



## Document control

<b>Title:</b>	<b>Recruitment and Selection Policy</b>
<b>Date Last Reviewed:</b>	July 2023
<b>Policy/Procedure Owner</b>	Human Resources
<b>Status of Document</b>	Draft V4
<b>Draft Document Owner</b>	HR

This policy will be reviewed periodically to ensure compliance with changes in employment law and equality and diversity legislation. In the event that this policy or procedure is not compliant, the relevant legislation shall prevail.

## Foreword

Brunel University London recognises that its staff are fundamental to its success and is therefore committed to selecting and appointing a high-quality workforce with appropriate expertise and experience. Equality of opportunity is a core value of the University and recruitment and selection procedures have been designed to provide ways to assess and appoint the most capable and effective employees while ensuring that all individuals are treated with fairness and sensitivity.

This Recruitment and Selection Policy builds on the Step-by-Step Recruitment Guide to provide a sound framework for the recruitment and selection of staff based upon the principles outlined below, to ensure, as far as possible, that the best people are recruited on merit and that the recruitment process is free from bias and discrimination.

This policy meets the University's Equal Opportunities policy and the Equality Act 2010 as there is a responsibility on organisations to monitor, amongst other things, their recruitment processes to ensure they are fair, transparent and not discriminatory.

Selection is often a subjective process, so a systematic framework is essential to ensure that decisions are soundly based, consistent and, if challenged, are defensible.

Anyone involved within the shortlisting or selection process, must have completed [Equality and Diversity mandatory training](#) and have an awareness of the University's [Recruitment Guide](#) and the [Relationships at Work Policy](#).

The Human Resources (HR) Directorate will ensure the recruitment and selection policies and processes are clear and up to date with regards to legislation. The HR Directorate is available to provide advice and guidance at every stage of the recruitment and selection process.

By following this policy, in addition to fulfilling employment law requirements, Brunel University London will ensure that it continues to uphold its commitment to equal opportunity for all.

## **1. Introduction**

- 1.1 This policy sets out the broad principles that apply to the recruitment of Academic, Professional Services and Research staff for the University and it should be read in conjunction with the Recruitment and Selection Procedure.
- 1.2 This policy covers all activities that form part of the recruitment and selection process is applicable to all staff recruitment, except casual staff who are employed through an agency or Student Workers who are employed through the [Job Shop](#), and is designed to assist with the recruitment and selection of the best candidate for the vacancy.

## **2. Policy Aims**

- 2.1 The aim of this policy is to set out the principles for a fair recruitment and selection for recruiting staff at the University.

## **3. Policy Scope**

- 3.1 This policy applies to all salaried Academic, Professional Services and Research staff.
- 3.2 This policy does not apply to the recruitment of agency staff, student workers and Hourly Paid Lecturers, Graduate Teaching Assistants or Demonstrators.
- 3.3 If Colleges/Departments have their own local recruitment strategies, these strategies should align to the Recruitment and Selection Policy.

## **4. Policy Principles**

- 4.1. The University values open competition in its approach to recruitment with principles including fairness, credibility and equal employment opportunity that underpin recruitment and selection at Brunel University London (BUL).
- 4.2. The University will seek to recruit the best candidate based on merit. The recruitment and selection process should ensure the identification of the person best suited to the job and the University.
- 4.3. The University is committed to equal opportunities and the recruitment of staff with disabilities and will make reasonable adjustments to all stages of the recruitment process and as required for a successful candidate with a disability to undertake the post.
- 4.4. The University will ensure that the recruitment and selection of staff is conducted in a professional, timely and responsive manner and in compliance with current employment legislation.
- 4.5. The University will provide appropriate training, development and support to those involved in recruitment and selection activities in order to meet this core principle. Any member of staff involved in the selection of staff should satisfy themselves that they are appropriately trained and can comply with the requirements of this policy and procedure. As a minimum requirement at least one member of the panel must have completed the Recruitment and Selection training, this should ideally be the Chair of the panel. The Chair is responsible for briefing panel members and ensuring processes are followed fairly, legally and in line with BUL policy.

4.6. Recruitment and selection is a key public relations exercise and should enhance the reputation of the University. The University will treat all candidates fairly, equitably and efficiently, with respect and courtesy, aiming to ensure that the candidate experience is positive, irrespective of the outcome.

4.7 The University will promote best practice in recruitment and selection. It will continuously develop its recruitment and selection practices to allow new ideas and approaches to be incorporated.

4.8. If a member of staff involved in the recruitment process has a close personal or family relationship with an applicant they must declare this as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

4.9 All documentation relating to applicants will be treated confidentially in accordance with the [Data Protection Act \(DPA\)](#). Applicants will have the right to access any documentation held on them in accordance with the Data Protection Act.

