



## RECRUITMENT AND SELECTION PROCEDURE

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## 1. Introduction

- 1.1 Our staff are fundamental to the success of the institution and it is essential therefore, that we are able to recruit and retain staff who share our values and can help us achieve our objectives. This procedure provides a framework within which recruitment and selection will be carried out.
- 1.2 Recruitment is a two-way process, with applicants assessing the role and the institution. Those involved in recruitment should consider how best to convey a positive impression. It is essential that all applicants have sufficient information about available jobs, are dealt with in a fair and courteous way and understand how our recruitment process works. Appropriate training, development and support will be provided to members of staff undertaking recruitment and those involved should satisfy themselves that they are appropriately trained and can comply with the requirements of this procedure. As a minimum any member of staff involved in recruitment must have completed the online equality training and the Panel Chair should have completed Recruitment and Selection Training. At least one panel member will have completed the Safer Recruitment Training where the role will be dealing with young people. A representative of Human Resources will normally be present on every panel unless an alternative member is agreed by the Head of Human Resources.

## 2. Scope

This procedure applies for all vacancies with the exception of Senior Postholders and those vacancies where an existing member of staff has been formally recommended, and approved, for promotion by the Senior Management Team, usually as part of a restructure process.

## 3. Procedure

- 3.1 There are a number of key stages in recruitment and selection and this procedure outlines those stages. Further advice, if needed, is available from the Human Resources Advisers.

### 3.2 Advertising

- 3.2.1 Recruitment of staff will take into account the University's need for new ideas and approaches and additionally should support the commitment to a diverse staff group.
- 3.2.2 Vacancies will only be advertised after a request detailing the need for the vacancy has been approved by the Vice-Chancellor or their nominee. This will be evaluated against the strategic plan and budget. This applies to both permanent and temporary vacancies, new posts, temporary cover and replacing a member of staff who is leaving.

As part of this process the Line Manager (with support from Human Resources if required) will draft or amend a job description which should be submitted with the request - and the manager should take into account the guidance on Diversity in Recruitment when doing so. Changes to the job description for existing roles may require a role's grade to be re-evaluated so a Senior Human Resources Adviser or the Human Resources Adviser (Recruitment) should be notified of any proposed changes. If the role is for HE academic staff, a discussion will take place with the Pro-Vice Chancellor Academic about the research profile as either an essential or desirable criteria. All job descriptions and the wording of any advert for the role being advertised must be approved by an SMT member and/or the Vice-Chancellor as part of the sign off process for the release of any vacancy.

- 3.2.3 The following are minimum qualification standards for Academic Staff which should normally be included as criteria and can only be varied with the agreement of the relevant Pro-Vice-Chancellor, the Head of Human Resources and the Vice-Chancellor:

FE Academic staff:

Essential Criteria - Relevant BA (Hons) Degree, Teaching Qualification or willingness to obtain this within 2 years.

Desirable Criteria - Masters Degree

UG Academic Staff:

Lecturer:

Essential Criteria - Relevant BA (Hons) Degree, Membership of Higher Education Academy and/or Teaching qualification or a willingness to obtain this within 2 years

Desirable Criteria - Masters Degree

Senior Lecturer, Subject Leader, Course Leader and Undergraduate Director:

Essential Criteria - Relevant BA (Hons) Degree, Masters Degree, Membership of Higher Education Academy and/or Teaching qualification or willingness to obtain this within 2 years.

Desirable Criteria - PHD

PG Academic Staff

Essential Criteria - Relevant BA (Hons) Degree, Masters Degree, Membership of Higher Education Academy and/or Teaching qualification or willingness to obtain this within 2 years.

Desirable Criteria - PHD

These criteria will not necessarily apply to associate/visiting lecturer roles.

- 3.2.4 If a vacancy is approved, including the wording of the job description and advert then Human Resources will liaise with the line manager on details including interview dates.
- 3.2.5 Human Resources will ensure that advertisements are not in breach of relevant legislation. Where staffing statistics show that there is under-representation of particular groups, Human Resources will consider the use of positive action statements.
- 3.2.6 As a minimum, all vacancies will be placed on the University web site. The decision to solely advertise internally may only be taken by the Vice-Chancellor.
- 3.2.7 Application forms must be completed for all roles, Curriculum Vitae's will not be accepted unless approval has been granted to recruit using a recruitment agency. Even then an application will still be required if the role is also being advertised. Applications will not be accepted after the stated closing time without the agreement of the Head of Human Resources or their nominee.
- 3.2.8 In certain circumstances it may be more effective to use a recruitment agency. This should be discussed and agreed with the Head of Human Resources. This does not, however, eliminate the need to advertise the position internally and any agencies who assist in the process must act in accordance with this procedure and with respect to the University's equality requirements.
- 3.2.9 Applicants are asked to provide equality and diversity information when making their application to enable a robust means of monitoring the success of the process in relation

to our diversity aims, although applicants are free to indicate that they do not want to provide these details. Any information supplied will not be made available to panel members at any stage of the recruitment process with the exception of the Chair where there is a need to make reasonable adjustments for an interview or for the role itself.

3.2.10 The recruitment file will be held electronically by Human Resources for a period of twelve months. After this time, the file will be destroyed to comply with data protection legislation and associated codes of practice. The recruitment details of the successful candidate will be placed on their Human Resources file.

