

STAFF RECRUITMENT AND SELECTION POLICY AND PROCEDURE

1. Introduction

The aims of the policy are to:

- Ensure a diverse cohort of appropriately qualified and motivated staff.
- Achieve a fair and consistent approach in recruitment and selection procedures by promoting equality of opportunity.
- Adopt a recruitment and selection procedure which is fair, lawful, objective and cost effective.
- Ensure that statutory obligations placed on the College by legislation are strictly adhered to, with particular reference to the Equality Act 2010 and the Data Protection Act 2018.
- It is in the College's interest to achieve a fair and consistent approach to its recruitment and selection procedures for all categories of employees, not only to ensure that the best candidate for the job is selected, but also to avoid discriminatory practices, ensure equal access to all jobs, comply with employment legislation and ensure good human resource management practice.

2. Equality, Diversity and Inclusion

The College promotes and embrace diversity and we are committed to ensuring equality of opportunity. We aim to build a staff team that represents a variety of backgrounds, characteristics and perspectives.

3. Legislation

The recruitment and selection process is informed by relevant legislation relating to:

- Equality Act 2010 – Protected Characteristics
- Eligibility to work in the UK (immigration, asylum and Nationality Act 2006 and Immigration Act 2016)
- Equality and Human Rights Commission
- Data Protection Act 2018
- Employment Protection
- Equal Pay
- Employment of Ex-Offenders (Rehabilitation of Offenders Act 1974)
- Safeguarding Children and Vulnerable Adults
- Working Time Regulations
- Fixed Term Appointments
- Freedom of Information (Scotland) Act

4. Identification of Vacancy

When a line manager identifies the need to recruit staff, they will complete the Vacancy Request Form (VRF) and submit it to the Director of Operations who will take the request to the College Senior Management Team (SMT) for

consideration. The VRF will contain the following information for consideration by SMT:

- i) Why it is necessary to recruit, or;
- ii) Whether there should be any change of duties if the vacancy is an existing post;
- iii) Whether the job description and person specification needs to be revised or a new one created, and by whom;
- iv) Whether the post should be a full or part-time, permanent or temporary post
- v) Whether to advertise internally only or externally;
- vi) The membership of the interviewing panel.

A checklist for the above is in Appendix I

Senior management vacancies will be referred to the Board of Director's by the Principal. The Board of Directors are responsible for recruitment of the Principal.

5. Job Description

If SMT approve the recruitment, the line manager and the Director of Operations will prepare a draft job description showing:

- i) Title of post as previously agreed by SMT;
- ii) Clear statement of main purpose of the job;
- iii) Specific duties of the post holder;
- iv) A statement that the holder may be required to undertake "such other duties which may arise from time to time and which are commensurate with the job title"; and
- v) Evaluated job descriptions to be approved by the Principal and SMT.

6. Employee Specification

The Director of Operations will prepare a draft employee specification detailing the conditions of service to include details of salary scale, hours to be worked, holiday entitlement and other details as determined by the policy of the college. The specification will also detail the qualities and characteristics to be sought in applicants, eg qualifications, experience, personal qualities, aptitudes and skills.

The employee specification will adhere to best practice with regard to equality, diversity and inclusion.

7. Use of Job Description and Employee Specification

The above documents will be available on-line, together with an application form. These can be sent to applicants on request. The closing date for receipt of applications will be on the website.

8. Advertising

Existing College Staff will be made aware of vacancies by email and staff notice boards.

Advertisements will:

- i) Be consistent with the job/employee specification
- ii) Encourage applications from a full range of potentially suitable candidates
- iii) Include a brief description of the nature of the work and experience/knowledge required
- iv) Not specify age limits, gender or ethnic origin except where specific qualifications relating to race or gender are considered essential for the post, the matter must be referred to the Principal
- v) State salary range and location
- vi) State the closing date for the receipt of applications

Posts will be advertised using a variety of media to attract as diverse a candidate base as possible.

9. Applications

All applications will be handled by the Director of Operations and will be made on the standard College application form unless specified differently.

All applicants will be invited to complete an Equal Opportunities Recruitment Monitoring Form. Applicants will be informed that their application will be in no way prejudiced should they decline to complete this form.

All applications will be acknowledged by e-mail and applicants will be informed if they have not been short listed for interview as soon as practicable.

