

Recruitment Procedure

1. Introduction

This procedure is intended to provide an overview to all managers in relation to the recruitment process from authorisation through to advertising, interview and offer stages.

2. Underlying Principles

Employees are fundamental to the quality of teaching, learning and success at the City of Bristol College. The College aims to attract and retain staff of the highest calibre and quality through its recruitment processes and procedures. Recruitment is an essential part of our role as managers, and it is essential that good, sound decisions are made so that we recruit only the best people for our organisation and ultimately for our students. Recruitment is an opportunity to market the College to a wider audience, so a professional, responsive approach should be taken at all stages of the process by all involved.

It is a core responsibility of everyone to ensure that the elements described below are robust and carried out. Our core values of Boldness, Respect, Inclusion, Sustainability, Teamwork, Openness and Learning should be reflected at all stages of the process.

All documentation described must be used and will be stored in line with GDPR principles. The documentation described below may be used to fulfil legal, contractual or audit requirements.

3. Recruitment Authorisation Process

The recruitment authorisation process covers the following:

- In budget posts
- New posts
- Agency cover requests
- Changes to existing posts
- Internal cover requests

All requests for staff need to be submitting for consideration at the College's weekly staffing panel. This includes replacements, the use of agency, sickness cover, maternity, honorarium, in-year remission requests and new posts over and above agreed budget

Managers are encouraged to increase hours of existing staff when part time staff leave in order to try to reduce the high volume of small FTE posts we have in teaching roles.

The recruitment request process and authorisation form can be found on the college Intranet SharePoint [HERE](#).

4. Advertising the Role

The following information is required in order to advertise a role.

- Job Description
- Person Specification
- Job advert – signed off by the Recruiting Manager
- Conditions of Service

- Interview Timeline (closing date and interview date)

The recruiting manager is responsible for checking the Job Description and Person Specification and making any required amendments. They are also responsible for providing an updated advertisement which includes a closing date and interview date. These dates may need to be adjusted in liaison with People Services if all documentation is not provided within required timescales. Template documents can be found [HERE](#).

All completed documentation should be returned to People.Services@cityofbristol.ac.uk. Please include the RR (Recruitment Request) Number with your email so that your request can be matched to the relevant authorisation.

Vacancies should generally be advertised for a minimum of two weeks in order to attract sufficient suitable applicants. Lead times can be adjusted if appropriate and with discussion and agreement with People Services.

There should in most instances be a minimum of one weeks' notice given to candidates to attend interview. Managers therefore need to allow sufficient time for shortlisting of applicants between the closing date and the interview date to allow for this notice period.

5. The Interview Process and Panel

Whilst the Recruiting Manager owns this process, the People Services team will support in co-ordinating the interview schedule. It is imperative that the Chair of the panel ensures that the process detailed below is followed and completed.

Interview Panels should consist of the Recruiting Manager and at least one other appropriate person as detailed below.

Once the Shortlisting Form has been sent to the Recruiting Manager it should be completed and returned to People Services as soon as possible, always allowing a weeks' notice for candidates being invited to interview. Shortlisting should be done against the essential criteria in the person specification. Where there are a significant number of candidates in the applicant pool who meet the essential criteria. Managers can consider using desirable criteria as a means of reducing the applicant pool for interview. Ideally applicants should only be invited to interview if they have met the essential criteria or have significant demonstrable experience in similar role or discipline.

Disability Confident Scheme

We are accredited as a 'Disability Confident' employer which means we offer an interview to anyone applying under the scheme. This means that any applicant who meets the essential criteria and has noted on their application form that they wish to be considered under the scheme, must be invited to interview. If you are unsure, please contact People Services for advice.

Following the shortlisting process, candidates selected for interview will be contacted by the People Services Team to arrange their interview appointment.

Recruiting Managers will need to provide an interview schedule and where a task is undertaken as part of the selection process, they must arrange for an appropriate person to administer the task and collate results.

