



## Recruitment and Selection Policy

### Policy Statement

#### Purpose

Liverpool Hope recognises that all staff have an important role in achieving the objectives of the University's Corporate Plan and are valued as members of its community.

The University seeks to attract and retain staff with the necessary skills and attributes to fulfil its strategic aims, and support Liverpool Hope's mission and values. The purpose of this policy is to provide a framework for recruitment and selection of staff which is conducted in a timely and transparent manner.

#### Scope

This policy applies to the recruitment and selection of all staff to Liverpool Hope.

In order for the policy and procedure to be effective it is essential that all employees of the University who are involved in the recruitment and selection of staff are aware of this policy and will adhere to the contents. In addition, any governors, external consultants, recruitment agencies or external experts who assist in the recruitment process must act in accordance with this policy.

#### Aims

- To ensure that recruitment and selection processes are fit for purpose
- To attract and recruit the best candidate for each position
- To ensure equality of opportunity for all applicants
- To promote Liverpool Hope and its mission and values
- To meet Liverpool Hope's operational requirements and strategic objectives

#### Core Principles

The University will provide appropriate training and/or mentoring, development, and support to those involved in recruitment and selection of staff. Staff involved in the recruitment process should be aware of their responsibilities under the relevant legislation. Liverpool Hope University is committed to the principles of equality and diversity as well as the prevention of discriminatory practices. Recruitment and

selection of staff will be carried out according to objective, job related criteria, which do not give rise to discriminatory practices, but result in appointments based on merit.

All recruitment and selection will be based on agreed job descriptions and person specifications. Recruitment and selection must be conducted as an evidence-based process and candidates should be assessed against agreed selection criteria, based on skills and ability to perform the role as outlined in the person specification.

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant h/she must declare this as soon as h/she are aware of the individual's application as h/she will then have no further involvement in the recruitment process.

Documentation relating to applicants will be treated with the utmost confidentiality and in accordance with the General Data Protection Regulation (GDPR) 2018. For further information, please see the Privacy Statement for Job Applicants on the University's website.

## **Equality and Diversity**

Liverpool Hope University is committed to the principles of equality and diversity as well as the prevention of discriminatory practices. Recruitment and selection of staff will be carried out according to objective, job-related criteria, which do not give rise to discriminatory practices, but result in appointments based on merit.

All University staff who are involved in the recruitment process need to be aware of the principles of equality and diversity including their responsibilities under the relevant legislation. All members of staff involved in the recruitment process should have completed the online Equality and Diversity training.

Further information in relation to the University's Equality and Diversity Policy can be found [here](#).

## **Procedure**

### **Preparation Stage**

The recruitment and selection process should not commence until a full evaluation and review of the need of the role against the University's strategic plan and budget has been completed by the recruiting manager.

### **Authority to Recruit**

All posts must receive signed authorisation via the completion of an Authority to Recruit form (ATR). The ATR should be completed by the recruitment manager and must be signed by the Vice-Chancellor. The Authority to Recruit Form must also be approved by the Director of Finance and Director of Personnel before the recruitment process can commence. The manager who is seeking to recruit must also ensure that job descriptions and person specifications are included with the ATR form to avoid unnecessary delays advertising the post.

## **Job description and Person Specification**

A Job Description and Person Specification must be produced or updated for any vacant post that is to be filled and attached to the submitted ATR form. The Job Description must accurately reflect the duties of the role. The person specification outlines the essential and desirable criteria in relation to qualifications, skills, experience and any other requirements relevant to the role. The recruiting manager is responsible for the production of these documents.

## **Advertising**

The University will consider the most appropriate method of generating interest in the post which maximises the ability to recruit from a diverse and high quality pool of potential candidates.

All advertisements will be placed on the University website; academic, research and teaching vacancies plus certain support roles, may also be advertised on [www.jobs.ac.uk](http://www.jobs.ac.uk). Positions will be advertised using the most appropriate and cost effective medium to maximise the number of suitably qualified candidates. This may include local, national and international publications and websites and should adhere to Liverpool Hope's corporate brand. Internal advertisements should normally appear for a minimum of seven days and external advertisements should normally appear for a minimum of fourteen days. In cases where the successful candidate is a national of a non-EEA country and is likely to require a Certificate of Sponsorship a resident labour market test must have been completed. The Personnel department will be responsible for issuing the Certificate of Sponsorship.

