

Recruitment and Selection Policy

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Contents

Page no.

1. Foreword	4
2. General principles	
2.1 Criteria	4
2.2 Authority for recruitment	4
2.3 Record keeping and management	4
2.4 Confidentiality	4
2.5 Criminal Record Bureau disclosure	4
2.6 Permission to work in the United Kingdom	4
2.7 Recruitment monitoring	4
3. Roles and responsibilities	
3.1 The Human Resources Department (HR)	5
3.2 Recruiting manager	5
4. Recruitment process	
4.1 Stage 1: Recruitment need identified	6
4.2 Stage 2: Publishing the vacancy	6
4.3 Stage 3: Selecting applicants for interview	6
4.4 Stage 4: The interview	7
4.5 Stage 5: Interview outcome and making an offer	7
5. Other sources of information	7

1. Foreword

The process of recruitment and selection must be fair, systematic, efficient and effective, ensuring equality of opportunity. Employees must be appointed in accordance with relevant statutory obligations, codes of practice, the University's Articles of Government and in line with the relevant policies and procedures. Our approach will be to ensure the University effectively employs people with the right skills and at the right time. No job applicant or employee will receive less favourable treatment because of their race, sex, religion or belief, disability, marital or civil partnership status, age, pregnancy or maternity, sexual orientation, gender reassignment, or caring responsibilities, or will be disadvantaged by conditions or requirements which cannot be justified.

2. General principles

2.1 Criteria

The criteria for selection should be based on relevant knowledge, skills, attitudes and physical ability to do the job as described in an up-to-date job description and person specification. There should be no canvassing of or by any member of the University or the Board of Governors or its committees, on behalf of any candidate. Managers involved in recruitment should be fully aware of all aspects including their role in the process and their responsibilities.

2.2 Authority for recruitment

All positions must have Directorate and central Finance approval. If it is a new position then the position must be evaluated or confirmed (using Higher Education Role Analysis (HERA) before proceeding); and this is the responsibility of the Human Resources Department (HR).

2.3 Record keeping and management

A record of the full process of recruitment and selection should always be made and kept meticulously. It is the responsibility of the recruiting managers to ensure that records are kept, this includes notes of meetings, emails, telephone calls, copies of correspondence etc. These should include the names of those involved, dates, action taken and follow-up. All sensitive information should be treated confidentially and meet the requirements of the Data Protection Act 1998. The University's Data Protection Policy can be found at www.port.ac.uk/accesstoinformation/policies/information/filetodownload,17472,en.pdf.

Records management is the efficient and systematic control of records (both paper and electronic) throughout their life cycle from creation or receipt until the time of their disposal. It aims to ensure that records are accurate and reliable, can be retrieved quickly and easily, and are kept for no longer than necessary. Details of how to manage records can be found at www.port.ac.uk/departments/services/universitysecretary/recordsmanagement/.

2.4 Confidentiality

Throughout any proceedings under this Policy, the University will seek to ensure that confidentiality is maintained. However, this will not preclude the University from disclosing information where necessary for the discharge of duties or as required by law, nor will this preclude the University, where appropriate, from disclosing information about any outcome under this Policy.

2.5 Criminal Records Bureau (CRB) disclosure

The Police Act 1997 provides a statutory basis for certain criminal record disclosures which may be used by employers according to the nature of the role.

2.6 Permission to work in the United Kingdom

It is essential that a recruiting manager is fully aware of the legal obligations of the University when employing non European Economic Area (EEA) nationals. As the rules are subject to change all recruiting managers must always seek the advice of the HR Service Centre team before processing the recruitment of a non EEA national. The Asylum and Immigration Act 1996 makes it a criminal offence for an employer to employ those who do not have permission to live or to work in the United Kingdom. For further information visit the Home Office website at www.ind.homeoffice.gov.uk.