All application forms and supporting information will be held for a period of one year from the date of interview.

Copies of the application form, Equal Opportunities/Recruitment Monitoring form and Criminal Convictions form are attached.

10. Short Leeting

Applications received after the closing date will not normally be considered unless authorised by the Principal or SMT, or by the Chair of the interview panel in the case of senior manager or Principal recruitment.

Short listing will be carried out by the interview panel using the shortlisting template in Appended to this Policy. Completed templates will be returned to the Director of Operations and Business Development.

Short listing criteria will be agreed based on the following principles:

- They must be based on the job description and employee specification
- They must be capable of assessment by considering the application documents
- They must not be based on generalised assumptions, traditions or stereotypes
- The Equal Opportunities Form will **not** be used in the selection process.

11. Reasonable Adjustments

Reasonable adjustment will be made, as appropriate, to support candidates to the recruitment process and to the role should they be appointed.

The College will provide and accept information in accessible formats where this would be a reasonable adjustment. Accessible formats could include e-mail, Braille, Easy Read, large print, audio formats and data formats. Alternatively, the College will accept a curriculum vitae under certain circumstances as a reasonable adjustment. Candidates are invited to indicate when these accessible formats are required.

Candidates will be invited to indicate on the application form if they require any reasonable adjustments during the shortlisting process. Shortlisted candidates will be asked if they require reasonable adjustments for interview or assessment arrangements.

When an offer of appointment is made, the successful candidate will be invited to discuss their requirements for reasonable adjustments to carry out the role.

Applicants may discuss their requirements for reasonable adjustments at any stage of the recruitment process with the Director of Operations or the College's HR Officer.

12. Entitlement to Work in the UK

The College is required by law to ensure that all employees are entitled to work in the UK. To comply with the provisions of Immigration, Asylum and Nationality Act 2006 and the Immigration Act 2016. Successful candidates will be asked to provide evidence of their entitlement to work in the UK before an offer of employment can be confirmed. The College will not make assumptions about a person's right to work in the UK based on race, colour or national origin.

Newbattle Abbey College does not hold a sponsor licence and therefore cannot issue Certificates of Sponsorship under the points-based system.

13. Direct Appointment

A direct appointment is an appointment made without advertising. In exceptional circumstances where it is necessary to appoint staff at short notice, a direct appointment may be made with the approval of the Principal or his/her nominated Depute.

A direct appointment must last no longer than six months and cannot be extended beyond this time. If there is a requirement for the post beyond six months, an open recruitment exercise must take place. The usual pre-employment checks still apply.

14. Interviews

The Director of Operations or HR Officer will invite short listed applicants for interview. The invitation will give details of interview times, procedures and other information relating to the day's arrangements.

The interviewing panel will be convened by a member of the Senior Management Team or Department Manager. The panel, whenever possible, will be gender balanced. In the case of senior management appointments, a member of the Board of Directors will also be on the interviewing panel.

In order for the candidate to display, and the panel to appraise their necessary knowledge, skills and aptitudes, the College will widen the selection process according to the post. However, all selection processes will include a selection interview as a minimum requirement.

The suggested format for the interview is at Appendix One. Following the completion of interviews, the panel will convene to decide the outcome.

Sheets detailing the essential and desirable attributes as demanded by the Employee Specification and the Job Description will be provided to each member of the interview panel. It will be at the discretion of the panel whether they use the sheets for scoring purposes to aid their decision or whether they reach that decision by consensus after discussion or both.

A scoring sheet of assessment of each candidate will be produced and kept by Human Resources with other papers relating to the unsuccessful candidate for a period of one year. The scoring sheet template is appended to the Policy.

A wash-up meeting will be held on the conclusion of interviews to make a decision on appointment.

15. Appointment

The Chair of the interview panel will inform the Principal of the successful candidate. The panel Chair will contact the candidate to offer them the post.

Details of the successful candidate, when they have verbally accepted the post, will be referred to the HR Officer. No formal written offer of appointment will be made and no one will start employment before the necessary employment checks have been concluded, unless an appropriate risk assessment has been carried out and approved by the Principal (or his/her designate). Employment checks will include:

- Protection of Vulnerable Group (PVG) Scheme Membership
- Proof of requirement qualification for the post where applicable
- Receipt of documents required under the Immigration, Asylum and Nationality Act 2006 and Immigration Act 2016
- Satisfactory references

The successful candidate will be issued with a full contract or written statement of particulars within eight weeks of commencing the position.

