Recruitment & Selection Policy

1. Definitions

For the purposes of this policy

- *"Employment" is defined as the engagement of an individual to undertake work in exchange for remuneration.*
- *Employees might be permanent salaried, temporary salaried, fixed term hourly paid or "casual" staff engaged for a specific, and usually short-term basis.*

Other policies

Other policies, notably those relating to induction, probationary review, appraisal, and equal opportunities are separate from, but linked to this policy.

2. Rationale

London Brookes College aims to recruit staff of the highest calibre to all of its positions, irrespective of role or status. This policy, and the associated recruitment and selection procedures, is designed to support this objective, ensuring proper compliance with relevant employment and other legislation, and with standards of good practice.

3. Core Principles

London Brookes College shall convene selection procedures which are appropriate to the role, taking account of: tenure; seniority; and potential impact on the institution. All stages of the selection process shall be transparent and monitoring of recruitment activity shall be undertaken by the Principal.

4. Implementation

The Vice Principal and staff of the respective areas shall agree a format for the selection procedure with the Principal. Whilst each process is to be designed individually it shall conform to one of a number of templates, examples of which follow:-

- *Senior Post Holders – Panel to include Governors and SMT members.*
- *Lecturer – inclusive of appropriate skills exercise. Final panel to include the VP and/or the Principal.*
- *Support staff – panel to include line manager and a member of the Senior Management Team.*

Assessments to be constructed which reflect expectations of the post. References will be sought from appropriate persons, usually the most recent or current employer.

5 Quality Assurance

This policy will be reviewed annually, or as otherwise directed by the Principal, London Brookes College policy or legislative changes.

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