



PINNACLE INTERNATIONAL COLLEGE: STAFF RECRUITMENT POLICY

Policy statement

Pinnacle International College is committed to the fair treatment of all College staff, and potential staff regardless of race, gender, religion or belief, sexual orientation and complying with immigration requirements as they relate to the employment of migrant workers. It is vital therefore that the College adopts recruitment and selection procedures and other HRM processes that will achieve this objective. This policy sets out policies and practices that are to be followed by all in the recruitment and selection of all staff and seeks to achieve them

Scope

This policy applies to all staff vacancies.

Responsibilities

- All staff and applicants are responsible for checking that any information they provide to the College in connection with their employment is accurate and up to date
- All staff should inform the College of any changes to information which they provided such as change of address, emergency contact details, immigration status

Elements of safer practice

Safer practice in recruitment starts with the process of planning the recruitment exercise and a consistent and thorough process of obtaining, and evaluating information about the applicants. The process includes;

- Obtaining character references that answer specific questions to help assess the applicant's suitability to work
- Face to face interview that explores the candidate's suitability to work and for the post

- Verifying the successful applicant's identity
- Verifying that the successful applicant has the academic qualifications claimed.

The responsibility for planning for successful recruitment falls primarily on the Registrar

Advertisements

Vacancies are advertised with the local Job Centre. The College has used the service for a number of years and is satisfied with the quality of candidates received.

Advertisements include the job description and specification, mode of application, hourly rate, qualifications and experience required

Application procedure

- All applicants are asked to send an electronic copy of their curriculum vitae to the College.
- The CV should have personal information, education, experience and details of two work references, with one being the candidate's most recent employer
- The candidates should also write a personal statement of the qualities and experience that the applicant believes are relevant to his or her suitability for the post advertised and how he/she meets the person specification

Invitation to interview

- In addition to the arrangements for interviews, time and place, the invitation is to remind candidates about how the interview will be conducted.
- All candidates are to be instructed to bring with them documentary evidence of their identity; passport, proof of address. Candidates will also be asked to bring documents confirming any educational and professional qualifications that are necessary or relevant for the post such as original or certified copies of certificates or a letter of confirmation from the awarding body.

A copy of the documents used to verify the successful candidate's identity and qualifications are to be kept for the personal file.

Qualifications

- All teaching staff should have a minimum of a Master's degree in a relevant subject area and at least two years of work experience.

All qualifications must be genuine and checkable

Interview panel

The panel will normally consist of a minimum of two interviewers, this reduces the possibility of any dispute about what was said or asked during the interview.

Conditional offer of Employment

- An offer of appointment to the successful candidate is to be conditional upon the receipt of satisfactory references, verification of the candidate's identity and right to work in the UK, verification of qualifications.
- For non teaching staff, satisfactory completion of a probationary period.

Induction

There will be an induction for all new staff regardless of previous experience. The purpose of the induction will be to;

- Provide training and information about the College policies and procedures
- Support individuals in a way that is appropriate for the role for which they have been engaged
- Confirm the conduct expected of staff within the College
- Provide opportunities for the new member to discuss any issues or concerns about their role or responsibilities.
- To enable line manager to recognize any concerns or issues about the candidate suitability at the outset and address them immediately.

Monitoring

Monitoring of the recruitment process and induction arrangements will allow for future recruitment practices to be better informed. It is to cover;

- Staff turnover and reasons for leaving
- Exit interviews

Legislation

- Sex discrimination Act 1975(Gender reassignment) Regulations 1999
- Race Relations Act 1979 and amendment Act 2000
- Disability Discrimination Act 1995 and 2005.
- Human Rights Act 1998
- Data Protection Act 1998
- Equality Act 2006