16. Unsuccessful Candidates

Unsuccessful candidates will be informed that they are not to be offered the post and given the opportunity of feedback.

17. Information Concerning Appointments

The Senior Management Team and the Board of Directors through the Finance and Resources Committee will be informed of new appointments at the next available opportunity. College staff will be informed of all new appointments as they occur.

18. Induction

All newly appointed staff will follow the induction procedures co-ordinated by the appropriate line manager and the Director of Operations and Business Development.

19. Internal Promotion

Opportunities for internal promotion and secondment will be advertised by email and on the College notice boards. Applications will be invited, and the same selection procedures as outlined above will be used, although the need for a full induction process may be waived.

20. Job Share

The College will consider applications for job share. In each case the operational issues will be considered and a judgement on each case made on its merits.

If a request for an internal job share is approved, the share will be advertised internally amongst all College full and part-time staff.

Applications, interviews and appointments procedures will follow the standard College procedures.

Should one of the sharers resign:

- i) The College will advertise internally to attempt to fill the vacancy;
- ii) The remaining partner will have no automatic right to the full-time post;
- iii) Consideration will be given as to whether the post should remain a job share; and
- iv) If the vacancy cannot be filled internally, it will be advertised externally.

21. Complaints

Any complaints relating to the recruitment process should be directed to the Director of Operations and Business Development.

22. Monitoring of Recruitment

All candidates will be asked to complete an Equal Opportunities Monitor Form. This information will not be divulged to the selection panel and is for monitoring purposes only.

In line with the Equality Act, the College will undertake analysis of the composition of the workforce. The results will be reported to the Planning & Resources Committee and used to measure the effectiveness of the College's equalities policies and approaches. This will assist in further development of positive promotion and action programmes.

23. Supporting Policies and Procedures

- Equality, Diversity and Inclusion Policy
- Safeguarding Policy and procedure
- Data Protection policy

This Policy should be read in conjunction with other relevant College policies, procedures and guidance documents, whether specifically listed above or subsequently published or amended.

The College reserves the right to update, introduce, or revise policies and procedures from time to time.

Compliance with the most current versions of applicable policies and procedures, as published, is expected.

Title:	Staff Recruitment and Selection Policy
Lead Officer:	Director of Operations
Date last reviewed	August 2024
Next Review date:	March 2027
Approved By:	Board
Date first approved:	October 2023

Newbattle Abbey College is committed to the active pursuit of challenging discrimination, advancing equality and celebrating diversity

Appendix I

Vacancy Request Form

To be completed by line manager requesting vacancy and submitted to Director of Operations

Requested by and date:	
Reason for request:	
Is this an existing post?	Yes / No
If 'Yes' does the existing job description/person spec need revised?	Yes / No If 'yes', state why:
Full-time or part-time (state FTE):	
Permanent or temporary/fixed-term:	
Internal or external advert:	
Interview panel:	

APPENDIX II

Interview Structure

The following provides an outline structure for the interview process showing the main items to be covered. Each process should be adapted to the particular nature of the post and applicants.

1. Introduction

- a) Introduce panel.
- b) Describe interviews process.
- c) Confirm understanding of the post – grade, place of work, main duties.

2. Questions

- a) General – experience/qualities.
- b) Technical – re post.

3. Candidates' Questions

- a) General.
- b) Technical.

4. Conditions of Service (as applicable)

- a) Grade and salary range – salary expectation.
- b) Probation period.
- c) Holiday/sickness arrangements.
- d) Qualifications.
- e) References.
- f) Asylum and Immigration Act 1996 information.

5. Conclusion

- a) When, and how, decision will be made.
- b) Thanks for attending.
- c) Show/explain way out.

Appendix III

[Enter post] – short scoring sheet

Candidate:

Panel member:

Date:

Scoring 1 to 5: 1 = weak, 2 = some relevance, 3 = good, 4 = strong, 5 = very strong.

