

Recruitment Policy

Prospects College recognises that its staff are fundamental to its success and therefore it needs to be able to attract and retain staff of the highest calibre and a professional approach to recruitment is essential to this.

This document sets out the steps that will be followed.

1. Purpose and scope

The purpose of this policy is to outline the procedures that will be followed for the recruitment and selection of staff and ensure that our procedures meet all relevant legislation and guidance.

This policy and procedure covers all activities that form part of the recruitment and selection process and applies to all staff that will be employed directly by the college.

2. Core Principles

- The college will seek to recruit the best candidate for the post based on merit.
- The college welcomes applications from those with disabilities and will make reasonable adjustments to all stages of the recruitment process to accommodate them.
- The college will ensure that the recruitment and selection process is conducted in a professional and timely manner.
- The college will provide appropriate training and guidance to those involved in recruitment and selection activities.
- The college is committed to equality of opportunity.
- The college will promote best practice and continually review its procedures to ensure they reflect current ways of thinking.
- The college will endeavour to ensure that it uses the most cost effective methods of recruiting.

3. Recruitment & Selection

When a potential vacancy occurs, the line manager will review the requirements and departmental workload, and, if appropriate, complete the documentation to request approval to proceed with the vacancy.

Once approved, a job description will be prepared for each post and this will outline the duties and responsibilities and the person specification.

4. Advertising the Post

All approved posts are advertised initially on the college website. All existing staff will also routinely be advised about these new posts so they have the opportunity to be considered.

In addition, posts will also be made available via the recruitment portal on the HR system and applications from external candidates will be considered.

If these routes prove unsuccessful, then the post will be referred to an external recruitment agency.

5. Selection of candidates

All applicants will be required to complete an application form – this ensures a consistency to the data that is being gathered. A CV may also be required.

All applications received will be logged by HR and then forwarded to the relevant manager for review and consideration.

The details of successful candidates will then be passed back to HR who will make arrangements for the interviews to be undertaken.

Candidates who are not successful will be advised either via the recruitment portal or in the case of a recruitment agency may receive verbal feedback.

Where relevant, candidates will be provided with advance notice of interview requirements such as competency based testing, presentations or the requirement to undertake a micro-teach.

6. Selection & Interview

Interviews are competency based and will normally be conducted by at least two people, one of whom should be the recruiting manager.

The interviewing team will take notes during the meeting and after the interview these notes will be retained by HR.

There will normally be at least two interviews conducted to ensure that a range of feedback can be obtained. For some senior posts, an interviewing panel may be used.

HR are able to provide feedback to candidates following their interview.

Unsuccessful candidates may receive notification either verbally from HR, via the recruitment portal or from the recruitment agency that is representing them.

7. References

All candidates are required to provide the contact details of two referees, one of which should be the current or most recent employer.

Candidates will be asked to provide their consent to the referees being contacted.

The referee will be contacted during the recruitment process and asked to provide a written reference using the college's standard reference form.

If the appointment is urgent, then HR may contact the referee for a verbal reference which would then be followed up in writing.

The successful applicant will not be able to commence employment until the college has received both references and the content of these is satisfactory.

In circumstances where a candidate has lived or worked overseas before joining the college, then we may undertake additional reference checks as appropriate.

8. Pre-Employment Checks

In addition to the checks already detailed the College will ensure that a DBS Enhanced Disclosure is obtained. The application process will be started before employment commences.

9. Offer of employment

Once approval has been received by the line & senior manager, an offer of employment may be made verbally. This will also be followed up in writing and a contract of employment will be issued.

Any offer made to a candidate will be conditional on all the pre-employment checks being completed satisfactorily and start dates may be delayed if any of these checks are not completed in a timely manner.

In the event that candidates are unable to fulfil these requirements then the offer of employment may be withdrawn.

10. Induction

All members of staff will be given an induction programme which will ensure they are familiarised with all college policies and procedures and how to access them.

11. Ongoing review

The college recognises that Safer Recruitment and Selection is not just about the start of employment, but should be ongoing. We will therefore provide ongoing training and support for all staff, as identified through performance management.

HR and the management team will monitor issues as they arise, and through the use of such strategies as exit interviews, will seek to continually improve the college environment, for the benefit of all.

12. Self-Evaluation

We will regularly evaluate our procedures and training programmes to ensure that we are compliant with national and local requirements and recommendations.

13. Next review date

This document will be reviewed annually, updated where necessary. Any changes will be communicated via the management team.