



## **Recruitment & Selection Policy**

### **Introduction**

These procedures apply to the recruitment and selection of staff within the York St John Students' Union.

### **Underlying principles**

The appointment systems must be fair, open, systematic, efficient and effective to ensure equality of opportunity. Detailed criteria in the form of person specifications and up-to-date job descriptions underpin the York St John Students' Union recruitment and selection procedures.

All appointments should be made in accordance with the procedures and guidelines outlined in this Policy.

### **Equal Opportunities**

All decisions on the recruitment of staff will be made with regard only to the requirements of the post, capabilities of the individual and shall not be influenced by any unlawful consideration of colour, ethnic origin, gender, marital status, sexual orientation, religion or belief, age, gender or disability.

York St John Students' Union is committed to equality of opportunity and to ensuring that all its employment practices are intrinsically fair, based on individual ability with fair treatment for all. It aims to attract a diverse and effective workforce with a wide range of abilities, experience and skills.

York St John Students' Union will operate fair and consistent procedures in respect of recruitment and selection and believes that following a policy of equality of opportunity will benefit and enhance the effectiveness of the whole organisation and improve quality and performance.

### **Data Protection Act**

All data obtained in the course of recruitment is covered by the Data Protection Act.

### **Determining the vacancy**

Potential vacancies occur through staffing changes, someone leaving or as a result of expansion. In the case of an existing post being vacated it is important to take the opportunity to assess whether the role should be filled or changed in any way, from tasks undertaken to hours worked. How the vacated post should be filled should also be carefully considered as it may not automatically mean recruiting a replacement if there are other ways of filling the gap.

## **Advertisement**

The need to advertise must be carefully assessed with due regard to all the circumstances. An external advertisement may not always be necessary and thought should be given to whether it may be possible to recruit internally. York St John Students' Union will normally advertise any vacancy internally for 5 days before going externally. Where there is doubt, it is possible to place an internal advertisement first and, if this is unsuccessful, then place an external advert.

## **Shortlisting**

Shortlisting must not be scheduled for earlier than the fourth working day after the closing date. All applications must be considered at the same time and YSJSU will not be permitted to consider any application before the closing date. The Shortlisting Panel should meet as a group to consider the applications.

The Shortlisting Form (Appendix 1) must be completed by the shortlisting panel and candidates scored against chosen criteria from the person specification. No new criteria should be introduced at this stage.

The Shortlisting Panel should meet as a group to consider the applications. It is essential that the form is completed as it provides an auditable record of assessment of candidates during shortlisting and demonstrates fairness. It can also be used to provide a basis for feedback if this is requested by unsuccessful applicants so honest and accurate recording is essential. Please use the notes box to summarise your decisions where needed.

The Form currently provides space for a set number of criteria to be chosen from the person specification, however these may be extended as needs dictate. It is advisable to score against essential criteria and desirable criteria separately as the former is the key.

The grid section should be completed using the following scoring method:

0	Not met
1	Partially met
2	Met
3	Exceeded

Calculate each candidate's score against the essential criteria and use the desirable criteria to select between candidates scoring similarly on the essentials. A candidate who does not meet all the essential criteria should not be selected.

Once the shortlist has been agreed and approved, the Chair of the panel will be responsible for recommending an interview schedule. It is important to take detailed notes during the interview process in case there is any claim made by unsuccessful applicants to justify the appointment of the successful candidate.

## **Advising unsuccessful candidates**

Due to the volume of applications received and the cost and time involved, it is not possible for YSJSU to advise external candidates, not shortlisted. However, a member of the Shortlisting Panel will advise internal candidates who have not been shortlisted. If requested, the Chair of the shortlisting panel will provide feedback to unsuccessful candidates.

## Shortlisted candidates

The Chief Executive or Line Manager will write/call to all shortlisted candidates to invite them to interview. In the majority of cases no more than 5 applicants should be shortlisted. It is acknowledged that there may be certain occasions where shortlisting up to 8 applicants may be justified, i.e. concerns about applicants withdrawing.

## Reference procedures

References are requested for successful candidates past successful interview process. Copies of references are retained by the Line Manager. If the Line Manager considers a reference unsatisfactory, a decision to withdraw the job offer may be considered.

All offers of employment will be subject to satisfactory references. Upon request, the Chief Executive is happy to obtain references prior to the confirmation of the offer of employment.

## Interviews

This is the key opportunity for the YSJSU to assess the quality of the applicants to ensure the best selection decision for the role being advertised. It is recommended that YSJSU allow time within the interview programme to provide candidates with valuable information about the job to which they are applying, e.g. you may want to explain contact hours/hours of work.

The Line Manager will be responsible for determining and approving the selection of other panel members, this usually includes a maximum of 4 people, including 1 Sabbatical Officer whenever possible.

The following information will be passed to the Line Manager and members of the formal interview panel no later than 3 working days before an interview date wherever possible.

- Job description
- Person specification
- A copy of each Application Form, CV and supporting documents
- Interview Assessment Form
- Useful information on contractual terms

The Interview Assessment Form must be completed by each panel member please see in the Shared Drive under 'Personnel' then 'People Policies' then 'Recruitment & Selection Policy' for an example form. Its purpose is to:

- Provide a record of assessment of candidates during the selection process
- Ensure that all candidates are assessed against the criteria stated on the person specification and against Competency Framework
- Please see in the Shared Drive under 'Personnel' then 'People Policies' then 'Recruitment & Selection Policy' for sample interview questions which comply with current Competency Framework

The method of scoring is used in the shortlisting process, i.e. against each criterion give candidates a score of:

0	Not met
1	Partially met
2	Met
3	Exceeded

Calculate each candidate's score against the essential criteria and use the desirable criteria to select between candidates who score equally on the essentials. Please use the notes box on the form to summarise your thoughts on the candidates – this can often help if feedback is requested.

A candidate who does not meet all the essential criteria should not be appointed.

### **Candidates with disabilities**

If a candidate has advised the Chief Executive of any adjustments that will be necessary on the selection day (e.g. via their Equal Opportunities form), these will be made wherever reasonably possible. Chief Executive will provide the Chair with details of any candidate's physical disabilities. Disabilities of a non-physical nature will only be disclosed to the Chair if it is felt they are relevant to the interview process.

Special arrangements should be made as necessary where a candidate(s) has a physical disability which prevents them from gaining access to certain parts of the building (e.g. upper floors). If tours are involved, extra time must be made available.

### **Selection**

The interview panel, along with the Line Manager, will consider each of their candidate evaluations and come to a final decision on which candidate the post should be offered to, along with agreed feedback for the unsuccessful candidates.

### **Offer**

Once a decision on which candidate to offer the position is made then the Line Manager or a nominee should contact the selected candidate to offer them the position. The candidate must be advised that all offers of employment are made subject to references, immigration and asylum check, occupational health checks and Criminal Records Bureau check (where applicable).

### **Induction**

When an employee commences work it is the responsibility of the Chief Executive/ Line Manager to undertake a local induction for the employee. This should involve, but is not limited to:

- Introducing the new employee to their colleagues and advising them on the management/reporting structure
- Undertaking a tour of YJSU and University Campus, pointing out fire exits/extinguishers and toilets and advising on the nearest First Aider
- Identifying departmental facilities such as photocopier and fax machines.
- If the environment includes any potentially hazardous substances, equipment or processes, make the employee aware of this

Detailed induction checklists and guidance are available in the Shared Drive under 'Personnel' then 'Inductions' and should be completed.