

HARPER ADAMS UNIVERSITY

STAFF RECRUITMENT POLICY

It is the University's policy to recruit staff in accordance with the need to fill long term permanent vacancies, temporary positions of fixed or short term duration and to recruit the best person for each vacancy regardless of gender, sexual orientation, marital status, age, race, colour, ethnic or national origin, religion or belief or disability. Where appropriate, existing employees will be invited to apply for promotion opportunities within the University.

Procedure

1. Staff involved in the recruitment process at all levels must ensure that they comply fully with the Equality and Diversity Policy.
2. This procedure is supplemented by a number of Recruitment Guidance documents, which can be located on the HR pages of the portal. Guidance documents are as follows:
 - i. Recruitment Guidance – Process to Recruit
 - ii. Recruitment Guidance – Shortlisting and Selection
 - iii. Recruitment Guidance – Right to Work Checks
 - iv. Recruitment Guidance – Casual Workers and Casual Tier 4 (General) Student Workers
 - v. Recruitment Guidance – International Staff

A number of templates are also available for use as part of the recruitment procedure, which can also be located on the HR pages of the portal.

3. The recruitment process for all vacancies may not commence until a recruitment request form duly authorised by the relevant signatories has been received by the Human Resources Department. The recruitment request form should be supported by draft Particulars of Appointment, including job description, person specification and advertising copy, as appropriate.
4. Staff vacancies will normally be advertised externally and will be brought to the attention of existing staff by means of the internal notice boards and all staff e-mails.

In certain circumstances such as in a redundancy situation or, where a post is regarded as offering a promotional opportunity for existing staff, the vacancy may be advertised internally only in the first instance.

External advertising will be discussed with the recruiting manager and guidance offered by the Human Resources Department regarding the most suitable publications/websites in which to place job advertisements.

5. The recruitment information pack provided online via the e-recruitment page to prospective applicants should include:
 - a. Particulars of the Appointment, including job description and person specification and containing:
 - i. brief introduction to the University;
 - ii. appropriate details of the functions and structure of the department and the context of the post to be filled;
 - iii. description of the post;
 - iv. qualifications and experience necessary;
 - v. a broad outline of conditions of service.
 - b. Application form
 - c. Equal Opportunities Monitoring Form

The contents of the recruitment information pack may be supplemented as appropriate to the particular vacancy.

6. All applications for posts will be acknowledged automatically by e-mail via the e-recruitment system.
7. Managers conducting the recruitment process need to be aware that nationals from any non-EEA countries (migrant workers) who apply for vacant positions within the University will require authorisation to work in the United Kingdom.

If the University is required to sponsor the migrant worker under the points based system, there may be a considerable delay to the start date for the successful applicant.

The conditions and restrictions to employing migrant workers are subject to regular changes by UK Visas and Immigration. Further advice and guidance can be obtained from the Human Resources Department. It should be noted that it is a civil offence to employ a migrant worker who does not have the right to work in the UK. It is also a criminal offence to knowingly employ a migrant worker who does not have the right to work in the UK.

Further information can also be found at: www.gov.uk/topic/immigration-operational-guidance

8. Shortlisting will normally be carried out by at least two members of the selection panel. In the case of senior posts shortlisting will also include input from the Board of Governors. Shortlisting records will be completed online by the shortlisting panel. It is important that shortlisting decisions are recorded on the electronic recruitment system.

Those applicants who are not selected for interview must be informed accordingly as soon as possible. This will be done by the Human Resources Department.

9. External applicants invited for interview are to be sent a location map, advised where to report on arrival and given an outline of the interview programme. Appropriate staff (Receptionist/Security) are to be advised of the candidate names and interview arrangements.
10. References will be taken for the selected candidate following interview. Satisfactory references must be received from the selected candidate's current or most recent employer plus one other referee before an offer of employment can be made. In the case of engagement of agency staff from 'temp to perm' references will be obtained as above.
11. Where appropriate, skills tests may form part of the interview. Testing will only be used if the test has been validated in relation to the post, is free of gender or racial bias and is administered and validated by a suitably trained employee or consultant.
12. A 'Panel Chair and Panel Member Interview Question Record', is included in the recruitment pack and should be completed by each panel member and retained for each candidate interviewed. A 'Panel Chair – Appointment Decision Record' should be completed by the Chair of the selection panel and forwarded to the Human Resources Department with all interview packs on completion of interviews. Where a presentation has formed part of the selection activity, relevant paperwork should also be completed to record decisions. Contracts of employment will not be issued until all appropriate paperwork has been completed.
13. When a suitable candidate has been identified, an offer of the post, specifying the salary (as approved in the recruitment request) will be made subject to any other specific conditions (e.g. Disclosure & Barring Certification) pertaining to the appointment. Ideally the offer should be made at the bottom point of the relevant pay grade, unless there is a justified rationale to offer at any point higher. In these cases the rationale should be discussed with a member of the Human Resources Department before an offer is made.
14. In the case of internal promotions, the employee who is to be promoted must be made aware of the conditions attached to the promotion e.g. salary and benefits.

15. Unsuccessful candidates are to be notified of the decision as soon as possible. This will normally be undertaken by the Human Resources Department.
16. All documentation relating to applicants will be treated confidentially in accordance with the General Data Protection Regulation. Applicants have the right to access any documentation held on them in accordance with the act.
17. When a starting date has been arranged the Line Manager will be responsible for developing the individual induction programme and announcing the appointment. The Human Resources Department is responsible for providing joining instructions and for delivering the generic induction programme.
18. All permanent, temporary and fixed term appointments will be subject to satisfactory completion of a probationary period.
19. For academic appointments the application and duration of the probationary period will be determined by reference to the provisions of the nationally agreed contract, which is normally twelve months. For non-teaching posts the duration of the probationary period will normally be six months but may be longer for senior posts.
20. During the probationary period the new employee's progress and suitability for the post will be monitored and assessed by their Line Manager in accordance with the Probationary Review Procedure. The probationary period may be extended if there is any doubt about suitability for the post. The outcome of probationary reviews will be confirmed in writing to the employee.

Policy Statement on the Recruitment of Ex-Offenders

1. As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, Harper Adams University complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.
2. Harper Adams University is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
3. We have a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the outset of the recruitment process.
4. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
5. A DBS check is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a DBS check is required, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position.
6. Where a DBS check is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to the Head of Human Resources at Harper Adams University and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
7. Unless the nature of the position allows Harper Adams University to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
8. We ensure that all those in Harper Adams University who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.

We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

9. At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to position sought could lead to withdrawal of an offer of employment.
10. We make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request.
11. We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.
12. We have a written policy statement on the secure storage, handling, use, retention and disposal of Disclosures and Disclosure information, this is available on request from the Human Resources Department.
13. Having a criminal record will not necessarily bar an individual from working with the University. This will depend on the nature of the position and the circumstances and background of the offences.

HR Department
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