

## RECRUITMENT AND SELECTION POLICY AND PROCEDURE

### 1. POLICY STATEMENT

The University's ability to attract and retain the highest calibre of staff is fundamental to its success. It undertakes to recruit and select staff in a professional, timely and responsive manner, in compliance with current employment legislation and based on merit. To this end, the University will provide appropriate training and support to those involved in recruitment and retention activities.

### 2. PROCEDURE

This procedure applies to all appointments, with the exception of the appointment of sessional and casual workers. HR Advisors are available to advise, support and assist recruiting managers at all stages of the recruitment process.

#### 2.1 Review the post:

Is the post still required? Does the job description need amending? Is a CRB check needed? Do the amendments significantly affect the hours of work? Do the amendments significantly affect the grade of the post?

#### 2.2 Grade the post (if required)

- For non-academic posts, a HERA Job Description Record of Evidence form should be completed <http://www1.aston.ac.uk/staff/hr/hera/gradeprofiles/>. Guidance on how to complete the form can be found at <http://www1.aston.ac.uk/EasySiteWeb/GatewayLink.aspx?allId=58697>.
- For academic, research and teaching posts, your HR Advisor will help to match the post to the most appropriate role profile

#### 2.3 Obtain authorisation for the post

- Download and complete a recruitment authorisation form available at <http://www1.aston.ac.uk/EasySiteWeb/GatewayLink.aspx?allId=62491>.
- Obtain financial approval and approval from your Dean/Senior Manager Send the form to your HR Advisor who will, if required, submit it to the Executive Operations Group (EOG) for final approval.

#### 2.4 Decide whether advertising is necessary

Unless they are classified as non-competitive, all posts should be advertised. This could be via internal and/or external advertising, through a recruitment agency or through a search agent. Details on non-competitive appointment can be found at: [Non-competitive appointments procedure](#).

#### 2.5 Produce recruitment information (if required)

- Draft the person specification indicating which criteria will be assessed in each part of the selection process

- Draft the advertisement Produce/update information about the employing area  
Send these to your HR Advisor

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**2.6 Agree recruitment plan with HR Advisor** (unless a non-competitive appointment). This should include:

- Key dates (advertising, closing, shortlisting, interview)
- Relevant media and costs
- Use of recruitment agency or search consultant
- Shortlisting panel members (minimum of two)
- Interview panel members -normally a minimum of 3 appropriate members including the Chair. These could include stakeholders, collaborators, senior colleagues, a colleague from another School or an external assessor). HR Advisors will be present at a sample of interview panels. If there is no HR presence on the board, support is still available for Chairs pre and post-interview
- Appointment criteria
- Whether presentations, screening interviews, tests or other forms of assessment will be needed either as part of the interview process or to determine the final shortlist. HR Advisors can provide information on this where applicable
- Whether publications are required -for all academic posts, candidates will be asked to provide copies of up to three of their most relevant publications by e-mail (for circulation to the interview panel)
- How many references are needed. This should be a minimum of two references for support posts and three for academic posts, one of which should normally be from the candidate's current or most recent employment. The recruiting manager (in consultation with the HR Advisor) will determine if more references are appropriate for a particular position and whether references should be sought pre or post interview.
- If there is a possibility that a Certificate of Sponsorship (under Tier 2 of the Border and Immigration Agency's points-based system) might be needed in order to employ a non EU/UK national, certain job and advertising requirements must be met. Please discuss these with your HR Advisor.

**2.7 Short-list the candidates:**

- A minimum of two people should short-list, using the criteria in the person specification
- Aston's 'two-ticks' accreditation means that candidates with a disability who meet the essential criteria are guaranteed an interview. When you submit your shortlist for confirmation, your HR Advisor will let you know if there is anyone you should include on your shortlist.
- Refer any queries regarding immigration and Certificates of Sponsorship to your HR Advisor (candidates should not be discounted)

- Shortlisting scores, decisions and notes should be recorded on the Vacancy Management System

## 2.8 The interview

- For Contract Research Posts, where the post is linked to external funds, it may be possible to waive the normal interview process if there is only one candidate for the post. See the Contract Research Staff Recruitment Process for details.  
<http://www1.aston.ac.uk/staff/hr/myaston/contract-research/contreresstaffrecruitmentguidelines/>.
- All Chairs will need to ensure that they have appropriate training. (Training is provided by Staff Development)
- The outcome of the interviews should be documented. The Chair should nominate a member of the interview panel to undertake this role and to pass interview notes back to the HR Department
- The Chair of the panel or a nominated member of the panel will notify all unsuccessful candidates that they have not been selected, along with brief reasons for this. More detailed feedback should be given to candidates if requested
- Interview outcomes should be entered onto the Vacancy Management System
- The Chair or their nominee will make a verbal offer of employment (subject to confirmation in writing) to the successful candidate. HR will make the formal offer in writing
- The recruiting manager, in liaison with HR, should agree a start date with the successful candidate (offer remaining subject to satisfactory references and medical clearance)

