

Recruitment Policy

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1. **Purpose**

Attracting and retaining high calibre people is fundamental to the continued success of the University. This policy is designed to ensure that we attract and select high quality candidates for our jobs, on the basis of their relevant merits and abilities as measured against the requirements of the role. The recruitment and selection process should be free from bias and discrimination. (See 'Associated Documents' below for detailed guidance on the implementation of this policy).

2. **Scope**

This Policy is applicable to all colleague recruitment, and it is essential that any employee who is involved in the recruitment and/or selection of colleagues complies with this policy and supporting guidance. The University values diversity and is committed to recruiting and supporting colleagues and students from all sectors of society. Active steps are taken to encourage applications from under-represented groups.

3. **Key Principles**

3.1 The University has a principle of open competition and will advertise all vacancies internally and externally unless agreed in consultation with the relevant People Services team that they fall into one of the categories outlined below:

3.1.1 Where internal secondment to a vacant post would provide a development opportunity for existing colleagues (See 'Associated Documents' below for Guidance on Internal Secondment).

- 3.1.2 Where existing colleagues have skills and experience appropriate to a vacancy and advertising externally would be unlikely to attract more suitable candidates.
- 3.1.3 Where a similar advertisement in the previous six months has generated a pool of high-quality appointable candidates.
- 3.1.4 In the case of research colleagues where:
- funding is made available for the extension of an existing research contract and there is little or no variation in the nature of work required from an existing member of research colleagues.
 - funding is made available for the extension of an existing research contract and the nature of research differs substantively, but the member of research colleague in question has had a considerable input into the research basis for the extended contract, or, has been the primary author of the application for the extension of funds.
 - the success of a funding application is entirely dependent on the employment of the named researcher.
- 3.1.5 When recruiting to senior academic and senior managerial positions (i.e., Professor, Head of Unit, Dean and Pro-Vice Chancellor). In these cases, a judgement will be made as to whether internal and/or external advertisement would be appropriate. Such positions will not be advertised on the redeployment web site.

Colleagues subject to redeployment will be given access to vacancies before they are advertised more generally and will have priority consideration (See 'Associated Documents' below for Redeployment Policy).

Any exceptions to the circumstances outlined above must be approved by the Executive Director of People Services or their nominee.

- 3.2 It is also important to view recruitment and selection as an activity which should enhance the reputation of the University. The University will treat all candidates fairly, equitably, and efficiently, with courtesy and respect, aiming to ensure that the candidate experience is positive, irrespective of the outcome.
- 3.3 The University will ensure that the recruitment and selection of colleagues is conducted in a professional, timely and responsive manner and in compliance with current employment legislation.
- 3.4 The University will ensure that its recruitment and selection process provide value for money.
- 3.5 All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act. Applicants have the right to access any documentation held on them in accordance with the Data Protection Act.

4. **Search Consultants**

Recruiting Managers may engage search consultants in accordance with the Search Consultant Policy (See 'Associated Documents' below for Search Consultant Policy). They will typically be used for senior academic (Professorial) and senior management (Head of Unit, Dean, Pro-Vice Chancellor) positions. In some circumstances, it may be appropriate to use search consultants for specialist roles.

5. **Responsibilities**

It is the responsibility of the Head of Unit to ensure that this policy and the supporting recruitment guidance are carefully followed.

Recruiting managers should ensure that they are aware of and comply with the policy and guidance and they are expected to attend training on recruitment and selection.

Professional advice on all aspects of recruitment and selection is available from the People Services Section. The Executive Director of People Services is responsible for the application of this policy.

6. **Monitoring**

As part of its public sector, equality duty the University is required to monitor and publish information, showing compliance with equality of opportunity based on protected characteristics. Candidates are asked to provide information to enable monitoring; this information is not made available to those responsible for shortlisting.

An analysis of recruitment and selection statistics is included in the Equality and Diversity Annual Monitoring Report considered by Diversity Committee, Executive Board, Senate and Council.

The report is also published on the People Services' web site.

7. **Associated documents**

[Detailed guidance on the implementation of this policy](#)

[Guidance on Internal Secondment](#)

[Redeployment Policy](#)

[Search Consultant Policy](#)

Document Control Information		
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Equality, Diversity and Inclusion Analysis:

Does the policy have the potential to impact on people in a different way because of their protected characteristics?

Initial assessment by:

Date:

Key changes as a result of Equality, Diversity and Inclusion Analysis

Document location

<https://newcastle.sharepoint.com/docs/HR%20Policies/Forms/AllItems.aspx>