RECRUITMENT AND SELECTION POLICY

1.0 INTRODUCTION

The College aims to recruit the best person for each vacancy through fair, systematic, effective recruitment and selection procedures. This will ensure that the College continues to deliver a high-quality learning experience to all students, maintains its world class reputation as a research and teaching institution and continues to attract high calibre professional and support staff.

The College values diversity and is committed to eliminating unlawful and unfair discrimination. Appointment will always be on merit, within relevant legislative and statutory obligations.

The College is committed to delivering the recruitment and selection of staff in a professional, timely and responsive manner. All candidates will be treated fairly, equitably and efficiently, with respect and courtesy, aiming to ensure that the candidate experience is positive, irrespective of the outcome.

The College will promote best practice Recruitment and Selection and will continuously review and develop its practices to allow new ideas and approaches to be incorporated.

2.0 SCOPE

This policy applies to all vacancies and all parts of the Recruitment and Selection process within the College. It will be made available to all potential applicants and employees.

All employees involved at any stage of the recruitment and selection of staff should be aware of and adhere to the contents of this policy and any related policies and procedures. In addition any external consultants or recruitment agencies who assist in the recruitment process must act in accordance with this policy. Human Resources are responsible for providing such external parties with this policy prior to their involvement in the recruitment process.

3.0 PURPOSE

This policy provides a framework for those involved in recruitment and selection. The aim is to recruit the best person for the vacancy by providing a professional and cost effective recruitment service that is fair and promotes good practice.

4.0 RELATED POLICIES

Separate policies exist regarding Equality and Diversity Statement; Data Protection; Disclosure and Barring Service Policy; Equality and Diversity Considerations in Recruitment and Section; Guidance on Disability Considerations in Recruitment and Selection and Guidance on Staff Disability at Birkbeck (Incorporating Code of Practice).

5.0 IDENTIFICATION OF VACANCY

When a vacancy arises, it is the responsibility of the resource manager to ascertain whether the post is still required and whether the duties are compatible with the College needs for the future. This review may also include consideration of whether the role could be offered on a more flexible working pattern (such as job share, part-time or term time only working) or on a fixed term or open ended basis. Prior to recruitment commencing, the role must be job evaluated (if applicable)
and Recruitment Authorisation of the vacancy must be sought at the relevant level for the identified vacancy.

**6.0 INFORMATION FOR CANDIDATES**

All posts will have a Job Information Pack, produced in a standard electronic format which will normally include a job description and person specification, employment benefits and information about the College.

**7.0 ADVERTISING**

All posts that are for six months or more will be advertised in an agreed appropriate medium for the role. Exceptions may exist for business reasons when it would be inappropriate to advertise vacancies, for example, when there is a need for redeployment due to a redundancy situation, due to the ending of a fixed term contract or due to occupational health reasons. Exceptions may also apply in cases where a post is externally funded and an individual is specifically named in the supporting grant/funding agreement.

Managers will give consideration to internal only advertising in the first instance where posts may offer career advancement opportunities or are fixed term and may be appropriate for secondment.

Advertisements will be accurate and comply with the College’s Equality of Opportunities and Diversity Statement.

**8.0 APPLICATIONS**

The method of application will be determined by the type of role and applications are submitted through the online application process – e-recruitment at Birkbeck. Speculative CVs outside of the active recruitment process will not be considered.

**9.0 SHORTLISTING**

The shortlisting process will be based on the requirements of the post as defined in the person specification, assessing candidates against essential and desirable criteria.

The shortlisting will be undertaken by more than one person and normally this will be the interview panel and will be recorded using a standard template. Other methods of shortlisting such as psychometric analysis may be used.

As part of our commitment to being a Disability Confident Employer, the College guarantees to interview all disabled applicants, provided they meet the essential criteria for the job, subject to any limits on the overall number of interviews. Please see the Guidance on Staff Disability at Birkbeck (Incorporating Code of Practice) for further information.

**10.0 SELECTION**

Selection methods may vary depending upon the requirements of a post. Selection may include a panel interview, work simulation such as a written test or spreadsheet, presentation, numerical and verbal reasoning exercises, etc.

The selection methods used will be appropriate and relate to job requirements and all decisions will be based on objective criteria. Selection panels will reach agreement on the appointment decision by consensus. The chair of the panel will be responsible for the final decision in the event agreement cannot be reached.
When composing a panel you need to consider the diversity of your panel. You should always seek to have a panel that is diverse in terms of a range of protected characteristics, such as gender, race and age.

11.0 APPOINTMENT

Panel chairs may make verbal offers of appointment following reference to HR. Verbal and written offers of appointment will all be made subject to relevant probationary periods and preemployment checks, including two references, identity, eligibility to work in the UK, qualifications and, where appropriate, health, and Disclosure and Barring Service (DBS) checks.

12.0 RECORDS & DATA COLLECTION

Records will be kept on all stages of the recruitment and selection process and retained by the Human Resources team for a period of 12 months and then disposed of securely. Birkbeck will look to retain application details for the purposes of talent pooling and streamlining future applications from the candidate.

13.0 CONFIDENTIALITY

Through each stage of this policy, the College will seek to ensure that confidentiality is maintained.

14.0 GENERAL

It is the responsibility of any employee involved in a selection process to declare an interest at the early stages of the process if they have a personal or professional connection to any shortlisted candidate. Refer to the Birkbeck policy on Addressing Conflicts of Interest – a code of conduct on relationships at work.

The Human Resources team will be responsible for co-ordinating and providing advice and support on the College’s recruitment and selection process.

College employees who are involved with the recruitment and selection of staff must undergo the appropriate recruitment and selection training. External panel members will be given written guidance on the College Recruitment and Selection policy and procedure.

Feedback to unsuccessful interviewed candidates will be available on written request to the panel chair.

15.0 EQUALITY AND DIVERSITY

Particular care will be taken to ensure that this policy is fairly applied and there is no discrimination on the grounds of race or ethnic origin, disability, gender or gender identity, caring responsibilities, sexual orientation, religion or belief, age or any other requirement that cannot be objectively justified.

The College will fulfil its legal duties, ensuring that “reasonable adjustments”, where practicable, are made to ensure that individuals with a disability are not disadvantaged as part of the recruitment and selection process.

Statistical information on all stages of the recruitment exercise will be collated, monitored and reported to inform the College’s performance in the area of equality and diversity.
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<th>Recruitment and Selection Policy</th>
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| Date last reviewed/amended | Reviewed: 13/11/12 |
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