## 2.9 Post-interview:

- All new staff members will be required to provide evidence of their eligibility to hold employment in the UK prior to starting (unless they hold a Certificate of Sponsorship in which case they can provide the information on their start date)
- All new staff members should have a meeting with an HR representative on their first day of employment.
- Any probation period will be outlined in the employment contract, and relevant information can be found at <http://www1.aston.ac.uk/staff/hr/my-aston/alc/probation/>
- VBS/CRB Disclosures. Staff appointed to any post which involves working with or access to children, young people and/or vulnerable adults or which are subject to a criminal record check will be required to complete a VBS/CRB disclosure. HR will advise on this.
- Pre-Employment Health Screening. For the majority of roles, this will be on the basis of a questionnaire completed by the applicant and sent to the Occupational Health Advisor for assessment of whether the applicant is fit to undertake the role. HR will advise on roles which may require a full medical

## 2.10 Grant Awarding Bodies

Where required by Grant Awarding Bodies, such as the European Regional Development Fund (ERDF);

- Job advertisements should display relevant publicity material (such as the ERDF logo);
- Staff members should be notified in writing that their posts are part-funded by this funding source;
- All recruitment documentation relevant to posts funded by Grant Awarding Bodies (such as ERDF) should be maintained by the Human Resources Department for the time specified in the relevant project funding agreement.

## APPENDIX 1 -Who is responsible for each part of the recruitment process?

<b>Recruiting Manager, Chairs of Panels and nominated staff within the School/Department</b>	<b>HR Staff</b>
The Recruiting Manager will draw up job description, person specification and (for new posts) the HERA role outline	HR Advisors will brief managers on completing HERA role outlines for new posts and they will grade new posts
The Recruiting Manager will raise the recruitment authorisation form, requesting appropriate signatures (e.g. Dean/Head of Dept and Finance)	The HR Advisor will submit authorisation to EOG (where required) and confirm receipt of authorisation to recruit
The Recruiting Manager will draft the advert and person specification, and should provide information on the immediate area of work	The HR Advisor will advise on selection criteria, provide sample adverts and advise on and edit draft adverts where required. They will also compile further particulars
The Recruiting Manager will approve advert costs, final advert and further particulars	The HR Advisor will provide advert costs, make media recommendations and arrange for adverts to be placed as agreed
The Recruiting Manager will nominate the shortlisting and interview panels	The HR Advisor will link the shortlisting and interview panel members (including external panel members) to the post on the Vacancy Management System
The Recruiting Manager should determine how many rounds of interviews will be held, arrange the interview date(s), book interview room(s), book AV and other equipment, arrange tests and test administrators, determine presentation topics, book refreshments and organise and arrange any informal meetings	The HR Advisor will draft a recruitment timescale plan, seek the Recruiting Manager's agreement and input the details onto the Vacancy Management System
The Recruiting Manager and shortlisting panel members will shortlist applicants using the shortlisting criteria and record decisions to reject or select for interview.	The Vacancy Management System will send out automatic reminders to the shortlisting panel. The HR Advisor will support shortlisting panel members in the use of the Vacancy Management System where required
The Chair and members of the interview panel should arrange to take laptops/ipads to the interview or print out their panel packs.	The HR Admin Team will produce and send interview invitations, issue rejects, and request and upload references and publications to the Vacancy Management System as appropriate. The HR Advisors will support interview panel members in the use of the Vacancy Management System where required
The Chair of the interview panel should arrange for a member of the panel to note the reasons for offering or not offering the job to each candidate interviewed. These notes should be sent to HR for uploading onto the Vacancy Management System	
The Chair of the interview panel should advise candidates how and when they will know the outcome of their interview.	

<p>The Chair of the panel (or their nominee) will notify all unsuccessful candidates that they have not been selected, along with brief reasons for this, and will make a verbal offer of employment (subject to confirmation in writing) to the successful candidate</p>	
<p>The Chair of the interview panel should record the outcomes of the interviews on the Vacancy Management System and complete an appointment resolution form for the appointed candidate, including salary and any conditions to the job offer and send it to HR</p>	<p>The HR Advisor will support the Chair of the interview panel in the use of the Vacancy Management System where required. The HR Admin Team will implement the decisions of the interview panel, sending out job offers within 4 working days of being notified of the interview decision. The HR Admin Team will also, where indicated, write to unsuccessful candidates following interview and provide a contact for feedback</p>
<p>The Chair of the interview panel (or their nominee) should give more detailed feedback to unsuccessful candidates if requested</p>	<p>NB: The Vacancy Management System will retain candidate information and information about the decisions made at interview for a period of 12 months</p>
<p>The Recruiting Manager should agree the start date with the successful candidate in liaison with HR</p>	<p>The HR Admin Team will formally confirm the agreed start date</p>
<p>The Recruiting Manager should make arrangements for the new starter to be welcomed on first day, including induction</p>	<p>The HR Admin Team will set up the new starter on payroll, check their identity, qualifications and right to work, opt in or out of pension scheme and provide a form for a staff card to be issued</p>

## APPENDIX 2 – Indicative Timescales

<b>Process</b>	<b>Timescales</b>
HERA grading for new posts	3-5 working days from receipt of verified Role Description
Advertising once authorisation, job description, draft advert and person specification received	Online advertising: 2-3 working days Print media: 1-2 weeks depending on print media deadlines
Applications available to recruiting manager	Available electronically on submission
Short-listing	To be completed within 5 working days of advert closing date
Interview invitations sent	1-2 working days after shortlist has been received and all interview arrangements have been confirmed
Interview	To be held a minimum of 5 working days after interview invitations sent. If references are to be requested for the interview, a minimum of 10 working days should be allowed
Contract sent	Within 4 working days of notification to appoint being received