2.7 Recruitment monitoring

In order that the effectiveness of our recruitment policy can be monitored, job applicants are asked to provide information for monitoring purposes. The information will not be used as selection criteria but it will provide information which is needed for monitoring our Single Equality Scheme, which can be found at www.port.ac.uk/departments/services/equalityanddiversity/downloads/filetodownload,119519,en.pdf. This information will not be made available to those selecting candidates to attend for interview.

3. Roles and responsibilities

3.1 The Human Resources Department (HR)

The HR Department will:

- provide advice and guidance on the recruitment and selection process;
- check if any adjustments are required for the candidates;
- place the job advert;
- following closure of job advert provide all applicants' paperwork to the recruiting manager;
- following short listing by recruiting manager inform unsuccessful applicants¹ and invite short listed applicants to interview;
- arrange hotel accommodation if required for candidates;
- participate in the selection process of senior management positions (Grade 10 and above);
- participate in the selection process of positions involving external organisations e.g. KTP;
- following completion of interviews inform unsuccessful (not internal) candidates;
- arranging for CRB disclosures and other checks;
- where necessary coordinate the paperwork associated with applications for permission to work in the UK;
- subject to necessary checks send out offer and contract to successful candidate including pre-employment medical questionnaires, follow-up as required will be done by the Occupational Health Service (OHS);
- request references for the successful candidate subject to their acceptance of the offer;
- qualification and document check on first day of employment;
- provide management information on the efficiency and effectiveness of media used;
- meet the agreed Service Level Agreement between HR and Faculties/Services;
- provide feedback on effectiveness and efficiency of recruitment and selection processes to Faculties/ Services¹.

3.2 Recruiting manager

Recruiting managers are responsible for:

- identification of skills and attributes, writing the job description and person specification for the vacant position;
- ensuring necessary evaluation via HERA takes place where approved;
- the business case for recruitment and seeking necessary approvals from Directorate and the central Finance Department;
- preparation of appropriate information for applicants;
- drafting the advert copy;
- highlight specific requirements of the position to HR, e.g. CRB disclosures, job hazard identifications;
- suggesting the preferred publications for advertisement;
- overall management of the selection process, including short listing, interview schedule, facilities for interview ensuring appropriate adjustments are made for candidates if required; and selection of the panel and provision of interview candidates' paperwork to panel members¹;
- arranging the selection programme in the appropriate medium, e.g. telephone/video conference interview, room bookings, presentation material if required;
- informing the successful candidate orally;
- ensuring HR are informed of the unsuccessful candidates and provide a nominated contact for feedback¹;
- providing HR with appropriate information following interview including summary for all candidates interviewed and details for successful candidate, e.g. start date;
- confirming arrangements for first day of new employee, e.g. start time, location, meeting arrangements etc;
- arranging email, desk, computer, phone line etc. as appropriate;
- creating a tailored induction programme in accordance with University requirements.

¹ This is a proposal to be adopted in the future once the new HR system is introduced and established.

4. Recruitment process

4.1 Stage 1: Recruitment need identified

The following information is required before starting the process:

a) Job description

Before recruiting for a new or existing position, it is important to invest time in gathering information about the nature of the job. This means thinking not only about the content such as the tasks of the position, but also the purpose, the outputs required by the job holder and how it fits into the organisation's structure.

b) Person specification

It is also important to consider the skills and personal attributes needed to perform the role effectively. A person specification states the essential and desirable criteria for selection. This is based on a set of competencies identified as necessary for the performance of the job. The person specification should be used to inform the criteria you use to short-list applicants.

In general, specifications should include details of:

- skills, aptitude, knowledge and experience;
- qualifications – which should be only those necessary to do the job;
- personal qualities relevant to the job, such as ability to work as part of a team.

c) Job hazard identification form

- A form should be completed for each position.
- A copy of the form should be retained by the recruiting manager and copies returned to HR and Occupational Health Services.

