

# Recruitment and Selection Policy

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## Recruitment and Selection Policy

### 1 Scope and Purpose

Pertemps is an Equal Opportunities Employer. The recruitment and selection of high quality staff is fundamental to the quality of service we provide our students, and hence it is essential that the recruitment and selection process be carried out in the most effective and efficient way, and time is given to such a process.

Underpinning the approach is the need to provide equality of opportunity for all people who work and study at Pertemps and recognises the requirements under the Equality Act 2010. Pertemps recognises the skills and abilities of all people regardless of their sex, sexual orientation, gender status, marital status, race, religion or belief, age, creed, colour or nationality.

The purpose of this policy is to provide a framework for recruitment to:

- ensure that recruitment processes are fit for purpose
- appoint the best person for each position
- ensure equality of opportunity for all applicants

#### 1.1 Safeguarding

Pertemps is committed to promoting and safeguarding of students, staff and stakeholders with lawful business on the premises and this commitment is fundamental to the recruitment and selection of staff.

### 2 Vacancy

When a vacancy occurs Pertemps management will consider:

- Whether it is necessary to fill the vacancy
- Whether there should be any change of duty
- Whether changing work patterns, organisation or technology have produced a different job, or the work can be distributed in a different way.

### 3 Equal Opportunities

- Pertemps will ensure that Pertemps' Equality and Diversity policy is adhered to.
- Pertemps will monitor each vacancy in line with its procedure.
- Statistical information regarding the recruitment process will be collated to inform Pertemps of performance against the equal opportunities policy.
- The recruitment of staff will take into account Pertemps' need for new ideas and approaches and support Pertemps' commitment to ensuring a diverse workforce by proactively seeking to attract groups that are underrepresented in Pertemps' profile to maximise its ability to meet diverse requirements.

### 4 Roles and Responsibilities

**4.1** The Operations Director is responsible for ensuring that the policy and procedure on recruitment and selection of staff is implemented and that the staff engaged in recruitment and selection understand this policy. This responsibility is exercised on a day to day basis with the support of Human Resources.

**4.2** The budget for recruitment is set by the board and any recruitment must be approved by the board.

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## 4.4 Human Resources are responsible for;

- Managing the Implementation of the Policy and Procedure in Pertemps.
- Arranging advisory and administrative support from HR to managers in the operation of the policy and procedure.
- Investigating any complaints arising from the recruitment process.

## 4.5 Management are responsible for:

- Creating the job description and person profile
- Shortlisting in a timely manner
- Giving due consideration to applicants based on skill level and suitability, both at shortlisting and interview stage
- Providing constructive and timely feedback on both application forms and interviews
- Highlighting any training requirements necessary to competently perform the role of hiring manager.

## 5 Statutory Responsibilities

**5.1** This policy and procedure are in place to ensure that the recruitment and selection methods used at Pertemps are fair, consistent and in line with current legislation.

**5.2** Pertemps is committed to equality of opportunity in recruitment and selection. Therefore, the principles of the Equality and Diversity Policy and related documents are inherent in this policy.

**5.5** Pertemps is required under the Immigration, Asylum and Nationality Act 2006 to verify that all new employees are legally entitled to work in the UK. Candidates attending for interview will be required to bring proof of their eligibility to work in the UK so that their entitlement can be checked before offers of employment are made.

**5.6** The management of information gained through the recruitment and selection process will be undertaken in conjunction with the Data Protection Policy.

**5.7** Pertemps offer a guaranteed interview scheme to any disabled candidate who meets the essential criteria of the person specification in line with the Disability Confident Scheme. Candidates should be informed of who they should contact if they have any special requirements in relation to the interview (related to the venue or any other special need related to disability). Arrangements need to be in place to deal with requests from individuals who require recruitment information to be translated into another language or communicated in a different format (e.g. Braille)

## 6 Sign-off, Advertising and Shortlisting

- a) A job description and person specification must be produced for every post. The job description should accurately reflect the elements of the post.
- b) The person specification should state both the essential and desirable criteria in terms of skills, aptitudes, knowledge and experience for the job, all of which should be directly related to the job and applied equally to all applicants. Care should be taken when writing the person specification to ensure that criteria used do not indirectly discriminate against certain groups of applicants.
- c) All documentation should be checked for equal opportunities implications.
- d) All vacancies should be advertised in the appropriate medium.

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- e) As a minimum all positions will be advertised within Pertemps. This will help maximise equality of opportunity and provide staff with opportunities for career development, thus maintaining the skills and expertise of existing staff. In exceptional circumstances, the HR Department may waive the need to advertise internally. This is likely to include circumstances such as positions requiring specialised expertise where the Hiring Manager in the department can evidence that the nominated individual is the most suitable person for the position, or in a redeployment situation where a vacancy may be advertised to a closed group of at risk individuals.
- f) Employees who have been in an acting position that subsequently becomes vacant will have to apply for the position when it is advertised.
- g) Consideration should be given to undertaking appropriate positive action if one gender or race has been under-represented in a given post/ level in the present year.
- h) All information must be available in an appropriate accessible format on request.
- i) For short term, temporary or emergency requirements or where the future duration of the role is unclear then flexible temporary staff may be utilised (e.g. long term sickness).
- j) The use of temporary staff should be limited to situations where
  - There is a short term emergency need. Such situations could include: sickness cover, maternity cover, parental leave, bereavement leave and other short term absences approved on compassionate grounds, unexpected resignations, suspensions for disciplinary reasons
  - The future of the role is unclear in terms of its long term sustainability.

