



# Recruitment and Selection Policy

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## Contents

| Section | Title            | Page/s |
|---------|------------------|--------|
| 1       | Purpose          | 3      |
| 2       | Scope            | 3      |
| 3       | Policy Statement | 3      |
| 4       | Procedures       | 4      |
| 5       | Immigration      | 8      |
| 6       | Relocation       | 8      |

## 1. Purpose

To provide the University with a set of recruitment and selection practices which will:

- x Facilitate the appointment of quality staff based on the principle of merit;
- x Promote good practice in all aspects of recruitment and selection;
- x Promote equality of opportunity; and
- x Comply with current employment legislation.

This policy must be implemented consistently with University policies on Equality and Diversity.

## 2. Scope

**2.1** This policy and procedure governs the recruitment and selection of all employees to the University. This must be followed by any manager or employee involved in any recruitment and selection decision-making process whether for established positions, fixed-term and/or other temporary contracts, both full-time and part-time.

**2.2** It does not refer to the use of agency staff or consultants / contractors - the latter group being subject to rules established by the University's Finance Department set out in the standard consultancy contract.

## 3. Policy Statement

**3.1** The University of Lincoln is committed to enhancing the quality and efficiency of the University by attracting and recruiting persons who are best suited to meet the job-related criteria for a post.

**3.2** Equality of opportunity must be ensured during all stages of the recruitment and selection process. This is particularly important when considering the job description, person specification (selection criteria), advertisement, short-listing, the interview and other selection activities and in making selection decisions.

**3.3** The University is committed to ensuring the proper use of temporary/fixed term contracts. Where an appointment on, or an extension to, a temporary/fixed term contract is sought this should be fair and justifiable on objective grounds.

**3.4** The investment made in the recruitment and selection of staff is critical to the ongoing success of the University. It is expected that Heads of College and Service Directors will have some involvement in all recruitment in their area.

**3.5** The role of

assistance in the form of advice and guidance, e.g. how to complete the appropriate documentation used throughout the recruitment and selection process and advise on best practice.

## **4. Procedures**

All staff involved in a recruitment decision must follow a systematic and objective process aiming to attract and select the best person for the job. This is consistent with the University's Equality, Diversity and Inclusion Commitment:

'Our commitment is to actively promote an organisational culture where individual difference is appreciated and respected, ensuring equitable and fair treatment for all. Therefore, fair treatment is a basic principle with which we treat our staff, students, visitors, associates and our suppliers'.

'We will actively foster an environment that is free from unfair and unlawful discrimination and harassment and will not accept practices that unlawfully discriminate on the basis of a person's protected characteristic; age, disability, gender, gender reassignment, race, religion, sexual orientation, and/or marriage and civil partnerships, maternity and pregnancy'.

### **4.1 Establishing the need and obtaining authorisation for recruitment**

The need to fill any post must be considered and clearly established before the recruitment process can commence.

Advertisements will normally be drafted by the appropriate manager and will be placed via the Recruitment and Talent Team who can offer advice on wording, placement and costing. Advertisements will be as specific as possible and will take into account the University's commitment to Equality and Diversity.

Established and fixed term posts of a full or part time nature, will normally be advertised, although this policy may be waived in certain circumstances, for example, in the event of reorganisation, restructuring, or the need for redeployment.

#### **4.4 Method of application**

Applicants will be required to complete a University Application Form, via applying through the on-line system. Additional information including a CV may be submitted with the Application Form if candidates wish to provide this.

#### **4.5 Short-listing**

Short-listing candidates for interview must be in accordance with the pre-determined selection criteria, considering only the information provided in the applications and avoiding any subjective assessment.

Sufficient records should be kept which explain how the shortlist was compiled. Unsuccessful internal applicants must be informed and feedback should be offered and if required, provided by the chair of the short-listing panel prior to interview date.

#### **4.6 References**

- x **Academic and Senior Management Applications** - Where the applicant gives consent and sufficient time is allowed, references will be taken

#### 4.7 The Selection Process

All interviews must be structured around the person specification and must follow a consistent format. Questions asked should relate to areas detailed in the application, any supporting documents, the job description and person specification. Interviewers must be mindful of the importance of consistent questioning focusing on job related areas only.

Other forms of assessment in addition to an interview may be used. These activities must be directly linked to the job description and / or person specification. These may include, for example formal or informal presentations, work simulation exercises and psychometric



## 5. Immigration

All successful candidates are to provide the appropriate evidence/identification of their eligibility to work in the UK before they begin in their role. For additional information, please refer to the [PPC portal](#).

## 6. Relocation

The University has a relocation policy for new employees taking up employment with the University as follows:-

| Relocation Allowance |                              |
|----------------------|------------------------------|
| Category of Case     | Maximum Allowance (inc. VAT) |



