

**JOINT AGREEMENT ON NATIONAL  
GUIDELINES ON RECRUITMENT AND  
SELECTION OF EMPLOYEES IN  
FURTHER EDUCATION COLLEGES**

BETWEEN

THE ASSOCIATION OF COLLEGES (AoC)

AND

ASSOCIATION FOR COLLEGE MANAGEMENT (ACM)

ASSOCIATION OF TEACHERS & LECTURERS (ATL)

GMB

NATIONAL ASSOCIATION OF TEACHERS IN  
FURTHER AND HIGHER EDUCATION (NATFHE)

TRANSPORT & GENERAL WORKERS' UNION  
(TGWU)

UNISON

# National Guidelines on Recruitment and Selection of Employees in Further Education Colleges

**These guidelines represent minimum standards which can be implemented and improved on locally.**

## 1 INTRODUCTION

The purpose of the national guidance on recruitment and selection is to promote good practice at local level. It is recommended that local recruitment and selection policies are jointly reviewed against the national guidance. All staff will be appointed in accordance with paragraphs 3(1) and (2) of The Articles of Government.

The College is committed to achieving equality of opportunity for all people who work and study at the college and recognises the requirements under:

- the Sex Discrimination Act 1975 (as amended),
- the Race Relations Act 1976 (as amended),
- the Equal Pay Act 1970 (as amended) and
- the Disability Discrimination Act 1995, together with associated codes of practice.

## 2 WHEN A VACANCY OCCURS

College management will consider:

- Whether it is necessary to fill the vacancy.
- Whether there should be any change of duty.
- Whether changing work patterns, organisation or technology have produced a different job, or the work can be distributed in a different way. Where appropriate these should be discussed with the relevant trade union(s).
- The nature of the replacement, e.g. full-time, part-time, permanent, temporary, etc.
- Whether the post could be considered for job share, part-time working, etc.

## 3 EQUAL OPPORTUNITIES

- The college will ensure that the college's equal opportunities policy is adhered to.
- The college will monitor each vacancy in accordance with its procedure.
- Statistical information on all stages of the recruitment exercise will be collated to inform the college of performance against the equal opportunities policy.

## 4 FILLING THE VACANCY

- A job description and person specification should be produced for every post (see Appendix 1).
- Applicants should also receive a copy of the terms and conditions of employment, information about the college, the equal opportunities policy and details of the relocation package if appropriate.
- All documentation should be checked for equal opportunities implications.
- All vacancies should be advertised in an appropriate medium.
- Consideration should be given to undertaking appropriate positive action if one gender or race has been under-represented in a given post/level in the present year.
- All information must be available in an appropriate accessible format on request.

## **5 SHORT LISTING AND SELECTION**

- Candidates should be asked if they have any special interview requirements.
- All interview materials should be available in an appropriate accessible format on request.
- Short listing will be based on the requirements of the job description and person specification and will be carried out by a panel.
- All members of the short listing panel should be trained in recruitment and selection and equal opportunities.
- Advice from the local Placement Assessment & Counselling Team (PACT) could be utilised in recruiting disabled employees.
- The interview will be conducted by a panel. All questions will be related to job requirements/performance.
- The candidate should be told at the end of the interview when they may expect to be informed of the outcome.
- The panel should ensure that the candidate is familiar with the full terms and conditions of the post.

## **6 APPOINTMENT**

- Ideally, offers should not be made until the receipt of satisfactory references, a positive 'satisfactory' medical, and police and list 99 checks (where appropriate) have been received. The recruitment literature should state clearly how references will be used, when they will be taken up and what references will be required.
- A statement of particulars will be issued within eight weeks of employment commencing.
- Qualifications of the successful candidate should be checked thoroughly.

## **7 FEEDBACK**

- Unsuccessful candidates will be given feedback upon request.
- Any complaints should be dealt with promptly by the nominated person in accordance with the College's complaints procedure.

## **8 DOCUMENTATION**

- At all parts of the recruitment and selection process, all employees engaged in the recruitment process will make notes on each applicant/ candidate
- All relevant documentation will be collated on every applicant at the end of the process, and retained by the personnel department for a minimum of nine months.

## **9 INDUCTION**

- Information gained from the selection process is likely to form the basis for a development plan for the individual's first year.
- Early induction should be drawn up for all new appointments, including introductions, tours and administrative details.
- Any adaptation/equipment required for a disabled employee should be available from the commencement of duties.
- A more extended induction programme should include an assessment of developmental needs, supportive supervision, mentoring and regular reviews of progress.

## **APPENDIX 1: Guidance on job descriptions and person specifications**

Guidance is given below on the possible composition of job descriptions and person specifications.

### **Job Description**

The job description needs to be comprehensive and may include the following information:

- main purpose of the job;
- major tasks of the job;
- scope of the job;
- grading;
- reward package;
- terms and conditions of employment.

### **Person Specification**

The person specification will provide the objective criteria against which candidates are assessed at all stages of the selection process. It should be derived from the job description and will normally include:

- personal characteristics which must be job related requirements and be justifiable;
- knowledge and skills base;
- experience;
- special factors such as unsocial hours or travelling requirement.