### 3.3 The Recruitment Panel

3.3.1 There should be a minimum of two panel members. One panel member should be a Human Resources representative or a member appointed by the Head of Human Resources to carry this role out. If a panel member is ill or unavailable for other good reason at the interview stage, a replacement will be sought.

3.3.2 The Panel will maintain complete confidentiality at all times during and after the process. Where a member of staff is considering applying, or has applied, for a post they should not be involved in either the administrative or subsequent selection process.

3.3.3 Panel members must declare an interest and / or withdraw from the process if a family member or close friend applies. They should also declare and seek advice from Human Resources as to whether they should withdraw if they feel there is a conflict of interest due to prior involvement which could be seen to affect their objectivity.

### 3.4 Shortlisting

3.4.1 Shortlisting will be done against the essential and desirable criteria for the role. The shortlist will be discussed and agreed by panel members prior to the invites being sent out.

3.4.2 Notes of the shortlisting decision for each applicant should be recorded on the form provided. All applicants will be assessed objectively against the selection criteria and only applicants who meet all the essential criteria will be shortlisted.

3.4.3 Where there is uncertainty on whether an application should be shortlisted, advice should be sought from the Head of Human Resources or their nominee.

### 3.5 Interviewing

3.5.1 Shortlisted applicants will be invited for an interview and an outline of what to expect will be provided including details of any testing methods that will be used. To allow candidates sufficient notice to attend, the interview date will usually not be sooner than 5 working days after the shortlisting has been completed, unless the interview date was stipulated in the original advert. Applicants will be asked to bring with them a document or documents from the Immigration, Asylum and Nationality list of approved documents to demonstrate their eligibility to work in the UK along with original copies of all relevant qualifications. Human Resources will ensure these documents are checked and copied on the day of the interview. Interviews may take place either virtually or in person. Where virtual interviews take place then alternative arrangements for right to work checks and proof of qualification will be arranged by Human Resources.

- 3.5.2 Questions should be agreed in advance of the interview using the agreed template and should be consistently applied to all applicants unless in cases where there are specific areas to explore.
- 3.5.3 Other forms of selection may be used in conjunction with the interview process that help assess suitability against the criteria as this will enhance decision making. In coming to a recommendation to appoint, the panel will be determining which candidate(s) most closely meet all the essential and desirable criteria for the role as well as their ability to reflect the values of the University. This should be highlighted on the method of assessment in the job description.
- 3.5.5 Unsuccessful applicants will be dealt with courteously and sensitively and will be notified of the outcome either verbally or in writing by the panel's Human Resources representative.
- 3.5.6 The Human Resources member of the panel will seek approval from the Head of Human Resources and/or the Vice-Chancellor to offer the role to the successful applicant and will make contact with them. Appointments will be subject to satisfactory references, health checks and if appropriate a DBS disclosure. The exception to this is where the appointment is of a short term or irregular nature which would not lead to the employee obtaining employment rights, in which case references may not be required.

#### **4. Induction and Probationary Periods**

- 4.1 There is a commitment to ensuring that new members of staff and staff who move into new roles have identified training and development needs met at induction and are thereafter supported as fully as possible within the context of available resources. Line Managers are responsible for using the Probationary Review Procedures to ensure a comprehensive induction is provided.
- 4.2 All new appointments are made subject to a 12-month satisfactory probationary period.
- 4.3 The probationary period may be extended as outlined in the Probationary Review Procedure in case of doubt over a new employee's suitability.

#### **5. Feedback Following Interview**

Feedback is a very important part of good practice and can make a significant difference to the way applicants feel about the University, even if their application has been unsuccessful. Feedback will be given as quickly as possible by the Human Resources representative on the Panel. The University will not usually offer detailed feedback on a panel decision and for some roles such as those of a casual nature (e.g. Student Ambassadors) feedback may be limited to an email that they have not been successful on this occasion with no other feedback being offered.

#### **6. Expenses Claims**

External candidates are eligible to make a claim for expenses incurred while attending an interview. Approval must be sought in advance in accordance with the information that is sent out when invited for an interview. Payment will be made in line with current financial regulations.

#### **7. Equality, Diversity and Inclusion**

- 7.1 All appointments are made on merit, and our recruitment processes work with our equality processes which are in accordance with equality legislation.

- 7.2 In accordance with our commitment to Equality Diversity and Inclusion and the University's Disability Confident status, Human Resources will ensure that an interview is guaranteed to applicants with disabilities, providing they meet the minimum essential criteria for the role.
- 7.3 Equality information collected through recruitment is used for monitoring purposes only, other than information which is disclosed around a disability which is used to enable reasonable adjustments to be made to any assessment process.

## **8. Data Protection**

The recruitment process will follow and adhere to the University's Recruitment Privacy Notice which can be found at <https://www.leeds-art.ac.uk/about-us/jobs/recruitment-privacy-notice/>.

Equality information collected through recruitment is used for monitoring purposes only, other than information which is disclosed around a disability which is used to enable reasonable adjustments to be made to any assessment process.

The recruitment file will be held securely by Human Resources for a period of twelve months. Thereafter it will be destroyed to comply with data protection legislation and associated codes of practice. Recruitment details of successful applicants will be placed on their personal Human Resources files.