RECRUITMENT AND SELECTION POLICY

1.0 INTRODUCTION
The College aims to recruit the best person for each vacancy through fair, systematic, effective recruitment and selection procedures. This will ensure that the College continues to deliver a high quality learning experience to all students, maintains its world class reputation as a research and teaching institution and continues to attract high calibre professional and support staff.

The College values diversity and is committed to eliminating unlawful and unfair discrimination. Appointment will always be on merit, within relevant legislative and statutory obligations.

The College is committed to delivering the recruitment and selection of staff in a professional, timely and responsive manner. All candidates will be treated fairly, equitably and efficiently, with respect and courtesy, aiming to ensure that the candidate experience is positive, irrespective of the outcome.

The College will promote best practice Recruitment and Selection and will continuously review and develop its practices to allow new ideas and approaches to be incorporated.

2.0 SCOPE
This policy applies to all vacancies and all parts of the Recruitment and Selection process within the College. It will be made available to all potential applicants and employees.

All employees involved at any stage of the recruitment and selection of staff should be aware of and adhere to the contents of this policy and any related policies and procedures. In addition any external consultants or recruitment agencies who assist in the recruitment process must act in accordance with this policy. Human Resources are responsible for providing such external parties with this policy prior to their involvement in the recruitment process.

3.0 PURPOSE
This policy provides a framework for those involved in recruitment and selection. The aim is to recruit the best person for the vacancy by providing a professional and cost effective recruitment service that is fair and promotes good practice.

4.0 RELATED POLICIES
Separate policies exist regarding Equal Opportunities and Diversity, Data Protection, Criminal Records Bureau Disclosure and the Code of Practice on Disability in Employment.

The Recruitment and Selection Guide supports this policy and provides more detailed guidance about the recruitment and selection procedures to be followed.

5.0 IDENTIFICATION OF VACANCY
When a vacancy arises, it is the responsibility of the resource manager to ascertain whether the post is still required and whether the duties are compatible with the College needs for the future. This review may also include consideration of whether the role could be offered on a more flexible working pattern (such as job share, part-time or term time only working) or on a fixed term or open ended basis. Prior to recruitment commencing, the role must be job evaluated (if applicable) and Recruitment Authorisation of the vacancy must be sought at the relevant level for the identified vacancy.
6.0 INFORMATION FOR CANDIDATES
All posts will have a Job Information Pack, produced in a standard electronic format which will normally include a job description and person specification, employment benefits and information about the College.

7.0 ADVERTISING
All posts that are for six months or more will be advertised in an agreed appropriate medium for the role. Exceptions may exist for business reasons when it would be inappropriate to advertise vacancies, for example, when there is a need for redeployment due to a redundancy situation, due to the ending of a fixed term contract or due to occupational health reasons. Exceptions may also apply in cases where a post is externally funded and an individual is specifically named in the supporting grant/funding agreement.

Managers will give consideration to internal only advertising in the first instance where posts may offer career advancement opportunities or are fixed term and may be appropriate for secondment.

Advertisements will be accurate and comply with the College’s Equality of Opportunities and Diversity Statement.

8.0 APPLICATIONS
The method of application will be determined by the type of role and applications are submitted through the on line application process – e-recruitment at Birkbeck. Speculative CVs outside of the active recruitment process will not be considered.

9.0 SHORTLISTING
The shortlisting process will be based on the requirements of the post as defined in the person specification, assessing candidates against essential and desirable criteria.

The shortlisting will be undertaken by more than one person and normally this will be the interview panel and will be recorded using a standard template. Other methods of shortlisting such as psychometric analysis may be used.

As a “Two Ticks - Positive About Disabled People” symbol member, the College guarantees that any candidate with a disability who meets all the essential criteria will be shortlisted and guaranteed an interview.

10.0 SELECTION
Selection methods may vary depending upon the requirements of a post. Selection may include a panel interview, work simulation such as a written test or spreadsheet, presentation, numerical and verbal reasoning exercises, etc.

The selection methods used will be appropriate and relate to job requirements and all decisions will be based on objective criteria. Selection panels will reach agreement on the appointment decision by consensus. The chair of the panel will be responsible for the final decision in the event agreement cannot be reached.

Members of selection panels will aim to reflect the diversity of the College population (e.g. contain at least one member of each sex).

11.0 APPOINTMENT
Panel chairs may make verbal offers of appointment following reference to HR. Verbal and written offers of appointment will all be made subject to relevant probationary periods and pre-employment checks, including two references, identity, eligibility to work in the UK, qualifications and, where appropriate, health, and CRB disclosure.
12.0 RECORDS & DATA COLLECTION
Records will be kept on all stages of the recruitment and selection process and retained by the Human Resources team for a period of 12 months and then disposed of securely. Birkbeck will look to retain application details for the purposes of talent pooling and streamlining future applications from the candidate.

13.0 CONFIDENTIALITY
Through each stage of this policy, the College will seek to ensure that confidentiality is maintained.

14.0 GENERAL
It is the responsibility of any employee involved in a selection process to declare an interest at the early stages of the process if they have a personal or professional connection to any shortlisted candidate. Refer to the Birkbeck policy on Addressing Conflicts of Interest – a code of conduct on relationships at work.

The Human Resources team will be responsible for co-ordinating and providing advice and support on the College’s recruitment and selection process.

College employees who are involved with the recruitment and selection of staff must undergo the appropriate recruitment and selection training. External panel members will be given written guidance on the College Recruitment and Selection policy and procedure.

Feedback to unsuccessful interviewed candidates will be available on written request to the panel chair.

15.0 EQUALITY AND DIVERSITY
Particular care will be taken to ensure that this policy is fairly applied and there is no discrimination on the grounds of race or ethnic origin, disability, gender or gender identity, caring responsibilities, sexual orientation, religion or belief, age or any other requirement that cannot be objectively justified.

The College will fulfil its legal duties, ensuring that “reasonable adjustments”, where practicable, are made to ensure that individuals with a disability are not disadvantaged as part of the recruitment and selection process.

Statistical information on all stages of the recruitment exercise will be collated, monitored and reported to inform the College’s performance in the area of equality and diversity.

POLICY REVIEW

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