Recruitment and Selection Policy

September 2016

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The latest version of this document is always to be found at:

http://policies.docstore.port.ac.uk/policy-145.pdf

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Recruitment and Selection Policy

Summary

What is this Policy about?

This document sets out the procedure that Human Resources and recruiting managers are required to follow in the event of recruitment of staff to the University. It outlines the responsibilities and duties of the parties to recruitment and it also identifies sources of support and guidance for employees and managers.

Who is this Policy for?

This Policy is for all staff and managers.

How does the University check this Policy is followed?

Human Resources maintain an overview of the recruitment and selection procedures and reports are presented to the Governors' Human Resources Committee.

Who can you contact if you have any queries about this Policy?

All enquiries should be directed to the HR Service Centre at **hrenquiries@port.ac.uk** and details are available via the HR webpages at **www.port.ac.uk/departments/services/humanresources/**.

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. The 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 identity, 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 the appropriate authority to recruit (by Executive Planning Group for new posts, Finance Department approval if the post is funded by contract, or approval from the Faculty if the post is a replacement or redesignation of another vacancy). If it is new, 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 in accordance with the University's Record Management Policy which can be found at **www.port.ac.uk/accesstoinformation/policies/humanresources/filetodownload,73541,en.pdf**. It is the responsibility of the recruiting managers to ensure that records are kept, and this includes notes of meetings, emails, telephone calls and copies of correspondence. 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 Data Protection Policy can be found at **http://policies.docstore.port.ac.uk/policy-022.pdf**.

There are specific record-keeping requirements produced by the UK Visa and Immigration Service (UKVI) when a migrant worker has been appointed. Detailed information can be found at **www.port.ac.uk/ departments/services/humanresources/recruitmentandselection/informationforrecruiters/ essentialinformationandformsforrecruiters/UKVI-ApplyingforaVisa/** .

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, that is personal data will only be released to members of staff outside of the HR Department who are part of the selection and interview panels. 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 Disclosure and Barring Service (DBS)

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 (UK)

The University of Portsmouth is an A-rated sponsor and has a number of legal duties under the licence. As an employer, the University is permitted to employ migrants as long as compliance in fulfilling the responsibilities of the sponsor licence is maintained.

The recruiting manager must ensure that they are 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 Adviser 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 UK. For further information, visit the Home Office website at **www.gov.uk/browse/ visas-immigration/work-visas** .

Full details of guidance on both the University's and individual's responsibilities can be found at **www.port.ac.uk/ departments/services/humanresources/recruitmentandselection/informationforrecruiters/ essentialinformationandformsforrecruiters/UKVI-ApplyingforaVisa/** .

The University has a legal responsibility to ensure that all its employees, including visiting postholders, have the legal right to live and work in the UK. All employees must provide documentary evidence and will be asked to provide their passport to prove eligibility to work in the UK to ensure compliance with the Prevention of Illegal Working legislation.

2.7 Recruitment monitoring

Legislation requires that the University gathers information about job applications across the protected characteristics. The term 'equality monitoring' describes the process used to gather, store and analyse this information, which is used to improve the recruitment process and ensure the University meets the requirements of the Equality Act 2010 to eliminate unlawful discrimination and advance equality of opportunity. Monitoring helps the University understand if its recruitment and selection policies, procedures and practices are fair and accessible to all, ensuring that it is able to attract applications from the widest range of candidates.

Equality monitoring helps the University to understand the types of people applying for jobs and what happens to them through the recruitment cycle. The University values diversity and wants to maintain a workforce that has the widest range of skills, qualifications and experiences. Equality information will not be made available to staff involved in the selection process.

3. Roles and responsibilities

3.1   The Human Resources Department (HR)

The HR Service Centre will:

- provide advice and guidance on the recruitment and selection process;

- place the job advert, together with all supporting documentation on the online recruitment system and with other media requested;

- coordinate the advertising to allow for vacancies that need to be published for more than 28 days to satisfy UKVI requirements;

- provide access to the online recruitment system to allow the recruiting panel to review all applicants' paperwork;

- following shortlisting by the recruiting panel, inform unsuccessful applicants, invite shortlisted applicants to interview and process any reserve candidates using the online recruitment system;

- arrange hotel accommodation if required for candidates;

- take up references for candidates as appropriate to the grade and position;

- notify the recruiting panel of any special arrangements that the shortlisted candidate may have highlighted;

- arrange for DBS disclosures and other checks where appropriate;

- following completion of interviews inform unsuccessful candidates using the online recruitment system. Internal unsuccessful candidates should be offered verbal feedback in all cases;

- subject to necessary checks, send a confirmation of offer email through the online recruitment system;

- request successful candidate completes the pre-employment health questionnaire. This is generated through the online recruitment system after the offer of employment has been made and accepted. The questionnaire is confidential and seen only by Occupational Health staff. They will respond directly to the successful candidate with follow-up as required;

- request references for the successful candidate subject to their acceptance of the offer completed through the online recruitment system;

- undertake qualification and document check on first day of employment;

- meet the agreed Service Level Agreement between HR and Faculties/Services.

The HR Business Partnering team will:

- provide specialist, high-level advice and guidance on the recruitment and selection process with particular reference to non-EEA applicants;

- participate in the selection process of senior management positions (Grade 10 and above);

- where necessary, coordinate the paperwork associated with applications for permission to work in the UK.

