



1. What is the policy? (Name/description of the policy)

Recruitment and Selection Policy

2. What is the aim, objective or purpose of the policy?

- To update the policy in line with the general review of college policies
- To improve the objective, fair and open recruitment and selection of staff in line with the College's aims to select the best staff for any specified job
- To review and clarify the selection criteria for recruitment and selection and bring these into line with the College's Competency Framework
- To support the embedding of a competency-based culture in all relevant College HR Policies
- To promote equality of opportunity for disabled applicants by introducing a Guaranteed Interview Scheme and by explicitly considering part time working arrangements prior to advertising any vacancy.

3. Who defines or defined the policy and who implements it?

- Policy defined by SMT
- Policy written and updated by HR
- Policy implemented by all Recruitment and Selection Managers

4. Is the policy applied uniformly throughout the College?

Yes	Yes
No	

5. Who are the stakeholders in relation to this policy (for example the Funding Councils, UCAS)?

Senior Management, internal and external jobseekers, Recruitment and Selection Managers, HR Team

6. What data are available to facilitate the screening of this policy?

Equality Monitoring Data

7. Is there any evidence of higher or lower participation or uptake by the following characteristics?

	Yes	No	Not known
Age		No	
Disability		No	
Sex		No	
Race		No	
Gender Reassignment		No	
Pregnancy or Maternity		No	
Religious belief		No	
Sexual orientation		No	
Marriage/Civil Partnership		No	

Note: A broad interpretation should be taken of the word 'evidence'. It should include anecdotal evidence and evidence derived from qualitative or quantitative analysis where available.

Please comment:

There is no data to support lower uptake by any of the protected groups.
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8. Is there any evidence that different groups have different needs, experiences, issues and priorities in relation to this policy?

	Yes	No	Not known
Age		No	
Disability	Yes		
Sex	Yes		
Race		No	
Gender Reassignment		No	
Pregnancy or Maternity	Yes		
Religious belief		No	
Sexual orientation		No	
Marriage/Civil Partnership		No	

Note: A broad interpretation should be taken of the word 'evidence'. It should include anecdotal evidence and evidence derived from qualitative or quantitative analysis where available.

Please comment:

There is anecdotal evidence that disabled, female and pregnant applicants/candidates could be offered further support in the recruitment and selection process.

9. Have previous consultations with relevant groups, Organisations or individuals indicated that policies of this type create problems specific to them?

Please comment:

- TU's have been consulted prior to the implementation of the policy
- The existence of supportive employment legislation (The Equality Act 2010) supports the assumption that any or all of these groups may be disadvantaged by recruitment policies.

10. Is there an opportunity to promote equality of opportunity or community relations more effectively by altering the policy, or by working with others?

Yes	Yes
No	

Please elaborate:

- The Guaranteed Interview Scheme provides favourable treatment for disabled job applicants and the policy also clarifies responsibilities in relation to the provision of reasonable adjustments at the interview stage.
- Statistically, female applicants or returning mothers are more likely to require the consideration of more flexible working arrangements and the policy ensures that part time arrangements are considered prior to the advertising stage.

11. In the context of question 9 are there any relevant groups which you believe should be consulted?

Please specify:

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12. What data are required in the future to ensure effective monitoring?

HR Team will monitor equality data collected for all applicants and feed this to the Equality Committee for analysis and consideration. .

13. Please indicate whether a full impact assessment is recommended.

Yes	
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No	No
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Please elaborate:

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14. Any other comments on the policy and/or screening exercise?

None

Impact Assessment Summary

Policy Name	Recruitment and Selection
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1. On a scale of high, medium or low assess the policy in terms of priorities for impact assessment.

High	High	Medium		Low	
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Please indicate when you think this policy should be reviewed next:

Year	Sept 2014
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2. Is the Policy affected by a strategic planning document, for example Agenda for Action, Institutional Plan, Strategic Development Plan?

3.

Yes	
No	No

Please elaborate:

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4. Is the policy affected by the timetable established by other relevant public authorities or organisations in relation to common functions?

September 2011

Yes	Yes
No	

Please elaborate:

- Scottish Government will publish reporting requirements which will have to be undertaken for equality monitoring purposes.

4. Are there any particular resource implications incurred by the policy?

Costs of monitoring and review (direct HR Salary Costs).

Preliminary screening by: Joe Wright (HR Manager)
19th September 2011