



Recruitment Policy

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Who can help?

- ☑ The Talent & Resourcing Team (who sit in the HR Team) can provide support and advice with the application of this policy and answer any questions that you may have. Call the team on x3344 or email recruitment@napier.ac.uk
- ☑ If you are a member of the Educational Institute for Scotland (EIS) or UNISON, you can receive support and advice from a trade union representative.

Please Note

The University reserves the right to terminate, replace, or vary this policy statement from time to time.

Context

The University recognises that its staff are fundamental to its success. The University, therefore, needs to be able to attract and retain staff of the highest caliber and having a strategic, professional approach to recruitment is essential in order to achieve this.

The University is committed to equality of opportunity in employment, where all individuals are considered on the basis of their relevant merits, skills and abilities.

The University aims to ensure that their recruitment processes are fair, equitable, respectful, transparent, consistent and confidential. Additionally, ensure that they are aligned with the goals, objectives and values detailed in the University's current goals, objectives and values.

Purpose

To provide a framework and core principles for recruitment and selection, in line with relevant legislation and equal opportunities best practice. To ensure that the most suitable person is appointed and merit-based selection is accomplished.

Scope

This policy statement applies to all recruitment candidates (successful and unsuccessful) and all employees of the University.

This policy statement should be read in conjunction with relevant employment legislation and related University policies and processes.

Key Principles

The University will:

- ✔ Ensure that the recruitment and selection of staff is conducted in a professional, transparent, timely and responsive manner and is compliant with current relevant employment legislation and is underpinned by equal employment opportunity.
- ✔ Seek to recruit the best candidate for the job based on merit.
- ✔ Treat all candidates fairly, equitably and efficiently, with respect and courtesy, aiming to ensure that the candidate experience is positive, irrespective of the outcome.
- ✔ Fully comply with our 'Disability Confident' membership and adopt a proactive positive approach to the recruitment of staff with disabilities and make reasonable adjustments at all stages of the recruitment process and thereafter, in order for a successful candidate with a disability to undertake the role.

- ✔ Provide appropriate training, development and support to those involved in recruitment and selection activities.
- ✔ Treat the recruitment process as a key public relations exercise and always focus on the enhancement of the process.
- ✔ Promote best practice in recruitment and selection and continuously develop its recruitment and selection practices to allow new ideas and approaches to be incorporated to support the strategic objectives.
- ✔ Ensure that its recruitment and selection process is cost effective.
- ✔ Commit to providing all unsuccessful candidates from interview stage onwards with constructive feedback when requested.

Legislation

When recruiting staff it is important to ensure that the recruitment process is free from any bias and discriminatory practices. The University will ensure that candidates are not discriminated against on any unfair or unlawful grounds as covered by the *Equality Act 2010* (on the basis of sex, race, disability, age, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity, and religion or belief).

Part-time and fixed-term staff should similarly not be treated any less favourably than permanent and full-time staff.

All documentation relating to applicants will be treated confidentially in accordance with the *Data Protection Act 2018*. Candidates will have the right to access any documentation held on them in accordance with the *Data Protection Act 2018*, subject to the University's retention schedule.

Responsibilities

Hiring Managers	✔ The recruiting manager is responsible for ensuring that the correct procedures are followed and that all staff involved in the recruitment and selection process observe these procedures.
Panel members	✔ To ensure if sitting on an appointment panel, the individual should have attended recruitment and selection training from the Talent & Resourcing Team, prior to sitting on a University recruitment panel.
The HR Team	<ul style="list-style-type: none"> ✔ The Talent & Resourcing Team are responsible for providing the tools for a fair and thorough recruitment process, in line with the legislation. ✔ The HR team will provide appropriate training, development and support to those involved in recruitment and selection activities. ✔ Ensure our practices and associated policies are compliant with current relevant employment legislation and are underpinned by equal employment opportunity.



Applicable Legislation, Policies and statements

- ✔ Equality Act 2010
- ✔ Equal Pay Act 1970 (and its Amendments, 1983)
- ✔ Rehabilitation of Offenders Act 1974
- ✔ Data Protection Act 2018
- ✔ Immigration, Asylum and Nationality Act 2006
- ✔ [ENU Inclusion Statement](#)
- ✔ [ENU Staff Recruitment Privacy Notice](#)
- ✔ [ENU Dignity at Work Policy and Procedure](#)

Document Control

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