

RECRUITMENT AND SELECTION OF STAFF POLICY

1. INTRODUCTION

The University of Suffolk's recruitment and selection process is a partnership between People and Organisational Development's Resourcing Team and the School or Department. People and Organisational Development supports the recruiting manager by overseeing the process but ultimately it is the managers' responsibility to carry out the main recruitment activities – shortlisting and interviewing - up to the acceptance of appointment. This policy and its accompanying set of guidelines seeks to set out our respective roles and responsibilities, the minimum standards expected and advice on good practice. These guidelines apply to the recruitment and selection of all staff, with the exception of those appointed on a casual basis; the appointment arrangements for such staff are covered in the Arrangement for the Engagement of Occasional Staff Policy.

Staff involved in recruitment and selection are required to comply with this policy and its accompanying guidelines.

2. EQUALITY AND DIVERSITY

Employers have a legal responsibility under the Equality Act 2010 to ensure that no unlawful discrimination takes place in relation to sex, race (includes nationality or citizenship), disability, sexual orientation, gender re-assignment, pregnancy/maternity, marriage/civil partnership, age, religion or belief.

Equality of opportunity is an integral part of the recruitment and selection process. Under our Equality and Diversity Policy, the University of Suffolk is committed to ensuring there is no unlawful discrimination. It is the responsibility of everyone involved in the recruitment process to ensure no job applicant receives less favourable treatment than another job applicant on the grounds of a protected characteristic.

The University of Suffolk is a **Disability Confident Employer**, this means that disabled candidates will be offered an interview if they meet the minimum essential criteria. The recruiting manager needs to identify what the minimum essential criteria for the role are. Examples of these could be the qualification, a set of specific skills relevant to the post, registration with a professional body, level of experience.

Your contact in the Resourcing team will advise you of any such candidates once the shortlisting is completed in the usual way. Candidates are invited to let us know of any adjustments they might need for the interview process e.g. an accessible room, appropriate lighting conditions for visually impaired candidates.

Your Resourcing contact or People Business Partner is also able to offer further guidance on 'reasonable adjustments' to support the employment of disabled people – these might include changes to premises; adjustment of hours of work or starting and finishing times; provision of special equipment and/or training; or the provision of a reader or interpreter, as and when required.

It is University of Suffolk policy, as part of the Working Families initiative, is that all posts are advertised with the potential for flexible working. Requests could be anything from a change to start and finish times, part time-working, shorter working days etc. Managers must consider any requests in consultation with their contact in the Resourcing Team or People Business Partner. You can read more about the [Working Families](#) initiative by clicking the link.

3. MONITORING THE RECRUITMENT AND SELECTION PROCESS

The monitoring and analysis of applicants by gender, marriage, religion, ethnic group, sex and sexual orientation, disability and age, is an important element in the University of Suffolk's recruitment process, for us to assess how our equal opportunities code is working in practice.

For all posts, applicants are asked to complete the equal opportunities monitoring form. This is retained by the People and Organisational Development team and not shared with any of the recruiting panel. Analysis of the collated data is reviewed by the People and Organisational Development team for equal opportunities purposes in order that any anomalies can be addressed.

4. GENERAL DATA PROTECTION REGULATION ((EU) 2016/679) (GDPR)

The Data Protection Act 2018 places responsibility on any organisation to process personal data (whether in manual records or in electronic form) in a fair and proper way. Failure to do so could result in a criminal offence being committed.

The data contained in applications for employment may be used only for the purposes of short-listing, conducting an interview and establishing an employment record for the successful candidate. Information must not be retained any longer than is necessary for these purposes. Currently all recruitment records are shredded and/or deleted from electronic systems after 8 months. It is also important to remember under the Data Protection Act, candidates can request to see their short-listing and interview notes as they form part of a set of information about a candidate. All such requests must be made to the Data Protection Officer.

Equal Opportunities information submitted by candidates is not available to recruiting managers or panel members. The People and Organisational Development team uses the data to –

- a) identify disabled candidates under the Disability Confident Employer scheme and
- b) to collate and report on recruitment data to monitor our recruitment policies and initiatives.

5. VERIFICATION OF THE RIGHT TO WORK IN THE UK

The University of Suffolk has a legal responsibility to ensure that all our workers and employees have the legal right to live and work in the UK.