## 7 Short listing and Selection

- a) Candidates should be asked if they have any special requirements prior to interview.
- b) All interview materials should be available in an appropriate accessible format on request.
- c) Short listing will be based on the requirements of the job description and person specification and will be carried out by a panel. All shortlisted candidates should meet the essential criteria as a minimum
- d) All members of the shortlisting panel should be competent in recruitment and selection and equal opportunities, either through previous experience or training.
- e) The interview will be conducted by a panel to avoid any possibility of bias. Questions will be primarily competency based
- f) The candidate should be told at the end of the interview when they will be informed of the outcome.
- g) The panel should ensure that the candidate is familiar with the full terms and conditions of the post.
- h) Selection is a two-way process: candidates are assessing the role and Pertemps. Those involved in recruitment should consider how best to convey a positive image.
- i) Interview questions and the structure of the interview should be consistently applied to all candidates and should be based on the person specification.

## 8 Internal Applications

**8.1** In the cases of posts for which internal applications are received, candidates should be shortlisted on merit, and internal candidates will not have an automatic right to be shortlisted and interviewed unless they meet the essential criteria for the role. Where an internal applicant is not shortlisted, they should, nevertheless, have the right to request a separate interview to discuss reasons for applying, and possible development paths.

**8.2** When a post is advertised internally it is open to any appropriately qualified member of staff to apply, whether the individual is a full-time member or part-time member of staff.

**8.3** Pertemps strives to maintain an adequate hierarchy of opportunities and advancement for existing staff. At all times Pertemps will seek to secure or retain the service of the most suitable individual for any vacant post.

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## 9 Appointment

Once a suitable candidate has been identified, HR should be informed of the decision in order to make the offer. Offers are subject to receipt of satisfactory references and where appropriate Pertemps receiving a clear enhanced DBS certificate.

## 10 References

The recruitment business will obtain a minimum of 2 written professional references, including the most recent assignments. These references must cover at least 2 years' worth of assignments.

Written references may be received in electronic format, as long as there is a clear audit trail showing where/who the reference has come from.

Gaps of more than 12 weeks must be verified.

Where references are unobtainable the recruitment business will tell the end client and gain any other feedback or information that it is able to gather regarding the candidate.

Where an unsatisfactory reference is received, the recruitment business will take the appropriate action to ensure that no candidate with child protection, safeguarding, or disciplinary issues or concerns is placed on assignment.

- a) Referees should not be contacted without the candidate's consent, and the information provided should be treated as confidential by HR.
- b) A poor or unsatisfactory reference does not automatically mean that the conditional offer should be withdrawn. This should be discussed with HR to consider the individual circumstances..
- c) Qualifications of the successful candidate should be checked thoroughly.

## DBS Checks

**11.1** The DBS (Disclosure and Barring Service) was established under the Protection of Freedoms Act 2012 and merges the functions previously carried out by the Criminal Records Bureau and Independent Safeguarding Authority (ISA). You can find out more on the Home Office Website

**11.2** If required for the role the candidate will be asked to complete a DBS check. Failure to disclose information that subsequently comes to light through the DBS process where applicable, may result in the offer of employment being rescinded.

## 12 Feedback

**12.1** Unsuccessful interview candidates should be dealt with courteously and sensitively and will, as a minimum, receive telephone or written notification of the outcome of the selection process.

**12.2** Unsuccessful candidates will be given feedback upon request.

**12.3** Any complaints should be dealt with promptly in accordance with the company complaints procedure.

## 13 Documentation

At all parts of the recruitment and selection process, all employees engaged in the recruitment process will make notes on each applicant/ candidate. All relevant documentation will be collated on every applicant at the end of the process, and retained by Human Resources for a minimum of 9 months.

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## 14 Induction

An Induction plan will be drawn up by the Line Manager for all new appointments, including introductions, tours and administrative details.

Any reasonable adjustment required for a disabled employee should be available from the commencement of duties.

## APPENDIX A

### GUIDANCE ON JOB DESCRIPTIONS AND PERSON SPECIFICATIONS

#### A1 Job Description

- Job description's need to be comprehensive and include:

#### A2 Main purpose of job

- Tasks/ responsibilities of job
- Scope
- Grade

#### A3 Person Specification

- This needs to be the objective criteria against which candidates are assessed at all stages of the selection process. It should include:

#### A4 Knowledge and Skills base

- Experience
- Personal characteristics which must be job related requirements and justifiable.

## Appendix B

Job descriptions are available on request and subject to data protection.