



# Recruitment and Selection Procedures

## **1. Introduction**

This document should be read in conjunction with Burnley College's:

- Safer Recruitment and Working Practices Policy Statement
- Policy Statement on the Recruitment of Ex-Offenders.

The following procedures are to be followed in the appointment of permanent and temporary full time and fractional staff, with the exception of part-time-hourly-paid (PTHP) staff. These staff are recruited less formally, but will still have an interview with and authorisation from a senior manager. All new starter checks are made, they must attend a compulsory, annual PTHP induction and must successfully complete all necessary Safeguarding training.

Replacements and new posts are requested via a Staff Requisition form and workflow, or other written form of authorisation, via a member of the SMT.

## **2. Single Equality Policy**

Our Single Equality Policy explains that the College is keen to develop a culture that goes beyond compliance with The Equality Act 2010; one that is fully inclusive, promotes equality and embraces diversity.

We intend that no job applicant or employee shall receive less favourable treatment because of his or her age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation. Nor will they be disadvantaged by any other condition or requirement that cannot be shown to be justifiable.

## **3. Job Description/Person Specification**

Whenever a post is to be filled, an outline of the main duties and responsibilities of the post should be drawn up. Generic job descriptions and person specifications have been created, relevant to role type and grade. These standard job documents are then appropriately customised.

The qualifications and experience required for the post are identified, together with any other relevant knowledge, skills or aptitudes and outlined in the Person Specification document, which should be used as the basis for shortlisting.

The wording used in job documents is carefully chosen to ensure there is no discrimination. Any criteria used in drawing up such specifications should be realistic, such that without them, the job could not be performed to the necessary standard. The Head of Human Resources should be consulted if any clarification or advice is required.

## **4. Further Particulars**

Further information on the post, the relevant team or division, or the College itself can be sought from the Human Resources team, who may signpost the individual to the relevant manager.

## **5. Advertising**

The advertising of College vacancies take place predominantly online, although for hard to recruit posts requiring particular specialisms, relevant publications may be utilised.

All external posts must be advertised on the College website and any internal opportunities for long-term promotion are sent to all staff via email.

Care should be taken when developing advertisements for job vacancies in the same way as when writing job descriptions and person specifications, to ensure potential applicants who meet the essential criteria are able to see and apply for all opportunities. The Head of Human Resources should be consulted if any clarification or advice is required.

## **6. Application Forms**

The application form serves a number of purposes, the more important being:

- to aid in the selection of candidates for interview;
- to provide a framework on which the interview can be built;
- to act as a record which may form part of the personnel file.
- to allow for a fair and relevant comparison between candidates

Application forms received after the published closing date may not be considered by the shortlisting panel.

## **7. Shortlisting**

The basis of effective selection is the process of assessing the suitability of each applicant in relation to the Job Description and Person Specification and the criteria for shortlisting is based on the extent to which the details provided on the application form meet the requirements specified on the Person Specification.

Each individual's application should be assessed in this manner, fairly and consistently, with a record made of the decisions. The documentation relating to shortlisting will be kept for a minimum of six months after the appointment has been made.

### **7.1 Disabled Candidates**

All disabled candidates who meet the essential criteria for a post will be invited for interview. If any clarification or advice is required, please contact the Human Resources Department.

## **8. Interviews**

Any particular, reasonable needs of candidates are asked for during the application process and if invited for interview, in order to accommodate such requirements and therefore ensure that they do not affect the interview.

Interviews are conducted by at least two people, including a member of the Senior Management Team, who is trained and updated annually in Safer Recruitment. (See also Safer Recruitment and Working Practice Policy Statement)

All interviews must be conducted objectively and interviewers should only be concerned with the applicant's suitability for the job and their ability to fulfil the requirements of the post.

The aim of the interview is to elicit the experience, abilities and qualities of shortlisted candidates, so they can be effectively assessed against the duties and responsibilities required of the post holder. Importantly however, the interview panel must also assure themselves that the candidate seems fit to work with Children and (for some roles) Vulnerable Adults, by utilising techniques obtained from Safer recruitment training. This, coupled with the checks at section 11 (below), assists us in deterring the wrong people from working in any position in our College.

