



# Westwood Training and Consultancy

## Staff Recruitment policy

### **Purpose**

The purpose of this policy is to provide a sound framework for the recruitment and selection of staff based upon the principles outlined below, which also meet the requirements of the Institute Equal Opportunities Employment Policy, the Equality Act 2010 and all other relevant employment legislation.

### **Statement of intent**

Westwood Training and Consultancy (WTC) recognises that its staff is fundamental to its success. WTC therefore needs to be able to attract and retain staff of the highest calibre and a strategic, professional approach to recruitment is essential to do this.

### **Scope**

This policy and procedure cover all activities that form part of the recruitment and selection process. It is applicable to all staff recruitment except casual staff. In order for the policy and procedure to be effective it is essential that any employee who is involved in any aspect of the recruitment and/or selection of staff is aware of this document and follows it. Ultimately it is the responsibility of the WTC senior management team to ensure that this is the case.

### **Core Principles**

WTC has a principle of open competition in its approach to recruitment.

WTC will seek to recruit the best candidate for the job based on merit. The recruitment and selection process should ensure the identification of the person best suited to the job and the employer.

WTC wishes to encourage the recruitment of staff with disabilities and will make reasonable adjustments to all stages of the recruitment process and as required in order for a successful candidate with a disability to undertake the post.

WTC will ensure that the recruitment and selection of staff is conducted in a professional, timely and responsive manner and in compliance with current employment legislation.

WTC will provide appropriate training, development and support to those involved in recruitment and selection activities in order to meet this core principle. Any member of staff involved in the selection of staff should satisfy him or herself that he/she is



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appropriately trained and can comply with the requirements of this policy and procedure.

Recruitment and selection is a key public relations exercise and should enhance the reputation of WTC. WTC will treat all candidates fairly, equitably and efficiently, with respect and courtesy, aiming to ensure that the candidate experience is positive, irrespective of the outcome.

WTC will promote best practice in recruitment and selection. It will continuously develop its recruitment and selection practices to allow new ideas and approaches to be incorporated.

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant, they must declare this as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act (DPA). Applicants will have the right to access any documentation held on them in accordance with the Data Protection Act (DPA).

## **Recruitment & Selection Procedure**

The recruitment and selection process should not commence until a full evaluation of the need for the role against the area's strategic plans and budget has been completed.

The recruitment of staff will take into account WTC's need for new ideas and approaches and additionally should support WTC's commitment to ensuring a diverse workforce by proactively seeking to attract groups that are under-represented in WTC's profile to maximise its ability to meet diverse student and learner requirements.

All new or changed posts must be formally role reviewed and graded before they are advertised in order to help ensure equal pay for work of equal value.

Formal authorisation to recruit to a post should be sought before commencing the recruitment process.

## **Job Description & Person Specification**

A job description and person specification must be produced or updated for any vacant post that is to be filled.



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The job description should accurately reflect the elements of the post.

The person specification should state both the essential and desirable criteria in terms of skills, aptitudes, knowledge and experience for the job, all of which should be directly related to the job and applied equally to all applicants. Care should be taken when writing the person specification to ensure that criteria used do not indirectly discriminate against certain groups of applicants.

## **Advertising**

As a minimum all positions will normally be advertised within WTC. This will help maximise equality of opportunity and provide staff with opportunities for career development, thus maintaining the skills and expertise of existing staff. In exceptional circumstances the need to advertise may be waived. This is likely to include the following circumstances:

- positions requiring specialised expertise where the person with responsibility for recruitment can demonstrate that a comprehensive search has been conducted and the nominated individual is the most suitable person for the position
- where the responsible person can verify that the work is required for a specific purpose of no greater than six months duration;

## **Selection of Candidates**

### ***Shortlisting***

- Shortlisting may involve the whole panel but must be carried out by a minimum of 2 people to avoid any possibility of bias, one of whom would normally be the direct line manager.
- Shortlisting and selection panels for academic appointments must meet the minimum composition requirements and should be constituted with due consideration to the promotion of Equality and Diversity.
- Shortlisted candidates should be provided with details of the selection process, including any tests, in writing giving as much prior notice as possible and a minimum of 5 working days before the interview. In accordance with the Equality Act 2010, they should also be asked to advise if there are any particular arrangements or reasonable adjustments that could be made so that they can participate fully in the selection process.
- All candidates (internal and external) should be assessed objectively against the selection criteria set out in the Person Specification, and only



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candidates who meet all the essential criteria should be short-listed.  
Assumptions about the qualities of internal candidates should not be made.

## ***Selection & Interview***

- All redeployment candidates who meet the essential criteria for the post (as set out in the person specification) will be offered an interview.
- Interview should normally be carried out by a minimum of two people.
- Selection is a two-way process: candidates and WTC are assessing the role. Those involved in recruitment should consider how best to convey a positive image.
- It is recommended that a range of selection methods that are suitable for assessing both the essential and desirable criteria in the person specification are established, as this will enhance objective decision making which is difficult through interview alone.
- Interview questions and the structure of the interview should be consistently applied to all candidates and should be based on the person specification.
- Notes recording the salient points of the interview should be taken, ideally by the interviewers, so that they can refer back to these when assessing candidates against the person specification and making decisions. Notes of the interview and any other notes on the candidate taken during the recruitment and selection process should be kept for a minimum of 6 months following the selection process.
- In situations where there is more than one candidate who is suitable for appointment, but one or more of the candidates requires WTC to sponsor them under the Tier 2 skilled worker category to obtain the right to work in the UK, in accordance with immigration rules the panel should give preference to any of the candidates who do hold a continuing right to work in the UK. WTC will ensure that it complies with all current immigration rules by reviewing its recruitment processes and management guidance as and when changes occur.
- Unsuccessful interview candidates should be dealt with courteously and sensitively and will, as a minimum, receive telephone or written notification of the outcome of the selection process.

## ***Making the Appointment***



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- It is recognised that in many cases it is desirable to make a verbal offer very shortly after the selection process to enhance WTC's ability to recruit the selected candidate. In such cases the verbal offer will normally be made by the Chair of the selection panel, although he or she has the discretion to delegate this responsibility if felt appropriate.

WTC recognises open contracts as the general form of employment relationship between employers and employees and will appoint new and existing staff to indefinite contracts unless necessary and objective reasons justify use of a fixed-term contract.

- Once a selection decision has been made the WTC team will produce a written offer of employment. Offers of employment are normally subject to satisfactory references, checks of qualifications and any other checks as appropriate, such as Disclosure and Barring Service (DBS) checks (for posts that are exempted from the provisions of the Rehabilitation of Offenders Act).

## **Associated Policies**

Equality, Inclusion and valuing diversity policy  
Induction Policy  
Health and Safety Policy  
Complaints Policy  
Safeguarding Policy  
Privacy Policy  
Staff Handbook

## **Review**

The policy will be reviewed in September 2022

We will review this policy and its associated procedures annually as part of our self-evaluation arrangements and/or in response to customer, or regulatory feedback and any trends that may emerge in the types of queries we may have received.