

# RECRUITMENT POLICY: PART 1

## Policy statement

It is the policy of UCEM that line managers and the HR team are jointly responsible for the recruitment of new employees. In each year the Vice Principals and Heads of Department will consider future recruitment intentions and budget accordingly.

UCEM aims at all times to recruit the individual who is most suited to the particular job. Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, experience and skills will be assessed at the level that is relevant to the job.

## Format of job applications

UCEM seeks applications which comprise a covering letter, CV and completed Recruitment Check Form\* (\*internal applicants need not submit this form). Applications are treated confidentially and circulated only to those individuals involved in the recruitment process.

All applications will be acknowledged upon receipt and all applicants will receive communication(s) from the HR team regarding the status of their application; UCEM pays particular attention to the candidate experience.

## Speculative applications

UCEM does not currently consider speculative applications nor does it currently retain speculative details on file. This will be kept under review as part of the talent planning process.

## Equal opportunities

UCEM is committed to applying its equal opportunities policy at all stages of recruitment and

selection. Shortlisting, interviewing and selection will always be carried out without regard to any characteristic contained within the Equality Act 2010.

Any candidate with a disability will not be excluded unless it is clear that the candidate is unable to perform a duty that is intrinsic to the role, having taken into account reasonable adjustments. Where identified on the Recruitment Check Form, reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of his/her disability.

Line managers conducting recruitment interviews will ensure that the questions that they ask job applicants are not in any way discriminatory or unnecessarily intrusive. Interviews will focus on the needs of the job and skills needed to perform it effectively i.e. questions will be based on the Person Specification for the role. Testing, including psychometric testing, may be used as part of the recruitment process.

## Record keeping

A record of recruitment interviews and the process from start to end will be retained by the HR team for a suitable period of time, typically no more than six months after an offer has been accepted. On no account will any job offer be made during or at the end of an interview; all offers are subject to formal sign-off and will be made by a member of the HR team.

## Employment checks

Only those individuals with a right to work in the UK can be employed by UCEM. All offers of employment will be made verbally and followed up immediately in writing; offers are conditional on

various factors being satisfactory to UCEM, including the receipt of employment references and where relevant, a Disclosure and Barring Service criminal record check. Please refer to Part 2 of this policy for further details on the recruitment of ex-offenders.

## Recruitment procedure

Where there is a need to recruit a new employee (new role or replacing a leaver), the following sets out the procedure to be followed including the responsibilities of both the line manager and the HR team:

### STEP 1 Line manager

Establish the budget set aside for the post.  
Alert the HR team and prepare a full and up-to-date job specification document; this includes both the job description and person specification (a template is available on the HR section of the intranet). In the case of a leaver, the most recent job specification document should be reviewed.  
Pass the job specification to the HR team stating any particular preferences for the advertising process such as:

- Any particular wording which must appear in the advertisement, to be drafted by HR;
- Any specific instructions to the applicants;
- Specific advertising media e.g. specialist media (otherwise HR will determine the most appropriate media).

*Please note that rarely will adverts appear in print media unless there is a particular requirement; all adverts will be placed online, typically across a range of online job boards.*

### STEP 2 HR team

Finalise the job specification for publishing.  
Place the advert, including negotiating advertising costs (placement includes the UCEM intranet and jobs page of the website).  
Monitor responses and keep the line manager informed.  
Remove the advert upon the closing date/time.

### STEP 3 Line manager

Undertake an initial screening of applications prior to passing a long list to the line manager.

Provide HR with a final shortlist, preferred interview dates/times, and list of interviewers.

Confirm any testing to be undertaken and provide content to HR.

Prepare for the interview by using the person specification to write interview questions.

*It is not essential for HR to be involved in the interview process however this may be desired. There must be at least two interviewers for each stage of the interview process.*

### STEP 4 HR team

Invite candidates to interview and make interview arrangements.

Act as the link between candidates and the line manager and keep the line manager apprised of any developments.

Send the first round of rejections to applicants.

### STEP 5 Line manager

Conduct interviews (note two stages may be required).

Inform HR of the outcome.

Pass interview notes to HR for retention.

### STEP 6 HR team

Make salary/offer recommendation (in line with budget). Make offer of employment and confirm in writing.

Make sure all applicants and candidates have received a response in writing.

Keep line manager apprised at all times, including when the new employee start date is confirmed.

Notify internal teams through the new starter process.

### STEP 7 Line manager

Prepare for the new starter arrival including planning for induction/onboarding. This includes notify team members/all employees so that everyone is prepared for the new arrival.

### STEP 8 HR team

Close down recruitment process.

## Guidelines for internal applicants

UCEM encourages open dialogue between employees and their line managers at all times. Should you wish to apply for a job vacancy within UCEM, please inform your line manager.

Your line manager may wish to:

- Support you in your application
- Offer you advice in relation to your application
- If they are not already aware, talk to you about your career aspirations
- Address any concerns you may have about your current job role
- If you are unsuccessful in your application, your line manager can support you afterwards.

Informing your line manager will also be helpful in terms of resource planning. An early notification about your application will enable your line manager to plan, should you eventually be successful in your application.

Should you feel unable to inform your line manager, please seek advice from a member of the HR team.

*This policy is non-contractual.*