



Recruitment Policy

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Related Policies / Procedures	Equality, Diversity and Inclusion Policy Information Management and Data Protection Policy Safeguarding Policy
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1. Purpose

This policy sets out our approach to the recruitment process. It ensures that all recruitment activity is conducted fairly, consistently and in line with legal and regulatory requirements. The purpose is to recruit individuals who are best suited to each role based on ability, experience and merit.

2. Scope

This policy applies to all staff involved in the recruitment and selection of employees across all campuses. It covers recruitment for permanent, fixed-term, part-time and temporary positions, and applies to both academic and professional services roles.

3. Definitions

- 3.1 Executive Team:** The group responsible for approving all new, replacement, or upgraded posts.
- 3.2 HR:** Human Resources, the department responsible for coordinating recruitment, ensuring compliance, and maintaining records.
- 3.3 Line Manager:** The person responsible for managing the recruitment process within their area.
- 3.4 Recruitment:** The process of identifying, attracting, and selecting suitable candidates for employment.

4. Roles and responsibilities

Role	Responsibilities
Executive Team	Approves recruitment requests, new or replacement posts and confirms job offers.
Human Resources	Provides professional advice, ensures compliance with employment law and right to work checks and supports line managers throughout the process.
Line Managers	Initiate recruitment, seek required approvals, prepare job descriptions, participate in interviews and make recommendations.
Interview Panel Members	Conduct structured and fair interviews, record outcomes and maintain confidentiality.
Candidates	Provide accurate information, submit required documents, and cooperate honestly throughout the process.

5. Procedures

5.1 Line Manager Responsibilities

5.1.1 Line managers are responsible for recruitment in conjunction with the HR department.

5.1.2 A line manager who wishes to recruit someone must first obtain approval from a member of the Executive Team. Where recruitment is planned to fill a vacancy created by a leaver, the line manager will still need to seek approval from the Executive Team. If the line manager wishes to upgrade a role, or create a new role, they must provide the Executive Team with justification, focusing on organisational needs.

5.2 Assessment criteria

5.2.1 We aim to recruit the person most suited to each particular job. Recruitment is based solely on the applicant's abilities and individual merit as measured against the predetermined criteria for the role.

5.2.2 Qualifications, experience and skills are assessed at the level that is relevant to the job.

5.3 Job descriptions and employee specifications

5.3.1 Before initiating recruitment, the responsible line manager must ensure that there is an up-to-date job description for the role and a clear person specification.

5.3.2 The job description sets out the duties, responsibilities and level of seniority associated with the role, as well as the remuneration package.

5.3.3 The person specification describes the qualifications, training, knowledge, experience, skills, aptitudes, competencies and personal qualities required for effective performance of the job.

5.4 Advertisement of vacancies

5.4.1 Line managers encourage existing employees to apply for vacant posts if they have the appropriate qualifications, experience and skills, ensuring that equality, diversity and inclusion principles are followed.

- 5.4.2 For roles advertised externally, managers will work with HR to prepare an advertisement.
- 5.4.3 Line managers also consider and discuss with HR whether it is appropriate to advertise the vacancy through approved employment agencies, on LinkedIn or on other suitable platforms.

5.5 Equality, diversity and inclusion

- 5.5.1 The College is committed to applying our Equality, Diversity and Inclusion Policy at all stages of recruitment and selection.
- 5.5.2 Shortlisting, interviewing and selection must be carried out without regard to sex, gender identity, sexual orientation, marital or civil partnership status, skin colour, race, nationality, ethnic or national origins, religion or belief (or non-belief), age, pregnancy or maternity leave or trade union membership.
- 5.5.3 No candidate with a disability will be excluded unless unable to perform a duty that is intrinsic to the role, having considered reasonable adjustments.
- 5.5.4 Line managers must only ask a candidate question about their health where this is directly necessary for the role and only once they have been shortlisted.
- 5.5.5 To prevent any candidate from being disadvantaged because of a disability, the individual responsible for communicating with applicants should ask each candidate whether they require reasonable adjustments to be made. These may include ensuring easy access to the premises for an interview, adapting psychometric tests for neurodiverse candidates, replacing psychometric tests with an alternative option, providing an alternative to a telephone interview for a deaf candidate, providing a suitable chair for an interview with a candidate suffering from back problems, large print or screen size for a candidate with visual impairment.

5.6 Interviews

- 5.6.1 Line managers conducting recruitment interviews must ensure that questions asked are not discriminatory or intrusive.
- 5.6.2 All interviewers must have completed mandatory safer recruitment training.
- 5.6.3 Interviews will focus on the role and the skills needed to perform it effectively.
- 5.6.4 To ensure fairness, questions must be consistent for all candidates for a particular job.
- 5.6.5 Job offers are made only after due consideration of the interview panel members. An offer must not be made during or at the end of the interview.
- 5.6.6 Video interviews are carried out using Microsoft Teams.
- 5.6.7 The line manager must provide interviewees with details of how the interview will be conducted in advance, including details of any tasks required. They should also give interviewees the opportunity to provide details of any reasonable adjustments that should be made or highlight potential technical difficulties.

5.7 Psychometric testing

- 5.7.1 The Executive Team must approve any request to use psychometric testing as part of the recruitment process where applicable.
- 5.7.2 Any test used must be validated in relation to the job, be free of bias, and administered and validated by a suitably trained person. Psychometric testing may not be appropriate or may need to be adjusted, for example, for a neurodivergent applicant or those requesting reasonable adjustments. In these circumstances, the line manager requesting such testing must refer to the HR department for further guidance.

5.8 Health

- 5.8.1 Successful applicants will be asked to complete a health questionnaire so that the College can provide appropriate support.

5.8.2 Any offer of employment is conditional on the result of the health questionnaire meeting the specific requirements of the role. Further information may be requested to help identify reasonable adjustments. Applicants will not be asked to complete a health questionnaire before receiving a conditional or unconditional job offer.

5.9 References

5.9.1 Successful candidates must give consent for the College to obtain two written references and to provide documentary proof of qualifications.

5.9.2 Any offer of employment is conditional on these requirements being satisfactory.

5.10 Right to work checks

5.10.1 The College only recruits individuals with a legal right to work in the UK. All offers of employment are subject to the candidate providing the required original documents or the College being able to carry out the relevant checks.

5.10.2 The requirement to provide evidence of the right to work in the UK applies to all new recruits, regardless of their race, nationality, or ethnic or national origins.

5.10.3 Where sponsorship is required, the HR department manages the process in line with UKVI guidance, including the issue of Certificates of Sponsorship (CoS).

5.11 DBS Checks

5.11.1 Where a role involves regulated activity with students, or access to sensitive or confidential information, the successful candidate must complete a Disclosure and Barring Service (DBS) check before employment is confirmed.

5.11.2 The level of DBS check (basic, standard, or enhanced) will be determined by the HR Department in consultation with the line manager, based on the nature of the role.

5.11.3 Any offer of employment is conditional on a satisfactory DBS check, where required.

5.11.4 DBS information will be handled confidentially and in line with the Data Protection Act 2018.

5.12 Data Protection

Recruitment records are stored securely for six months after completion of the process and disposed of in accordance with the Data Protection Act 2018 and GDPR.

Access to recruitment data is restricted to authorised personnel.

5.13 Complaints

Any applicant who believes that a recruitment process has not been conducted fairly may submit a written complaint to the HR Manager within ten working days of notification of the outcome. The HR Manager will review the complaint objectively and respond within a reasonable timeframe.