



Recruitment and Selection Policy

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Charity Number: SCO 36198

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Recruitment and Selection Policy

1. Introduction

- 1.1. The City of Glasgow College is committed to being an employer of choice and recognises that fair, consistent and effective recruitment, selection and retention of skilled staff is essential for the provision of a quality learning experience for all of our learners.
- 1.2. The College is committed to advancing diversity and equality through effective employment policies which aim to attract, recruit, and retain staff solely on the basis of merit.
- 1.3. New appointees will normally be placed on the first point of the salary scale for the grade of the post. When it is necessary to match previous salaries or where it has been agreed that market forces apply, the placement at a higher point may be considered; this can only be agreed by ELT (or jointly by the Depute Principal and Executive Director, People & Culture).

2. Purpose and Aims

- 2.1. The College is committed to ensuring that employees are selected for interview and appointment in the most appropriate and objective way by:
 - 2.1.1. Encouraging applications from a wide range of candidates, thereby fostering a diverse workforce;
 - 2.1.2. Ensuring candidates are selected based upon skills, qualifications, demonstrable competencies and relevant experience;
 - 2.1.3. Ensuring staff who are involved in the recruitment and selection process are competent;
 - 2.1.4. Adopting the 'Positive about Disabled People's approach to support candidates with disabilities (who meet the minimum essential criteria for a vacancy) are offered an interview;
 - 2.1.5. Supporting opportunities in accordance with the College's work/life balance commitments;
 - 2.1.6. Supporting the College's responsibilities to equal pay;

3. Scope

- 3.1. This policy applies to all employees involved in the recruitment and selection process.
- 3.2. All applicants must declare any associations with existing College staff or Board members (via the College's Job Application Form), prior to an interview.
- 3.3. Chairs and members of recruitment panels shall similarly be required to declare such associations (via the Interview Assessment Sheet),
- 3.4. Canvassing (by applicants, or friends or relatives of applicants) prior to interview is not permitted. Canvassing by employees on behalf of an applicant shall be regarded as misconduct and may result in disciplinary action being taken.
- 3.5. Recruitment and selection documentation will be retained securely in personnel files or destroyed in line with UKBI requirements and guidelines of the Data Protection Policy.

4. Policy Statement

City of Glasgow College seeks to ensure all applicants, both external and internal, for roles within the College are treated fairly and consistently.

If staff are found to be in breach of these principles, they may be subject to disciplinary action.

If a member of staff feels they have not been treated fairly, they may seek recourse through the Grievance Policy.

If an external applicant feels they have not been treated fairly, recourse may be sought via the Complaints Procedure.

5. Definitions

Canvassing	In this context, 'canvassing' is defined as a deliberate act to gain advantage in the recruitment and selection process by attempting to obtain relevant information from key individual and / or attempting to persuade or influence (either directly or indirectly) those who may be involved in the decision-making process.
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6. Responsibilities

- 6.1. Individual members of the Senior Management Team shall be responsible for ensuring the necessity of the post to be advertised (if within the established budget), the decision of where the post should be advertised (in conjunction with HR), and authorising the cost of recruitment.
- 6.2. The Executive Director, People and Culture, shall be responsible for:
- 6.2.1. Developing, promoting, implementing, monitoring and reviewing the Recruitment and Selection Policy and associated procedures;
 - 6.2.2. Monitoring the appropriateness and effectiveness of the recruitment and selection methods adopted by the College;
 - 6.2.3. Reviewing and revising this policy as required, consulting with employee and trade union representatives when changes to the policy are being considered, in line with legislation and best practice.
- 6.3. HR Staff shall be responsible for administering the recruitment and selection process for the recruitment of all members of staff and will provide expert advice and support that will add value through the process.
- 6.4. Operational managers shall be responsible for short-listing applicants and for ensuring applicants are selected in accordance with this Policy.
- 6.5. Operational managers may be responsible for Chairing recruitment panels, or alternatively supporting the Chair, with support from HR.

7. References

7.1. Policy Framework

Associated Policies and Procedures	Title
Procedure	Recruitment Authorisation Procedure

7.2. Other College Policies and Procedures

Policy / Procedure	Title
Policy	Equality & Diversity Policy
Policy	Data Protection Policy
Procedure	Complaints Procedure
Policy	Disciplinary Policy
Policy	Grievance Policy
Policy	Fraud Protection Policy

7.3. External References

Source	Title
Equality Act 2010	

8. Document Control and Review

Approval Status	Approved	
Approved by	Students, Staff and Equalities Committee	
Date Approved	6 August 2014	
EQIA Status	EQIA Conducted?	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
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Lead Department	Human Resources	
Lead Officer(s)	Executive Director, People & Culture	
Board Committee	Students, Staff & Equalities Committee.	
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9. Revision Log

Version Date	Section of Document	Description of Revision
Version 1 Sep 2011	All	First version of City of Glasgow College
Version 2 06 Aug 2014	All All 6.4 & 6.5	Updated to new policy format, content largely unchanged. Change of title from HR & OD Director to Executive Director, People & Culture Inclusion of duties of operational managers