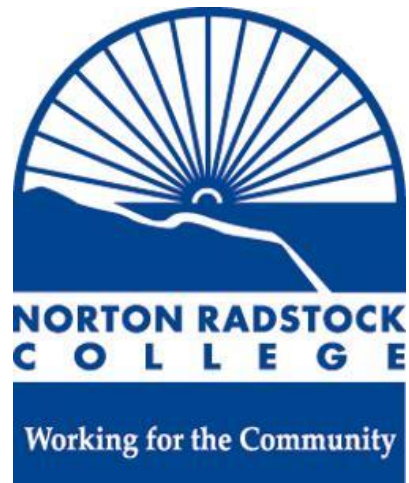


Date of issue:- February 2007
Procedure Identification code:- P1-2



Staff Recruitment Policy & Procedure

(Permanent posts)

1 Introduction

- 1.1 This pack is aimed for Line Managers to ensure College policy is implemented when new staff are appointed.

2 Policy

- 2.1 Norton Radstock College is an Employer that strongly believes in Equal Opportunities and is committed to a positive policy of promoting equal opportunities in employment. The aim of the College is to ensure the best person is selected for the right job and preference is based purely on suitability.

3 Procedure

3.1 Vacancy Identification

As part of the annual planning cycle or due to staff turnover issues, a Head of School may need to consider the need to recruit additional staff.

3.2 Vacancy Authorisation

3.2.1 RSA1 form must be completed by the Head of School, indicating the title of the post, salaryband, the reason the post is required.

3.2.1 A Job Description must be completed and attached to the RSA1 (Previous JD or blank templates are available from Personnel)

3.2.2 A Person Specification must be completed and attached to the RSA1 (Previous PS or blank templates are available from Personnel)

All the above forms should be given to the Executive for authorisation

3.3 Advertising

As it is essential that a wide range of suitable applicants can be informed of the opportunity to work at NRC, advertising is a crucial element of the Recruitment process. RSA1's that have been authorised will be given to Personnel who will work with Managers to create an advert. The text of the advert should contain essential criteria the applicant needs to know about the vacancy.

Personnel will place the advert. Methods of advertising include, but are not restricted to:-

- College Website
- Internet Advertising Website
- Job Centre Plus (on Line)
- Newspapers
- Specialist Publications

3.4 Arranging Shortlisting & interview panel

- 3.4.1 On receipt of the Application forms, Personnel will cover all personal details on each application form (to ensure equal opportunities is adhered to and no form of discrimination occurs,(i.e gender, race, age) and applications are numbered.
- 3.4.2 Personnel will arrange an interview panel, date, time and location of the interview. Each person on the interview panel reviews the application forms and records on a form if it has or has not met criteria set out in the Job Description and Person Specification.
- 3.4.3 After shortlisting has been completed and application forms selected for interview, Personnel contact the applicants to invite them to attend the interview.
- 3.4.4 References and Qualification information will be requested on each applicant by Personnel.
- 3.4.5 Interview questions and if applicable, requirements for a written test, presentation etc will be completed by the interview panel and forwarded to the applicant with the invite to interview letter

3.5 Interview and Selection

- 3.5.1 Shortlisted Applicants will be met by Personnel and taken in to the interview
- 3.5.2 Each Interviewer will be given a 'pack' containing copies of the application form, interview questions and a form to record applicants answers on.
- 3.5.3 After interviews have taken place, the panel will assess each applicant on the criteria set out in the interview questions, references and qualifications will be checked before an offer of employment is made.
- 3.5.6 Unsuccessful applicants will be informed as soon as is practicable, usually verbally or by letter.

3.6 Offer of Employment

- 3.6.1 An offer of employment is made by the vacant posts' Manager, subject to satisfactory reference, Criminal Records Bureau checks (see Appendix 1) and medical (if required).
- 3.6.2 Once the above information has been received, a start date, time etc is identified by either Personnel or Head of school. A letter is sent from the Principal confirming the appointment, start date, salary, holiday entitlement, necessity to obtain certain qualification relevant to the post and any other relevant information.

3.6.3 A 'starter pack' is sent to the new employee which contains:-

- A 'Welcome letter' from Personnel
- Payroll form which requires personal details, bank details, emergency contact details
- P46 (if P45 is not available)
- Enhanced Disclosure Application (CRB)
- Staff Individualised Record form (required by the LSC)
- Pension information
- Staff Handbook
- Health & Safety Policy
- Child Protection Policy
- Equality Policy
- Account Activation form (for enabling of an email account)
- Sick Policy and Absence procedure
- Any other Policies and Procedures as deemed necessary at the time

3.6.4 The new employee will be expected to come to Personnel before their start date with completed forms stated above and the necessary documentation to instigate the CRB check

4.0 Induction

All newly appointed staff are given a 2-pronged college Induction, consisting of:-

4.1 College Overview Induction

This is an hour long session which gives the new member of staff an overview of the college and its practices; it involves a Presentation and information pack containing:-

- College Mission Statement
- College aims and objectives
- Information on services the College provides, Government targets that need to be met, student and staff numbers etc
- Photographs of key people in the college e.g. Executive, Heads of School, H&S officer
- A brief history of the college, the College role in Europe
- Photographs of all the sites
- Information on how to join the LRC, IT training can be given to staff new to using emails etc
- Communication methods of the College
- Continuous Professional Development opportunities and Cross College staff development activities/training
- Opportunity for new staff to ask question
- Continuous Professional Development record

4.2 Line Manager Induction

Line Managers are given an Induction booklet by Personnel. The booklet is aimed as a guide for Line Managers to spend time with the new member of staff, informing them of the expectations of the job, where the facilities are, fire exits etc, emergency point of contact. It's also designed to encourage the Line Manager to assess and identify any training needs that may be required. There is also, a Supervisory/observation form in the booklet, which the Line Manager should complete.

This booklet should be returned to Personnel in order for it to be filed in the new employees personal record

Other relevant Policies & Procedures:-
Recruitment of Ex-offenders Policy
CRB Disclosure policy

Appendix 1

Criminal Records Bureau check

As the College has children, young adults and vulnerable adults on some of its site, it is a legal requirement that all employees obtain an Enhanced Disclosure from the CRB before employment can commence.

A CRB application is sent with the starter pack and must be completed with a black pen as the forms are scanned by the CRB. Once the form has been completed, the new member of staff must bring the form, along with documentation to Personnel as soon as possible.

It is important that the original documents are brought in for identification purposes, photocopies will not be accepted, this is also another way for the college to check the new employees identity and validity to work in the UK. The documentation needed will be indicated on the 'welcome' letter.

Once the Enhanced disclosure has been issued by the CRB, a copy will be sent to the Employee and to the college; disclosures will be kept securely and confidentially by the College and will not be shown to a 3rd party.