The template for the job description/person specification which includes job hazard identification can be found at www.port.ac.uk/departments/services/humanresources/recruitmentandselection/informationforrecruiters/informationforrecruitingmanagers/forms/.

d) Drafting job advert

Adverts should be clear and indicate:

- the outline requirements of the job;
- the essential and the desirable criteria for job applicant's salary range;
- job tenure (for example, contract length for a fixed term contract);
- interview date;
- closing date.

4.2 Stage 2: Publishing the vacancy

In general all vacant positions must be advertised internally and if necessary externally before they are filled. Where an existing employee is coming to the end of a fixed term contract and has registered for the ring-fence process, they will be informed of vacancies that are relevant to their skills and experience. If they choose to apply for a vacancy, their application will be considered before more general recruitment action is taken.

In this stage, the vacancy is prepared for publishing, approved and then published. Options are the University website, newspapers or other forms of media. Things to consider are lead times, e.g. monthly publications have very long 'lead times' for advertising copy; and circulation throughout the EEA must be demonstrated when applying for a permission to work in the UK. All adverts must be advertised in parallel on the DisabledGo and Job Centre Plus website.

4.3 Stage 3: Selecting applicants for interview

All applications will be considered by using the essential and desirable criteria contained in the person specification and by assessing application forms against these criteria. An assessment form will be completed by the trained recruiter. A short listing template can be found at www.port.ac.uk/departments/services/humanresources/recruitmentandselection/informationforrecruiters/informationforrecruitingmanagers/forms/.

The University is legally bound to ensure that there is no unfair discrimination, and that legal requirements are met. Criteria such as age, sex, race, marital or civil partnership status, sexual orientation, religion or belief, pregnancy or maternity, or gender reassignment must not be used. Similarly, a disability should not be used unless it conflicts with the criteria for the job. HR will provide support and advice to the recruiting manager in providing reasonable adjustments to enable candidates to attend interviews. Positive discrimination on the grounds of sex or race is unlawful. Every applicant must be considered on his/her merits.

4.4 Stage 4: The interview

All panels must have at least one trained recruiter. When making and processing the final selection decision, these need to be based solely on the criteria previously defined in the person specification. A brief written assessment of each candidate should be produced and kept with other papers relating to the selection process for at least six months from the date of the appointment. This information is kept securely within HR. An interview assessment template can be found at www.port.ac.uk/departments/services/humanresources/recruitmentandselection/informationforrecruiters/informationforrecruitingmanagers/forms/.

4.5 Stage 5: Interview outcome and making an offer

The recruiting manager will inform the successful candidate orally and HR will follow up the offer in writing once the individual has orally accepted, even if start date has not yet been agreed. A checklist to assist in this conversation can be found at www.port.ac.uk/departments/services/humanresources/recruitmentandselection/informationforrecruiters/informationforrecruitingmanagers/forms/.

The unsuccessful candidates are informed subsequently in writing.

Following oral confirmation of the preferred candidate's acceptance an offer of employment including the formal contract of employment will be sent out. Various employment checks will be necessary depending on the position and these will include:

- a pre employment medical assessment;
- employment references;
- qualifications check;
- Criminal Record Bureau disclosure if required;
- permission to work in the UK document check and/or approval from the UK Border Agency if required;
- declaration of interest form.

5. Other sources of information

Recruitment related forms:

- a) Job description and person specification template (includes job hazard identification form)
- b) Recruitment advertising form
- c) Short listing template
- d) Interview schedule template
- e) Interview assessment template
- f) Checklist/Aide memoire for oral offers
- g) First day checklist
- h) Declaration of interest form

Induction checklist

www.port.ac.uk/accesstoinformation/policies/humanresources/filetodownload,17741,en.pdf

HR Policies

www.port.ac.uk/accesstoinformation/policies/

HR Business Partner/HR Adviser for your area

www.port.ac.uk/departments/services/humanresources/contactus/stafflist/

HR website

www.port.ac.uk/departments/services/humanresources/

Occupational Health 023 9284 3187

www.port.ac.uk/departments/services/humanresources/occupationalhealthservice/

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