



Ruskin College Oxford

RECRUITMENT POLICY AND PROCEDURE

Created: February 2019

Approved: Governing Executive, Joint Agreement between
Ruskin College, UCU and Unison

Last Reviewed: -

Responsibility for Review: Governing Executive, JNC

Date of Next Review: February 2021

Recruitment Policy

It is the organisation's policy to recruit the most suitable person for each vacancy, regardless of age, disability, gender re-assignment, race, religion or belief, sex, sexual orientation, marriage or civil partnership, or pregnancy or maternity.

Procedure

1. Vacancies may only be filled after a job specification detailing the reason for the vacancy and person specification have been notified to HR Manager and approval has been received (Staffing request). Where the job is to be advertised, the proposed advertisement must be submitted to HR Manager for approval.
2. Copies of all advertisements (where appropriate) will be placed on internal notice boards or the Intranet together with a note informing existing staff that they are welcome to apply.
3. Staff concerned with recruitment must ensure that they comply fully with the organisation's equal opportunities policy at every stage of the recruitment process.
4. A decision to shortlist, interview or offer employment will be taken without regard to the applicant's gender, transgender status, racial or ethnic background, religion or belief, sexual orientation, marital/civil partnership status, maternity/pregnancy, age or disability.
5. All job applications will be acknowledged within a timely manner.
6. External applicants who are invited to an interview must be sent location details of the interview and an outline of the form of the interview, and appropriate personnel (receptionist and all those who will be attending the interview) must be informed that they are expected.
7. In accordance with the organisation's equal opportunities policy, reasonable adjustments will be made at all stages of the recruitment process to accommodate the particular needs of any person who has notified the organisation that they have a disability within the meaning of the Equality Act 2010.
8. Where appropriate, skills tests will form part of the interview. However, psychometric testing will only be used if the test has been validated in relation to the job and is administered and interpreted by a suitably trained person.
9. Applicants who are not shortlisted must be informed of this fact as soon as possible. This will be done by HR Manager.
10. When a suitable candidate has been identified, a job offer will be made subject to satisfactory references, proof of qualifications, sight of relevant documentation confirming the individual's right to work in the UK, completed DBS check and the relevant training required for the Single Central Record (SCR) i.e. Safeguard training, Prevent, FGM etc. (A Risk Assessment will take place and observations, until a DBS check has been received, if applicable for the role).
11. Each offer letter must be accompanied by a statement of the terms and conditions of employment relating to that position and a form for the applicant to sign denoting

acceptance of the job on those conditions. Details of the planned induction should also be sent with the letter, eg outlining any training and development, coaching or work shadowing.

12. In the case of internal promotions or transfers, the employee must be sent a letter confirming the variation to their terms and conditions within no more than four weeks of the start date.
13. Appointments will not be confirmed, until satisfactory replies have been received from referees, DBS Checks completed, proof of qualifications submitted by the employee and documentation confirming the individual's right to work in the UK seen and copied.
14. Once the start date has been agreed, the HR Manager must be informed in order that together the induction programme can be arranged and appropriate departments notified.
15. All appointments will be made subject to a satisfactory probationary period. New employees' progress will be monitored closely by their Line Manager during this period and this will include depending on length of probation 2 or 3 reviews. A recommendation should be discussed and agreed at the probation review interview as to whether the employment should be:
 1. confirmed
 2. extended, or
 3. terminated.