4.10 Financial approval for a new position or recruiting to a vacancy must be obtained before recruitment commences. Recruiting Managers should therefore complete a REAP to seek financial approval. Further information found here: [Submit and manage a REAP request](#)

4.11 Normally appointments must be made in accordance with this policy and must, therefore, be subject to advertisement and interview. Requests to waive the requirement to advertise an appointment in exceptional circumstances will be reviewed on a case by case basis and may be approved e.g. where a grant awarding body approves funding for a named individual to work on a particular piece of research and the grant is dependent on that individual's contribution. In these circumstances, advice should be sought from the relevant HRBP in consultation with the Senior HR Operations Manager.

## **5. Roles and Responsibilities**

5.1 It is the responsibility of each Head of Department/Director to ensure that this policy is carefully followed within their Department/Directorate. All Heads of Department/Directors should make members of their staff aware of the obligation to familiarise themselves with and follow this policy.

5.2 HR is responsible for advising Recruiting Managers on the application of this policy and procedure.

HR is also responsible for ensuring that this policy is updated in accordance to related legislation.

5.3 The Chair of Panel and Recruiting Panel members (for shortlisting and interviewing) are responsible for familiarising themselves with the Recruitment and Selection Policy and Procedure.

5.4 It is the responsibility of Recruiting Manager to ensure that they follow this policy and procedure when recruiting for staff in their areas.

They should seek advice from the HR Directorate during the recruitment and selection process.

Ensuring timely updates of the applicant's statuses in the e-recruitment system.

Ensure that there is an approved REAP for the recruitment and selection of the appointment of staff.

5.5 Responsibility for Finance: to ensure that the appropriate funding for the recruitment and selection of the roles is approved and in line with Financial Regulations.

## **6. Disability and the Recruitment Process**

6.1 The University is part of the Disability Confident Employer Scheme. Further information can be found here: [Our Charter Marks and Awards](#)

6.2 Information on an applicant's disability status will only be disclosed to relevant HR individuals at the appropriate recruitment stage.

## **7. Confidentiality**

7.1 The recruitment process and all the documentation related to the process will be retained as per the University's retention policy and disposed in line with the University's GDPR obligations. Further information can be found here: [Retention Schedules](#)

## **8. Conflicts of Interest**

8.1 All members involved in the Recruitment and Selection of staff should declare any conflict of interests in accordance to the [Relationships at Work Policy](#) and the [Conflict and Declaration of Interest Policy](#).

## **9. Equality and Diversity**

9.1 The University aims to recruit employees from a wide variety of backgrounds and is committed in eliminating any barriers to the recruitment of any disadvantaged or marginalised groups. The University's Equality, Diversity and Inclusion Strategy can be found here: [Equality, Diversity and Inclusion Strategy, Social Justice for All, 2021 - 2024 \(brunel.ac.uk\)](#)

9.2 All recruitment and selection for the University will take into account the [Equality Act 2010](#)

## **10. Disclosure & Barring Service / Criminal record checks**

10.1. It is BUL's policy to require 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) as part of their application. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the [Disclosure and Barring Service website](#). However certain types of posts, particularly those that involve working with children or adults in a vulnerable position or other positions of trust or sensitive areas, are exempt from these provisions, and in these cases all convictions, cautions, reprimands or final warning that will not be [filtered](#) in line with the current guidance must be declared. For BUL's policy on the recruitment of staff with criminal records see [recruitment and employment of ex-offenders](#).

10.2 The Disclosure and Barring Service makes decisions about who will be barred from working with children and vulnerable adults. Positions that may require an enhanced criminal records check should be identified prior to advertising. Applicants must be made aware early in the recruitment process, through the advert and job description that a criminal records check will be required of the appointee.

10.3. Appointees to such positions involving regulated activity must be briefed on their responsibilities towards safeguarding children and vulnerable adults [Safeguarding Policy](#).

## **11. Right to Work and Certificates of Sponsorship**

11.1. All offers of employment are subject to the individual providing evidence of their right to work in the UK prior to the commencement of their employment.

11.2 All successful candidates who require a visa to work in the UK, must have their visa prior to the commencement of their employment. For detailed information please see the [Skilled Worker Visa FAQs](#).

11.3 The University normally only sponsors employees on academic and research roles. Sponsorship for professional services roles will not be supported.

11.4 The Human Resources Department is authorised to issue Certificates of Sponsorship (CoS) for employees. In addition to obtaining the CoS, the individual must apply online for the Skilled Worker Visa through the UK Visas and Immigration and provide personal evidence of competence in English, proof of qualification and an ATAS (Academic Technology Approval Scheme) certificate where applicable. The CoS will confirm that the job is at an appropriate skill level and meets the salary threshold.

11.5 The visa process can take several weeks. Whilst the work start date on the CoS will allow up to 12 weeks from the anticipated start date, individuals cannot, under any circumstances, start their employment until permission is given and their visa is granted.

## **12. Breaches of Policy**

12.1. Any member of staff with concerns about the application of this policy should raise their concerns in writing with their Head of Department, or with the manager to whom the Head reports, if the concern includes the Head's actions.

12.2 Applicants for employment concerned about the application of the policy should write to the Director of Human Resources.