

# RECRUITMENT AND SELECTION POLICY



This document sets out the University's recruitment and selection policy and procedure.

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<b>Officer Responsible for Policy/ Procedures</b>	Richard Billingham, Executive Director of Human Resources and Organisational Development
<b>Consultation Process</b>	Joint Union Consultative Committee
<b>Date of Approval and Committee and/or Executive Officer</b>	Joint Union Consultative Committee

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# 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, casual workers, sponsored/named researchers and honorary appointments. These groups all have a dedicated area on the HR Intranet which explains how to recruit to these specific roles.

The Recruitment Team and the HR Business Partners (HRBPs) are available to provide advice, support and assistance to recruiting managers at all stages of the recruitment process.

Forms, guidance and templates which support this policy and procedure are available on the recruitment pages of the HR intranet.

## 2.1 Review the post:

When you make the decision to recruit you need to consider the following questions, and speak with your HRBP before completing a Recruitment Authorisation Form (RAF)

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

**Task Completed By** – Recruiting Manager and HRBP

## 2.2 Grade the post (if required)

For non-academic posts, it may be necessary to carry out a job evaluation to determine the grade of the post. You should speak with your HRBP to check if this is required. Full details of the job evaluation process (HERA) can be found on the HR Intranet.

For academic, research and teaching posts, your HRBPs will help to match the post to the most appropriate role profile.

**Task Completed By-** Recruiting Manager and HRBP

## 2.3 Obtain authorisation for the post

Complete a Recruitment Authorisation Form (RAF).

This form will require you to obtain signatures of approval from:

- Finance Partner or Research Accountant (for all externally funded research posts)
- Dean of School or Department Head.

For non-academic posts you will need to send the form to your HRBP who will, if required, submit it to the Executive Operations Group (EOG) for final approval.

The recruitment team will not be able to advertise a post without a completed Recruitment Authorisation Form.

**Task Completed By – Recruiting Manager**

## **2.4 Decide what type of advertising is necessary**

Unless the post is for a sponsored/named researcher, all posts should be advertised. This could be via internal and/or external advertising, or occasionally through a recruitment agency or search agent. As standard all academic, teaching and research posts are advertised for 30 days on the Aston Jobs website and Universal Jobs Match, this will ensure that all roles meet the UKVI criteria should a visa be required for the successful applicant. For all other posts the most appropriate type and duration of advertising for your role should be decided as part of your recruitment action plan.

## **2.5 Produce recruitment documents and agree a Recruitment Action Plan**

The following documents need to be completed:

- Final Job Description and Person Specification
- Recruitment Action Plan
- Advert

These documents and the completed RAF should be forwarded to your HRBP who will review them. Once your HRBP is satisfied with the content of the documents they will pass them to the Recruitment Team for processing

Once your post is advertised you will receive a notification from the Vacancy Manager.

**Task Completed By – Recruiting Manager and HRBP**

## **2.6 Short-list the candidates:**

You can start to shortlist as soon as you receive applications, or you can wait until the post closes and shortlist all applications at the same time.

The shortlisting panel should be gender balanced and have a minimum of two members. Shortlisting panel members should score applications against the selection criteria agreed in the Recruitment Action Plan. These selection criteria form the basis of the questions asked of applicants on the application form for the post. Application forms are available to the shortlisting panel members when they log on to Vacancy Manager.

Aston University promotes equality and diversity in all aspects of its work. We are committed to the principles of the Athena SWAN Charter <http://www.ecu.ac.uk/equality-charter-marks/athena-swan/>, recognised by a bronze award and we are a Disability Confident Committed Employer Level 1: Disability Confident Committed - GOV.UK. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level. Any candidate with a disability who meets the essential criteria is guaranteed an interview. When you submit your shortlist for confirmation, your HRBP will let you know if there is anyone you should include on your shortlist under the guaranteed interview scheme.

If you have any queries in relation to the immigration status of candidates or Certificates of Sponsorship please refer these to your HRBP or the Recruitment Team in the first instance. It is direct discrimination to not consider a candidate for a post just because they require a visa.

Once all shortlisting panel members have completed their scoring the recruiting manager must submit the shortlist through Vacancy Manager. Your HRBP will review the shortlist and approve your decisions. At this point you will receive an automated message via the Vacancy Manager system requesting the interview arrangements.

You are required to record shortlisting scores, decisions and notes on the Vacancy Management System. These decisions may be required by the UKVI should a visa be needed by the successful candidate. It also assists the recruitment team in dealing with queries from candidates.

**Task Completed By – Recruiting Manager**

## 2.7 Interview Details

The system will automatically send you an interview arrangements form to complete. You will need to consider the following points:

- Date and Time – Considering the timescales outlined in Appendix 2
- Presentations, screening interviews, tests or other forms of assessment - will they be needed
- Whether references should be sought pre or post interview.
- Contact details on the day
- Interview Expenses – Are you willing to pay these?

The recruiting manager has responsibility for making interview arrangements including room bookings, refreshments, IT equipment and overnight accommodation for candidates. Administrative support for this is provided at a local level by your School or Department's administrative team.

Once completed, the interview arrangements form should be sent to the Recruitment Team who will send interview invitations to the shortlisted candidates. At the same time those applicants who have not been shortlisted will be sent a rejection email. If any of the fields on the interview arrangements form are not completed it may result in a delay to the interview invitations being sent.

