



Warrington Collegiate

## **QUALITY ASSURANCE**

### **RECRUITMENT & SELECTION**

**Policy Ref: S/4/15**

**This procedure relates to the above policy**

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#### **Procedure**

When a vacancy arises the line manager should consider reassessing the requirements of the job or restructuring.

The following questions should be asked:

- has the job changed?
- have work patterns, new technology or new products altered the job?
- are there any changes anticipated which will require different, more flexible skills from the jobholder?

Exit interviews or consultation with the current job holder and colleagues may well produce good ideas about change.

#### **Staff Requisition Forms**

Managers are required to complete a Staff Requisition Form for all new or fixed term posts. Forms can be obtained via the Intranet site > HR > Forms or directly from HR.

The SRF should be completed as follows:

- Stage 1: completed by the manager.
- Stage 2 & 3: completed by the Principalship.
- Requisition Form to be returned to HR.

#### **Job Description**

A job description must be produced or updated for any vacant post that is to be filled and can also be used for induction and training.

The job description should include:

- main purpose of the job
- main tasks of the job
- job activities
- responsibilities

## **Person specification**

A person specification allows the line manager to profile the ideal person to fill the job. It should state both the essential and desirable criteria in terms of skills, aptitudes, knowledge and experience all relating precisely to the needs of the job. Care should be taken when drawing up the person specification to avoid including criteria that may have the effect of indirectly discriminating against certain groups of applicants.

Factors to be considered:

- skills, knowledge, aptitudes directly related to the job
- type of experience necessary
- competences necessary
- education and training
- personal qualities in relation to the job

## **Advertising**

Responsibility and the budget for recruitment advertising rest with the Assistant Principal Employer Engagement & Services. All vacancies will be advertised internally and where appropriate externally. The Assistant Principal Employer Engagement & Services will be responsible for ensuring that recruitment advertising is effective, gives value for money and presents a positive and realistic image of the College. All advertisements will indicate the College's commitment to equal opportunities and diversity.

All posts must receive financial authorisation prior to being advertised.

Application forms will be required in every case, although the submission of CVs in support of an application is to be welcomed.

## **Shortlisting**

The Human Resources team will prepare shortlisting packs for the line manager to assess against the person specification.

Only candidates who meet the essential requirements for the post will be considered for shortlisting.

New selection criteria will not be introduced at this stage.

Under the Two Ticks System, which clearly demonstrates our continued commitment to and implementation of the College's policy of equal opportunity and commitment to diversity, we guarantee an interview for candidates with disabilities who fulfil the minimum essential criteria detailed in the Person Specification.

## **References**

References can be taken up prior to the interview or following the interview by telephone by the recruiting manager. The reference form should be completed and returned to Human Resources. Human Resources will then take up outstanding written references ensuring two satisfactory references for each successful candidate.

## **Selection**

Selection methods may include presentations, in tray exercises, aptitude tests, structured interviews, psychometric tests etc dependent upon the role and must be applied consistently to every candidate.

All academic/assessor posts will include a structured interview, micro teach and Level 2 Literacy & Numeracy tests.

Notes recording evidence against selection criteria should be made in all selection activities. This should then be used to assess candidates against the person specification, make selection and for the provision of feedback to candidates.

## **Appointments**

Once a selection decision has been taken a written offer of employment will be made. Offers of employment are normally subject to satisfactory references and medical clearance and other checks such as Asylum & Immigration checks and Criminal Record Bureau checks.

Unsuccessful candidates will be notified and feedback provided if requested.

## **Recruitment targets and monitoring**

The Human Resources Team reviews the recruitment and selection process, monitoring diversity and equality of opportunity and undertaking advertising response analysis. Data is summarised and supplied to the Equality & Diversity Committee.

## THE RECRUITMENT AND SELECTION PROCESS

### Staffing Requisitions – Permanent and Fixed Term employees

- Staff Requisitions obtained from the Intranet site within the HR section or from HR.
- Stage 1: completed by the manager. Stage 2 and 3: completed in the Principalship.
- Requisition is returned to HR.

### Part-time hourly paid Lecturers

- Speculative CV's retained in the HR department.
- Director to notify HR of all vacancies

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### Advertisement/Deadline and Closing Dates

- HR send the manager a relevant advert and job description. Recruiting manager revises advert and job description and returns to HR.
- Deadlines for media: TES, MEN, Warrington Guardian - Friday of previous week to placement (for other media deadlines please contact HR).
- Closing dates - Internal Advertisement: 1 – 2 weeks after placement date (displayed in the next college briefing). External Advertisement: 2 weeks after placement date.

### Shortlisting

- Deadline for all applications will be close of business on the closing date.
- Shortlisting pack sent to the line manager following the closing date.
- Late applications received forwarded to recruiting manager if shortlist has not been completed.

### References

- References taken up prior to the interview (where the candidate has indicated their consent on the application).
- Alternatively, following the interview recruiting manager to telephone for references, completing and returning the reference form to HR.
- Two references are required prior to appointment (to include one from the previous employer).

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### Interviews

- HR to arrange interviews giving candidates at least one week's notice.
- All Academic/Assessor posts to include a micro teach (at which a member of the Teacher and Learning team **must** be present), and Level 2 Literacy and Numeracy tests.
- Interview panel complete a checklist for each candidate to confirm they have seen the requested documents, eg eligibility to work in UK, qualifications, IFL membership, Teaching and Learning Observation etc. Member of the Teaching and Learning Faculty to sign to confirm the micro teach to the required standard.

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### Contacting Candidates

- Recruiting manager to contact the successful candidate.
- HR to contact unsuccessful candidates.
- Candidates will be contacted with the outcome of interviews where possible within 1 week.

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### Contracts of Employment

- If a start date is available, a contract of employment and appointment letter will be sent out, within 1 week of the employment offer.
- Where the start date has not been confirmed an offer letter will be sent out, and a contract of employment and appointment letter will follow when the start date is confirmed.

**The HR Department aims to operate pro-actively, collaboratively and in a responsive way to customer needs, to continually improve the quality procedures and systems which are in place.**