Recruitment & Selection
R&S – The Process

1. Determine the need to recruit
2. Create Job Description & Person Specification
3. Advertise
4. Shortlist
5. Select
6. Appoint & Induct
R&S – Your Responsibilities

You...

- Are the decision maker at each stage
- Should familiarise yourself with the relevant legislation to ensure that the process is fair and legal
- Should understand how the process is managed within your department and identify who handles each part of the process
- Are responsible and accountable for carrying out each recruitment exercise correctly
Recruitment & Selection – Key Points

Pre Recruitment
- You or your Recruitment Administrator should send completed Job Description, Person Specification, Advert & Request to Recruit and Advertise form to HR.
- If the job is new or has been amended it will need to go through the Job Evaluation process to determine the grade prior to advertisement.

Advertising
- HR will place the advert:
  - On the College’s Employment website (mandatory)
  - In any external media as requested. Options include: Job Centre Plus*, Jobs.ac.uk, NHS Jobs, other publications e.g. the Guardian, BMJ, etc

*Where there is a possibility that a non-EEA candidate might be recruited to the job, the position should be advertised for a minimum of 4 weeks on Job Centre Plus + one other publication.
Recruitment & Selection – Key Points

Applications
- Candidates apply through the College’s online recruitment system.

Shortlisting
- Your Recruitment Administrator will forward submitted applications and a shortlisting record form to you/the shortlisting panel.
- Assess all applications against person spec, noting reasons for selection/non selection on shortlisting form and forward to Recruitment Administrator to invite to interview or reject.
  - Disabled candidates who meet the essential criteria must be shortlisted for interview.
  - EEA candidates who meet the essential criteria must be shortlisted in preference to non-EEA candidates even if the non-EEA candidate achieves a higher score.
Interviewing/Selecting

- Assess candidates interviews and selection tests against person spec and note responses on interview record form.
- Where both a non–EEA candidate and EEA candidate are appointable, you must appoint the EEA candidate, even if they scored less.
- Forward interview record form to your Recruitment Administrator advising whether candidates are successful or to be rejected.
Recruitment & Selection – Key Points

Appointing a Candidate

- Once the successful candidate has been identified, forward a completed **Contract Request form** to HR.
- All shortlisting and interview assessment forms should be retained for **6 months**. If the successful candidate is from outside the EEA the forms must be returned to HR.
- HR will arrange for a contract of employment to be dispatched to the successful candidate.
- Offers of employment are subject to satisfactory references (covering the last 3 years), evidence of right to work in the UK and, if necessary, a CRB check.
- If the successful candidate is a non-EEA national, they are likely to require a **Tier 2 Certificate of Sponsorship (CoS)** from HR before they can apply for a work visa. This normally has to be issued within **6 months** of the role being advertised.