**Task Complete By – Recruiting Manager**

## 2.8 The interview

The Chair and panel members will need to produce questions for the interview. It is important that these questions are based on the person specification that was advertised, and new criteria is not introduced at the interview stage.

All Chairs will need to ensure that they have attended appropriate Recruitment and Selection training. If you or a panel member require Recruitment and Selection Training please contact the Organisational Development Team directly.

The outcome of all interviews should be documented, giving clear reasons why candidates were or were not appointed. The Chair should nominate a member of the interview panel to undertake this role and the notes should be retained until the successful candidate is appointed. These notes will be required by the Recruitment Team and UKVI if the successful candidate requires a Certificate of Sponsorship.

Any queries or questions about the interview process itself should be referred to the Recruitment Team in the first instance.

A member of the HR team will be present at a sample of interview panels throughout the year. If there is no HR presence on a board, support is still available for Chairs pre and post-interviews from the Recruitment Team and HRBPs.

## **2.9 Post-interview:**

Following the interview, the Chair of the Panel must enter the interview outcomes onto Vacancy Manager.

The Chair of the interview panel or their nominee should make a verbal offer of employment (subject to confirmation in writing) to the successful candidate. The Recruitment Team will make the formal offer in writing.

The Chair of the panel or their nominee should also contact the unsuccessful candidates to notify them of the outcome of their interview and offer feedback. This can be done over the phone, offering feedback straight away, or by an email offering the opportunity for a phone call at which feedback can be given. The Vacancy Manager system will not automatically send a rejection email to candidates who are unsuccessful after interview. The Recruitment Team can arrange for an email to be sent if they are asked to do so however, it offers a more positive candidate experience if they are contacted by a member of the interview panel.

Interview outcomes must be entered onto the Vacancy Management System to ensure that offer letters and contracts are generated as promptly as possible.

Once you have updated the status of the successful candidate on Vacancy Manager to “offer” you will be able to complete the offer form by following the “make offer” link. You must complete the online offer form and submit it. Your HRBP will receive an email notification that you have submitted your offer and will review it before sending it on to the Recruitment Team to produce the contract and offer letter.

The recruiting manager, in liaison with the Recruitment Team, should agree a start date with the successful candidate (offer remaining subject to satisfactory references and medical clearance) The start date of employment should be a minimum of two weeks from the point at which the recruitment team receive the offer of employment, this is to allow for pre-employment checks, payroll, HR and IT systems to be updated and relevant data/information generated.

### **a) Pre-Employment Checks**

- **Offers and Contracts-** Once in receipt of offer details via Vacancy Manager, the Recruitment Team will produce an offer letter and contract as per the details on vacancy manager, this will be signed by the HRBP and sent directly to the candidates. The offer is subject to references, medical clearance, a right to work check and a criminal records check (where this is required)
- **Right to Work Check -** All new staff members will be required to provide evidence of their right to work in the UK before they start work. Where a candidate requires a Certificate of Sponsorship the Recruitment Team will liaise directly with the candidate and make the certificate application to the UKVI.
- **DBS Check -** 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 DBS check. The recruitment team will make the necessary arrangements with all candidates at the offer stage.
- **Pre-Employment Health Screening.** For the majority of roles, this will be on the basis of a questionnaire completed by the applicant. This is sent to our Occupational Health provider for assessment of whether the applicant is fit to undertake the role. The outcome of the medical will be returned to the Recruitment Team and they will advise the recruiting

manager of any adjustments required. The Recruitment Team will advise on roles which may require a full medical

- References – The Recruitment Team will request and chase all references. They will liaise with the candidates in relation to approaching their current employee. All references once received are automatically uploaded into vacancy manager. The recruiting manager will receive an email notification that a reference has been received, they should review and approve the reference.
- All new staff members will be invited to a brief meeting with an HR representative on their first day of employment. The recruitment team will set the date and time of this directly with the candidate. Recruiting Managers should ensure that they are available on the first day to meet new employees and carry out the local induction process. If the Recruiting Manager is not available then they should make arrangements for a colleague to undertake this role in their absence.

### 3. APPENDIX 2 – INDICATIVE TIMESCALES

To assist with planning your recruitment campaign, and start dates for successful candidates below are the timescales for completion of the various stages of the recruitment and selection process.

If you have any queries please contact the Recruitment Team via [recruitment@aston.ac.uk](mailto:recruitment@aston.ac.uk)

Process	Timescales
Advertising	<p>Adverts are placed on the Aston Jobs website within 4 days of receipt of all fully completed recruitment documents, including the recruitment authorisation form, job description/person specification and recruitment action plan</p> <p>On-line advertising on external job boards such as jobs.ac.uk and THE Online – usually 3 working days after the advert is placed on the Aston jobs website</p> <p>External Print Media – this varies greatly from publication to publication depending on media deadlines and publication frequency</p>
Shortlisting by all panel members	To be submitted to HRBP within 5 working days of advert closing date.
Interviews	A minimum of 7 working days (or 10 working days if there is a presentation) after the shortlist and completed interview arrangements form have been sent to the recruitment team.
Interview Invitations Sent	2 working days after receipt of information (which includes shortlist being completed on the system and interview arrangements form being received).
Contract and Offer Letter	Produced and sent within 5 working days of receipt of an accurately completed offer form (HRBP input needed)
Start dates	A minimum of 2 weeks from receipt of completed offer form.





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