The panel will also assure themselves that the candidate will be a good fit into the relevant team and the wider College culture; both for the benefit of the applicant as well as the College and our learners.

## **8.1 Types of Interview**

The type of interview will depend on the role being interviewed for, but the priority always, is understanding whether the individual is fit to work in education, as well as fit for the role and the College ethos.

As part of a Burnley College interview:

- All candidates receive a tour of, or information on, the College facilities, as well as information on the College's culture
- All candidates for lecturing positions will undertake a lesson observation
- Candidates may be given a task similar to what they would be expected to undertake should they be successful in gaining the role.
- Subject knowledge is tested and previous work experience is always discussed; particularly when there are gaps in employment/study.

## **8.2 Questions**

Questions asked of candidates should relate only to the requirements of the post and should never be based on assumptions about personal lives or cultures. Questions related to any protected characteristic should only be asked where the post deems it essential, for example questions regarding mobility may need to be asked where the post holder would need to be at a certain level of fitness to undertake the role properly and safely.

Questions will differ between interviews and will again be determined by the role, its responsibilities and its level in the organisation.

Also, after shortlisting, the Human Resources Officer will identify any essential questions needed to understand (for example) any gaps in employment, any time spent overseas, or any issues with the references provided. A question sheet is provided to all interview panel chairs (usually a member of the SMT) to highlight that these questions must be asked and responses documented.

## **9 Appointment**

The final decision should be based on an objective assessment of the candidate's qualities. A record should be made of the appointment and the reasons for it, as well as the reasons for not appointing a candidate(s). All should be documented on an appointment form, which should be completed in full and signed by each panel member, or the chair of the panel. It should also document key elements of their appointment, for example salary, mentor and the intended start date of the individual. These forms make up part of the successful candidate's new employment record and will form the basis of their contract of employment.

## **10 Post-Interview Feedback**

After interview, unsuccessful candidates should be offered the opportunity to receive feedback, particularly for internal employees, to offer guidance on why they were not selected and how they might respond in order to enhance their prospects in the future. Many unsuccessful candidates are not in a receptive frame of mind to receive such feedback immediately after interview, so it may be beneficial to provide feedback at a later date.

Feedback can be of a great benefit, though it should be carried out properly and with an awareness of equal opportunities, as it carries with it a possibility of placing in the mind of the applicant a dissatisfaction with the conduct of the interview, which in some cases could lead to an unnecessary complaint. To reduce this possibility, post-interview feedback should be carried out by the senior or recruiting manager. Where technical advice is required, feedback may be supplemented by an appropriately qualified person. The advice offered to an individual in a post-interview feedback situation should convey the consensus views of the panel and the expression of personal views should be avoided.

## **11 Employment Checks**

Burnley College is deemed a 'specified place'. Although not all staff undertake regulated activity, all staff have opportunity for contact with children, and some with vulnerable adults. As such, all individuals working for, or on behalf of the College are subject to an Enhanced Disclosure and Barring Service (DBS) check and depending on their job role (and as determined by the guidance from the DBS), a check against the Barred List for Children and/or Vulnerable Adults.

In the event that a disclosure has not been returned before an individual commences in their role at Burnley College, line managers complete a risk assessment which includes a review of the new starter documents already received, a full and robust induction week and if necessary, constant supervision of the new starter(s) whilst waiting for the DBS to be returned.

New starters to the College must also:

- provide the necessary documentation to verify their identity
- complete a medical assessment
- provide two references, one of which must be their current or most recent employer
- prove their eligibility to work in the UK
- evidence their highest qualification where this is deemed an essential qualification on the person specification
- complete all other compulsory checks and training deemed appropriate

by the College, in line with relevant legislation and best practice guidance.

As part of the conditional offer letter and via the contract of employment, new starters are made aware that should the College not receive the essential information required from them in a timely manner (usually two months from the start date), the College reserves the right to withdraw the offer of employment.

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