



## Kingsley Staff Recruitment Policy

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### INTRODUCTION

The recruitment selection process has a paramount importance in order to recruit staff with the necessary skills; its attributes facilitate the Kingsley to fulfil its aims and objectives. The Recruitment Selection Policy and Procedures aim to provide clear guidance to relevant managers in relation to both the selection and appointment of staff. This policy promotes and supports good practice for those with responsibility for recruitment.

This policy and procedures aim to achieve the following objectives:

- Recruit staff with the appropriate skills, both technical and interpersonal, in order to meet the Kingsley's current and future needs.
- To ensure that staff appointed to posts involving teaching responsibilities are qualified to carry out such duties or are working towards an appropriate

qualification.

- Work to a fair and effective recruitment procedure, which is consistent with employment legislation and Kingsley's equal opportunities policies and practices.
- Develop and enhance the image of Kingsley, both as an employer and as a quality provider of higher education.

Internal candidates or others personally known to the interview panel must be treated in exactly the same way as all other candidates.

## KEY CONSIDERATIONS

### 1. Justification for Recruitment

Before recruitment begins, the following will be given consideration:

- Is it necessary to fill the vacancy?
- Does the role require changes in duties and responsibilities?
- Could the work be accommodated in other ways?
- What terms and conditions are being offered for the post? Are they appropriate and consistent with the rest of the Kingsley?

### 2. Filling the Vacancy

In order for the recruitment process to commence, CEO / Provost/ Programme Leader must gain authorisation, using appropriate documentation. The following documentation must be completed for recruitment to all posts:

- Recruitment Request by Programmes Leader Approved by CEO
- Job Description
- Person Specification

### 3. Advertising

It is normal practice that all vacancies are advertised, both internally within the Kingsley, as well as externally in newspaper, Jobcentre Plus and social media platforms.

### 4. Selection

#### Short listing

Candidates will only be short listed for interview if they meet all the essential criteria defined in the job specification. If the number of candidates meeting the essential criteria is excessive, further selection must be undertaken utilising the desirable criteria to achieve a workable shortlist (suggest no more than 6).

Short listing must be undertaken by at least two individuals appointed by the Principal who are experienced in the recruitment process and who will go on to be involved in the interviewing process.

#### Interviewing

The interview must be conducted by a panel appointed by CEO. All interviews for one post must be conducted by the same panel.

All candidates will be asked a standard format of questions, which will have been decided by the interview panel prior to the interviews. All questions must be related to the job requirements and the candidate's suitability to undertake the role.

#### Skills assessment

As part of the selection process, the Kingsley may wish candidates to partake in a series of skills tests. These tests must be directly related to the role in question and

must be measurable against objective criteria. Candidates must be informed of the details in the letter inviting them for interview.

## 5. Appointment

The choice of candidate will be determined by the majority view from the formal interview panel. The panel will take account of any other information that will have been generated as part of the selection process. In the case of a tied vote, the Chairs decision will carry.

A formal offer of appointment is to be made / confirmed in writing and will be conditional upon receipt of references which satisfy Kingsley requirements, medical assessment, satisfactory evidence of eligibility to work in the UK and other appropriate checks, such as Criminal Records Bureau (CRB), if applicable to the post.

## 6. Confidentiality

All application details are treated with the utmost confidentiality. It is the responsibility of the Principal to ensure that suitable arrangements are made for confidentiality to be maintained.

## 7. Documentation

At all stages of the recruitment process, it is the responsibility of the Chair of the panel to ensure that notes are kept detailing the reasons for selection or rejection of candidates. These notes could be called upon as evidence of the fairness of the process, either through an internal assessment or to support an external investigation. The notes should therefore be relevant to, and necessary for the process itself. It should be noted that applicants would normally be entitled to have

access to interview notes about them which are retained as part of the record of the interview.

## 8. References

The taking up of references is the responsibility of the employing Department, if appropriate. Employment references should be obtained from at least the last or current employer, either in writing or by initial contact via the telephone. The questions and information gleaned from the reference must be relevant to the aspects of the post in question e.g. where cash handling is involved in a post, then the honesty of the prospective employee must be discussed.

Records of telephone references must be included on the individuals' personal file.

## 9. Criminal Records Bureau Checks

Kingsley is obliged to comply with the CRB Code of Practice as published under section 122 of the Police Act 1997. The Code of Practice is intended to ensure that disclosure information is not used to unfairly discriminate against the subject of the disclosure (on the basis of convictions or other defaults revealed) and that the handling and storage of Disclosed information is dealt with in an appropriate and confidential manner.

## 10. Working Rights

Section 8 of the Asylum & Immigration Act 1996 sets out the law on the prevention of illegal working All candidates required to prove their eligibility to work in UK.

## 11 Offer of Employment

An offer of employment on behalf of the Kingsley can be made by the Principal.

It must be made clear, however, that the offer is conditional upon the satisfactory completion of references, satisfactory evidence of eligibility to work in the UK.

## 12 Probationary Period

All newly recruited employees will be under minimum 6 months probationary period.

A probationary period may be increased after a probationary period review.

## 13. Feedback

All applicants may receive formal written communication informing them of the status of their application upon request. Feedback will be provided by the Chair of the panel at the request of any applicant at any stage of the recruitment process.

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