Further information is available from the Personnel department and the below link to the UKVI website.

<https://www.gov.uk/government/organisations/uk-visas-and-immigration>

Applicants should be provided with sufficient information to make an informed decision regarding their suitability for the role. To this end relevant background information may be helpful for inclusion in the advertisement e.g. the academic specialisms of members of the Deanery, the strategic priorities of the service area or subject area.

In certain circumstances, consideration may be given to advertising internally only or the need to advertise may be waived. This is likely to include the following:

- Where a post is temporary for a period of twelve months or where the duration is uncertain (e.g. to cover for staff absence).
- Where a management of change process is ongoing.
- Where positions may provide suitable alternative employment for existing staff whose post has been identified for redundancy, including the termination of fixed term contracts or following a restructuring exercise, in accordance with The University Redeployment Policy.

The above list is for illustrative purposes only and is not exhaustive. Cases will be judged on an individual basis and in discussion with a HR Manager.

### **Application stage**

In most recruitment processes, the standard Liverpool Hope application form will need to be completed by all applicants and submitted by the closing date specified in the advertisement. CV's will be accepted but only as a supplement to a fully completed application form unless otherwise stated in the advertisement.

Application forms received after the specified closing date will not be considered unless an extension has been requested and approved.

### **Selection of Candidates**

The selection process should be:

- Transparent
- Timely and cost effective
- Equitable
- Free from conflict of interest

All recruitment should be based on agreed job descriptions and person specifications. Recruitment and selection must be conducted as an evidence-based process and candidates should be assessed again agreed selection criteria, based on relevant knowledge, skills, competencies, experience and qualifications to perform the role as outlined in the person specification.

### **Selection Methods**

The purpose of selection is to allow the University to assess the candidates in order to ensure that the person who best meets the requirements of the role is appointed.

#### **Shortlisting**

Initial shortlisting will consider applicants against the essential criteria as outlined in the person specification for the role. Desirable criteria will only be considered where it is necessary to achieve a manageable shortlist.

It is the responsibility of the recruiting manager to make appropriate arrangements for shortlisting.

Shortlisting should normally be undertaken by at least two individuals who are involved in the interviewing process to ensure consistency. Decisions should be based on the evidence provided by applicants and how this meets the agreed job description and person specification.

It is the responsibility of the recruiting manager to make appropriate arrangements for shortlisting, which should involve another appropriate member of staff who:

- must have undergone Recruitment and Selection training or mentoring
- must have appropriate knowledge and/or experience of the job
- must be at a level to include line management responsibilities

Shortlisting decisions for each applicant should be recorded on the shortlisting assessment form. The form should be returned to Personnel once the shortlisted candidates for interview have been selected. In the case of academic appointments, the Pro-Vice Chancellor (Academic and Research) will normally oversee the shortlist completed.

Shortlisted candidates should be provided with details of the selection process, including any tests, in writing giving as much notice as possible and a minimum of five working days before the interview.

Candidates are also invited to inform Personnel if they require any adjustments to be made to enable them to participate in any part of the recruitment and selection process or if they would like to discuss any adjustments that may be required to enable them to carry out the role they are applying for.

Shortlisting should be carried out as soon as possible after the closing date for receipt of applications. Guidance on shortlisting is available from Personnel.

### **Use of selection tests**

Any selection tests (e.g. presentations, in-tray exercises) must be directly related to the role and measured against objective criteria, and presentations for one post must be assessed by the same persons. Candidates must be notified of the details of any selection tests when they are invited for interview. The selection process for academic appointments will normally include a presentation.

### **Interviews**

Interview questions must relate to the job requirements as outlined in the person specification. The person specification should be used as the basis for determining the interview questions. The interview panel must always consist of at least two members of staff. The interview panel should be composed of members of staff to ensure the suitability of the applicants are properly and thoroughly assessed.

In some cases, where it would be necessary to obtain expert expertise in order to ensure that the most suitable candidate is appointed, interview panels may include individuals who are not employed by the University

Shortlisted candidates based outside of the UK will normally be interviewed via Skype.