3.2   Recruiting manager

Recruiting managers are responsible for:

- identification of skills and attributes, writing the job description, person specification and job hazard identification form for the vacant position;

- ensuring necessary evaluation via HERA takes place where approved;

- ensuring the post has Executive Planning Group approval (if it is a new post or an increase in an existing post above the agreed *de minimis* level) or Finance Department approval if the post is funded from contract (e.g. research grants);

- preparation of appropriate information for applicants;

- drafting the advert copy;

- highlighting specific requirements of the position to HR e.g. DBS disclosures, job hazard identifications as identified with the advice of the Occupational Health Service;

- suggesting the preferred publications for advertisement;

- sending all the information above with the Recruitment Request Form;

- overall management of the selection process, including shortlisting, interview process facilities for interview ensuring appropriate adjustments are made for candidates if required; and selection of the panel and provision of interview ensuring candidates' applications are made available to panel members. This is all completed using the online recruitment system;

- ensuring that all staff involved in the recruitment process should have completed the core equality and diversity and unconscious bias online learning;

- arranging the selection programme in the appropriate medium e.g. telephone/video conference interview, room bookings, presentation material if required;

- informing the successful candidate verbally;

- ensuring HR are informed of the unsuccessful candidates using the online recruitment system. If required, the manager will need to provide feedback to unsuccessful candidates;

- providing HR with appropriate information following interview, including summary for all candidates interviewed and details for successful candidate, e.g. start date using the online recruitment system. This requirement may be used to validate non-EEA candidate visa application;

- change the status of any candidates remaining on the reserve list who were not called for interview selection, so that they are informed of the outcome of the recruitment;

- checking if any adjustments are required for the successful candidates;

- confirming arrangements for first day of new employee, e.g. start time, location, meeting arrangements etc;

- arranging email, desk, campus card, computer, phone line etc. as appropriate;

- creating a tailored induction programme in accordance with University requirements using the updated new starter induction document.

4. Recruitment process

4.1 Stage 1: Recruitment need identified

The following information is required before starting the process:

Job description

Before recruiting for a new or existing position, it is important to invest time in gathering information about the nature of the role. 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.

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 shortlist 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.

Job hazard identification form

- A form should be completed for each position, using the advice and guidance available on the Occupational Health Service webpages.

- A copy of the form should be retained by the recruiting manager and copies returned to HR and Occupational Health Service.

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/** .

Drafting job advert

Adverts should be clear and indicate the:

- outline requirements of the job;

- essential and the desirable criteria for job applicants;

- salary range, including salary enhancements if applicable;

- job particulars (for example, contract length for a fixed term contract, if part-time number of hours, work pattern if appropriate);

- the benefits of working for the University;

- interview selection process date;

- closing date.

4.2   Stage 2: Publishing the vacancy

All vacancies are published using the online recruitment system. They can be published as internal (to University of Portsmouth staff only), externally (available for anyone to view) and in approved other media, such as jobs.ac.uk. For advice on appropriate places to advertise, contact the HR Service Centre who will liaise with Marketing and Communications Department. Key aspects 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 websites.

4.3   Stage 3: Ring fence

Once vacancy information is received, the information will be put into the format required for advertising and then the ring fence process commences. Where there are existing employees looking for redeployment, they will be able to apply for vacancies that are relevant to their skills and experience and their application will be considered before more general recruitment action is taken.

4.4   Stage 4: 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. These assessments are complete by the recruiting panel and decisions input to the online recruitment system.

All job applicants will be asked the same equality monitoring information. This information is not shared with recruitment panels and forms no part of the shortlisting or interview process. It should also be noted that the University asks disabled candidates to identify themselves only to ensure that any appropriate adjustment or arrangements can be offered to enable such candidates to compete on an equal basis in the recruitment process. HR will provide support and advice to the recruiting manager in providing any reasonable adjustments to enable candidates to fully participate in the recruitment process. Positive discrimination (e.g. giving applicants from disadvantaged or under-represented groups preferential treatment in the recruitment process regardless of their ability to do the job) is unlawful. Therefore, the University would not offer a job to a woman or someone from an ethnic background purely to improve the University's gender or ethnicity balance. Each candidate is considered on their merit against the job description and person specification.

4.5   Stage 5: The interview

All panels must have at least one trained recruiter. When making and processing the final selection decision, these need to be based on the criteria previously defined in the person specification. A brief written assessment of each candidate should be added to the online recruitment system which will be held for six months from the date of the appointment, except where a migrant worker has been recruited where it is held for the length of the person's employment with the University.

4.6   Stage 6: Interview outcome and making an offer

The trained interviewer or chair will inform the successful candidate verbally and confirm offer details. Once the individual has verbally accepted, the trained interviewer will update the online recruitment system.

Further information to assist with this can be found in the user guides on e-recruitment at **www.port.ac.uk/departments/ services/humanresources/recruitmentandselection/e-recruitment%20information/userguides/** .

The unsuccessful candidates will be informed by email via the online recruitment system. All internal staff should be provided with the opportunity to receive feedback by telephone or in person.

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

- a pre-employment medical assessment;
- employment references;
- qualifications check;
- Disclosure and Barring Service check;
- permission to work in the UK document check and/or approval from UKVIS;
- 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) First day checklist

d) Declaration of interest form

Induction checklist
www.port.ac.uk/departments/services/humanresources/learninganddevelopment/staffinduction/

HR policies
www.port.ac.uk/intranet/humanresources/conditionsofemployment/policiesandprocedures/

HR Business Partner/HR Adviser for your area
www.port.ac.uk/departments/services/humanresources/contactus/hrbusinesspartnerteams/

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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