HR will forward it to the the appropriate Vice Principal for determination.

8. DATA PROTECTION

The College processes personal data collected in relation to our Recruitment Policy and Procedure. This will include Application forms, Personal Contact Details, Equalities Data, Interview and selection data. All information is stored and processed in compliance with the Data Protection Act 2018 (DPA) and the UK GDPR. The College is the data controller for your data, and is registered with the Information Commissioner's Office. The College will collect and process information relating to you in accordance with the privacy notice which is available on the College website.

In particular, data collected is held securely and accessed by, and disclosed to, individuals only for the purposes of the recruitment and selection process. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the College Data Policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the College's disciplinary procedure. Employees should use College data for organisational purposes only, and should not keep personal copies of College data under any circumstances.

If you are unhappy with any aspect of the way your data is handled, you can contact the Data Protection Officer at dataprotection@forthvalley.ac.uk

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Senior Management Team

The Senior Management team is defined as the Principal and Vice Principals.

Upon the occurrence of a vacancy or expected vacancy in a Senior Management post, the HR Committee of the Board should convene an Appointment Committee consisting of at least three people, of whom one shall be the Principal and one shall be the Chair of the Board (or in their absence the Chair of the HR Committee or, if both are unavailable, another appropriate Board member) who shall act as Chair of the Appointment Committee.

For the appointment of the Principal, the Appointment Committee shall be convened by the Board and shall consist of at least three Board members, one of whom shall be the Chair of the Board who shall act as Chair of the Appointment Committee. Members of Senior Management shall not be involved in the decision for the appointment of the Principal.

The Appointment Committee, in compliance with the above procedures shall make arrangements for recruiting, selecting and appointing the successful candidate. These arrangements shall include: preparing a description of the post, advertising the vacancy, determining criteria for short-listing and making arrangements for interviewing and assessing candidates. Board members may not necessarily be involved at all stages of the recruitment process.

If the Appointment Committee is unable to agree on a candidate to be appointed, they may make arrangements for repeating the appointment process with or without re-advertising the post.

The salary and terms and conditions of employment of the Senior Management (including the Principal) will be determined on behalf of the Board of Management by the Remuneration Committee.

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