Proof of Right to Work in the UK

All new employees will be asked to provide evidence of their right to live and work in the UK. You must provide one, or a combination, of original documents from the [list of acceptable documents produced by the Home Office](#). Visas and Indefinite Leave to Remain stamps must be in a current and valid document. Visas/stamps in expired passports cannot be accepted.

As part of the pre-employment checks, a member of University staff will check original document/s, in person*, to check that they are genuine, valid and that there are no work restrictions that prevents the undertaking the work offered. Copies of the documents will be signed and dated as genuine and valid and these will be retained on the personal file.

All offers of employment are conditional upon receipt of satisfactory documents before the first day of employment.

*During the COVID crisis scans will be accepted and verified online by a member of University staff. As staff members return to campus original documentation must be presented and verified and passed on to the People and Organisational Development team.

Skilled Worker Visa

Under the new UK points-based immigration system that came in to force on 1st January 2021, the University may sponsor workers in skilled occupations. The Skilled Worker visa can only be applied to some roles. The list of skilled occupations is in Table 1 [here](#).

An applicant will need 70 points to be granted a visa which includes meeting a minimum salary level for sponsorship.

Job applications must be assessed using criteria based on the knowledge, skills and experience required for the post and not receive less favourable treatment on the grounds of their national origin.

Roles not Classed as Skilled

If the role is not eligible for a skilled worker visa, applicants may be able to apply for one of the other UK visa routes available. You should ensure that you would be eligible for one of these visas before you apply for a role with the University of Suffolk. Visit www.gov.uk under the '[Apply for a UK visa](#)' section of the Home Office webpages..

6. CRIMINAL RECORDS

For a limited number of posts, the University is required to seek a disclosure relating to any potential employee's criminal record. Disclosures are typically necessary for posts that involve working with children and/or vulnerable adults, or for positions where abuse of trust may be a concern e.g. financial post. The University of Suffolk has established separate guidance notes on the Disclosure Process to ensure good practice in compliance.

At the beginning of the recruitment process the line manager should confirm whether or not the appointment is subject to a DBS check, and at what level, by carrying out the online check <https://www.gov.uk/find-out-dbs-check>. Please email the result to jobs@uos.ac.uk. The outcome must be included on the Job Description.

The People and Organisational Development team currently oversees the processing of DBS forms for University staff appointments.

The guidelines on the Disclosure Process also contains information and advice about the provisions of the Rehabilitation of Offenders Act, whereby conviction for some criminal offences can be regarded as 'spent' after a specified period of time. Once a conviction is 'spent', the applicant is not obliged to reveal its existence in most circumstances and can answer 'no' to the question "do you have a criminal record?" on an application form, unless the position is subject to a disclosure or the organisation is exempt from the Rehabilitation of Offenders Act. The NHS is exempt and therefore for joint appointments advice should be sought from the People and Organisational Development team. It is an offence for anyone who has access to criminal records to disclose information about spent convictions unless officially authorised to do so.

7. ADVERTISING

All vacancies will be advertised externally except in special circumstances where permission has been granted by the Resourcing Business Partner

The Resourcing Team will oversee and place all staff vacancies adverts published externally, except where a recruitment agency is used. Adverts are placed on the University's website and one other paid-for publication/platform, if required. Requests for more than one paid-for advert will be considered on a case by case basis and may be charged to the School or Department.

Where there is a rationale for internal only (i.e. for at risk candidates, secondment opportunities or stretch assignments which align to the POD/talent management approach of the university – e.g. facilitate development opportunities) then we reserve the right to advertise internally first.

8. USING RECRUITMENT AGENCIES

Using a recruitment agency is not encouraged due to the costs involved and the process generally does not encompass our Equality and Diversity policy, but in cases where it is necessary, such as one or more failed advertising campaigns, advice may be sought from the People Business Partner for your area or the Resourcing Team who can make contact with a suitable agency for you. Once a person is chosen, the school or department will sign the contract with the agency and make arrangements to pay the fees to the agency direct. The agency worker's details must be made available to the Resourcing Team so that the worker can be put on the HR system in order to be set up with a University IT account.

Recruitment Process

Please see the Recruitment Process and Guidelines for more in-depth information. The process is designed to encourage the diversification of our workforce by focusing on the requirements of the role as described in the Job Description and not on any personal characteristics.