

# Recruitment & Selection Policy

[QP1.17]

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## 1.0 Statement of Principle

This policy covers recruitment and selection for all staff.

The purpose of this policy is to select appropriately qualified, experienced staff who demonstrate skills and behaviour in line with College requirements and to ensure all recruitment activities are dealt with in accordance with good practice and in a fair and consistent manner.

The College is committed to the principles of equal opportunities and aims to achieve the best possible match between the requirements of the vacant post and the individual skills and competencies of the applicant.

This Recruitment and Selection procedure is documented step by step to ensure a systematic approach is adopted and that timescales are adhered to. The recruitment process should:-

- be objective and judge all candidates on their individual abilities and merits;
- ensure that all staff involved in the selection process have relevant experience and are aware of their responsibilities in relation to current legislation and equal opportunities;
- monitor each stage to check for possible discrimination;
- be free from bias, in particular the job description and person specification should describe accurately the requirements and duties of the job;
- ensure that all application forms are processed in a fair manner, and that application forms are assessed against the essential and desirable criteria for the job.

The responsibility for recruitment and selection lies with the Recruiting Manager. The Human Resources Team will provide advice and assistance, and will be responsible for all co-ordination and administrative arrangements.