Interview Panels

Lecturer roles

The panel will consist of the relevant Head of Department, and a member of the Quality Team for the microteach in the morning. If a member of the Quality team is unavailable, then the Lead IQA, Curriculum Director or a Quality improvement Coach should be on the panel. The interviews held after the microteach will be the Head of Department and a subject specialist (ideally the Programme Manager for the area).

Apprenticeship Trainer roles

The panel will consist of the relevant Head of Department and a member of the Quality team. If a member of the Quality team is unavailable, then the Lead IQA, Curriculum Director or Quality Improvement Coach should be on the panel. All Apprenticeship Trainer interviews must include a relevant assessment activity.

Professional services roles

The panel will consist of the line manager plus another suitable person senior to or at least equal to the post being recruited.

If the line manager is not a member of SLT then the other person must be a member of CLT.

Manager roles

The panel will consist of the SLT line manager, and at least one other manager in addition to any other appropriate persons.

The Director of People Services and/or senior members of the People Services may include themselves on any interviewing panel to moderate recruitment activity. The line manager will be made aware of this prior to the interview date.

At the end of the interview, the Conditions of Service must be discussed with the candidate – ensuring it is clear whether the role is full time or part time, temporary, fixed term or permanent.

It is College policy to offer starting salaries at the bottom of the pay spine. The Recruiting Manager cannot deviate from this policy **without prior permission from the Director of People Services**.

Full and concise notes of all candidates' answers **MUST** be captured by each individual panel member along with their rationale for selecting the preferred candidate. These notes must be scanned and returned to People Services immediately after the interviews are concluded. PLEASE NOTE: Candidates can request to see copies of their interview notes by submitting a subject access request so only information relevant to their interview answers should be recorded on the interview notes sheet.

All applicants should be clear when they will receive an outcome from the interview process – successful and unsuccessful. The Recruiting Manager is responsible for contacting all candidates who attended for interview to tell them the outcome of their interview. This should be in person e.g. telephone call, and not an email message.

The Panel chair should confirm preferred contact details with each candidate before they leave the interview.

ESSENTIAL TASK

At the end of the interview the documents of right to work, DBS check and qualifications should be scanned and sent to people.services@cityofbristol.ac.uk with confirmation that the original versions of documents have been seen and verified. Candidates are asked on their invite email to bring the originals of these along to the interview.

6. Feedback and Selection

Following the interviews – selection of candidates must be discussed between the Recruiting Manager and People Services.

The Recruiting Manager should call the preferred candidate to offer them the role before rejecting the unsuccessful candidates. Any candidates who are not appointable i.e. would not be offered the post if the preferred candidate declined it, can be notified immediately after interview.

All offers **MUST** be clearly stated as being **CONDITIONAL** offers that are subject to successful completion of pre-employment checks that will be detailed in the Conditional Offer Letter the candidate will receive. No start date can be agreed or confirmed. People Services will notify the Recruiting Manager when all checks are concluded so that a start date can be agreed. People Services will then send the candidate a formal offer of employment, confirming start date and enclosing the contract of employment.

When making the **CONDITIONAL** offer, salary details, hours, contract type and start date should be confirmed. The conditions of service document should be referred to for these details.

People Services will send the successful candidate a Conditional Offer letter normally within two days of the verbal offer being communicated or once the offer sheet has been returned to People Services by the Recruiting Manager.

People Services will ensure that all pre-employment checks are fully completed before any **FORMAL** offer of employment is confirmed.

The Recruiting Manager must inform **ALL** unsuccessful candidates and offer to provide feedback within five days of the interview process and earlier if possible.

An interview assessment form must be completed by each panel member for all candidates and submitted to People Services following the interview.

Ensure all interview materials are returned to People Services for all candidates for retention or confidential disposal.

7. Help and Advice

For further advice please contact people.services@cityofbristol.ac.uk.