Education and Qualifications	Score
Essential • [enter details from job and person specification]	
Desirable	
Experience and Knowledge	
Essential	
Desirable •	
Skills and Ability	
Essential •	
Desirable •	
TOTAL	

Employee Specification

POST

	Essential characteristics	Desirable characteristics
Qualifications		
Experience		
Skills Knowledge		
Abilities		
Personal Qualities		

Appendix IV

Application for Employment

- NOTES;**
- 1 Please print clearly using black ink
 - 2 Canvassing, directly or indirectly, will disqualify
 - 3 No acknowledgement of receipt will be given unless requested
 - 4 Applicants can assume they have not been considered for the post if they have not heard anything within six weeks of the closing date

Post Applied For:

1. Personal Details

Surname:

Initials:

Address:

Postcode:

Email address:

Telephone: Home:

Work:

2. Qualifications and Training. Please give details below.

Relevant Qualification	Level/Grade	Date Started	Date Finished

3. Employment History

Name and address of current employer:

Job Title:

Current salary:

Start Date:

Notice required:

Responsibilities and/or experience gained in present or most recent post:

Previous Employment

Employers Name	Post Title	Responsibilities	Start Date	Finish Date

Please use continuation sheet if necessary				
Membership of Professional Association			Date Achieved	

Other Training	Date

Please give details of the skills, experience, aptitudes or personal qualities experience that you consider to be relevant and explain how you might use them in this Post. Additional information may be added on a separate sheet.

4 References

Please indicate two contacts who are willing to provide a reference for you. One must be your most recent employer. If you are in employment you should give your current employer as one of your referees.

Name:	Name:
Address:	Address:
Email:	Email:
Telephone Number:	Telephone Number:
Position:	Position:
Please state if these referees may be approached prior to interview	

5 Declaration

I verify that to the best of my knowledge the information supplied by me on this application form is correct.

Signature:

Date:

Application Information

For all applicants except the successful candidate, we will securely store application forms, interview notes and other relevant papers for a period of one year after completion of the selection process, after which time the papers shall be destroyed as confidential waste.

Appendix V

Confidential

Equal Opportunities Monitoring Form

Newbattle Abbey College is committed to being an equal opportunities employer. This means that the College needs to know details of an applicant's sex, marital status, age, ethnic origin and any recurring health problems or disabilities in order to ensure that our recruitment is fair and does not discriminate against anyone. By completing this form you will help us to achieve this. The information you provide is not used in the selection process and staff directly involved in recruitment do not see the form. It is used exclusively to monitor the effectiveness of the college's equal opportunities policy.

Please answer the following questions and return this form with your application to Newbattle Abbey College, Dalkeith, Midlothian EH22 3LL, in an envelope marked **"confidential"**.

Thank you for your help

Title of Post

1. Name:
2. Date of Birth:
3. Are you: ☐ male ☐ female ☐ transwoman
 ☐ transman ☐ non-binary ☐ other
4. Please tick the box which describes your ethnic origin:
 - ☐ White
 - ☐ Black African
 - ☐ Black Caribbean
 - ☐ Black other (please specify):
 - ☐ Indian
 - ☐ Pakistani
 - ☐ Bangladeshi
 - ☐ Chinese
 - ☐ Other (please specify):
5. Do you have a recurring health problem or disability? ☐ yes ☐ no
 If 'yes', give details:

Signed:

Date

Confidential

For Human Resource Management Use Only

Criminal Convictions

The post for which you are applying is exempted from the provision of section 4(2) (a) and (b) of The Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003 (SS1 2003/231) (as amended). Applicants are, therefore, not statutorily entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act.

Failure to disclose such convictions could result in dismissal or disciplinary action by the College if details of such convictions subsequently come to light. Any information given will be completely confidential. Please enclose this form in the envelope provided.

The successful candidate will be asked to complete a Disclosure Scotland form before they commence employment, which will then be processed by the Scottish Criminal Record Office.

Please give details of any prosecutions for which you have been found guilty. If none, please state ‘NONE’.

Date	Details of Offence(s)	Sentence

DECLARATION

I declare that, to the best of my knowledge, the information given in this application is true and correct.

Signature:

Date:

Please return this form with your application form to the Administration Manager, Newbattle Abbey College, Newbattle Road, Dalkeith, Midlothian EH22 3LL in an envelope marked “confidential”.

Appendix VI
[insert post being interviewed]

Candidate:

Interview Task scoring sheet
member:.....

Panel

Candidate	Comments	Score