Interview panels will reach an agreement on the choice of the successful candidate(s) by consensus. The Chair of the panel will be responsible for the final decision in the event that agreement cannot be reached.

Unsuccessful candidates will be dealt with courteously and sensitively and should as a minimum receive written notification of the outcome of the selection process.

## **Making the offer of appointment**

Upon completion of the interview process the Chair of the panel will submit a recommendation report to the Vice-Chancellor or the nominated Head of Department for approval. After approval, Personnel will be responsible for issuing the appointment letter and other documentation. All offers of appointment are conditional upon satisfactory completion of pre-employment checks. Personnel will undertake action to obtain references, occupational health assessments, evidence of eligibility to work in the UK, Disclosure and Barring Service (DBS) checks (where applicable), copies of qualifications etc. Personnel will also inform unsuccessful candidates of the outcome.

Managers will be required to deal with any academic or technical issues that arise, as well as making preparations for the new member of staff to arrive.

## **Starting salaries**

New appointments will normally be made on the first incremental point of the advertised grade within the salary scale. In certain circumstances, it may be appropriate to offer a candidate a higher incremental point of the advertised grade. Factors which may be taken into consideration when deciding an appropriate starting salary include; previous relevant experience in relation to the role and person specification, consideration of the current salary of the successful candidate (where this can be confirmed by documentary evidence or a reference from the existing employer), consideration of Equal Pay legislation and external market factors. A higher salary should not be offered purely on the fact that it has been requested. Any starting salary above the first incremental point of the advertised grade must be justified and supported by evidence.

## **References**

All offers of appointment are made conditional on the receipt of written references that are satisfactory to the University. References are normally sought for the successful candidate once a conditional offer has been made. References will not be sought without the applicant's consent.

## **Eligibility to work in the UK**

The Immigration, Asylum and Nationality Act 2006 requires all employers to make basic document checks on **every** person they intend to employ. Employers who employ illegal workers are liable to significant financial penalties. By making these checks the University ensures that it complies with the law and does not employ illegal workers but only those who are legally permitted to work in the UK. Each applicant who is invited to attend an interview will be required to present appropriate documentation which demonstrates their eligibility to work in the UK. Personnel are responsible for ensuring that arrangements are in place for documents to be checked and photocopied on the day of the interview.

All offers of appointment are conditional upon eligibility to work in the UK. Failure to provide the evidence of eligibility to work in the UK will delay the employment start

date. Where permission to employ the applicant in the UK or right to work in the UK in the position cannot be secured the offer of appointment will be withdrawn.

### **Criminal records checks and recruitment of ex-offenders**

All applicants are required to disclose any unspent convictions. The University requires all applicants to disclose any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and not subject to disclosure to employers, and cannot be taken into account. Further information in relation to the above is available by clicking on the below link.

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

For those posts where a Disclosure and Barring Service (DBS) check is required, this will be confirmed in the recruitment information i.e. advertisement. The recruitment information will contain a statement to confirm this. Any subsequent offers of employment will be conditional on a satisfactory DBS check.

Where an applicant has a previous conviction or convictions (spent or unspent) the University will consider the circumstances of the case. This will include consideration of the offence and the relevance to the post applied for. The factors taken into account will include the responsibilities of the position, the vulnerability of the customer group, the nature of the offence(s), the number and pattern of the offences (if there are more than one), how long ago the offences(s) occurred and the age of the offender when the offence(s) occurred. The University complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly.

<https://www.gov.uk/government/publications/dbs-code-of-practice>

### **Interview expenses**

Reasonable expenses for travel, either by private vehicle or using standard public transport facilities, will be reimbursed. The University assumes in good faith that if you attend an interview then you are committed to accepting the position should it be offered. If the offer is rejected, then the University expects candidates to bear the costs incurred for travel and subsistence. For those who do not receive an offer the University covers all reasonable travel costs.

### **Induction**

All new appointments to the University will receive a planned induction. This induction will include being introduced to the main duties and responsibilities of the role. The line manager of the new member of staff is responsible for the delivery of an effective induction programme. A corporate induction programmes take place on a bi-annual basis.

