Recruitment and Selection Policy

Policy Number:
034-2014

Academic Year:
2026/2027

Target Audience:
All Staff

Summary of Contents
SERC's commitment to ensuring that recruitment and selection procedures are in keeping with statutory requirements to promote equality of opportunity and anti discrimination legislation.

Enquiries
Any enquiries about the contents of this document should be addressed to:

Title: Deputy Chief Executive

Email: policies@serc.ac.uk

Review Information (Responsible Owner):

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~~No~~/Minor/~~Significant~~ (delete as appropriate)

Approval/Noting By:

CMT: 9 October 2026

Lead GB Committee: Finance & Staffing

Governing Body: October 2026

Related Documents:
Equal Opportunities Policy
Staff Appointments SOP

Superseded Documents (if applicable):

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1.0 Change History

Changes to this SOP are documented in Appendix 2 of this document. When reading electronic copies of this document, you can click here to view the change history.

2.0 Introduction

2.1 South Eastern Regional College (SERC) is committed to ensuring that recruitment and selection (R&S) procedures are in keeping with statutory requirements to promote equality of opportunity and anti-discrimination legislation. R&S procedures will meet the requirements of legislation and codes of practice and so ensure that R&S is fair and that appointments are made on merit.

3.0 Scope

3.1 This policy applies to Human Resources staff and other staff involved in recruitment procedures.

4.0 Roles and Responsibilities

4.1 Role of Governing Body

The Governing Body of the College has overall responsibility for ensuring that R&S procedures are fair and meet the requirements of statutory obligations. Members of the Governing Body will participate in selection panels as set out in Appendix 1.

4.2 Role of Management

Management of the College will:

- Be responsible for seeking approval for the recruitment of any post;
- Prepare job descriptions, personnel specifications, interview questions and assessment details; and
- Participate in the selection panels as set out in Appendix A.

4.3 Role of Human Resources Unit

Human Resources (HR) will:

- Provide advice and guidance to those involved in the recruitment and selection process
- Provide documentation required
- Ensure that vacancies are advertised appropriately
- Ensure that staff involved in R&S have completed the necessary training
- Monitor applications and composition of the workforce and provide statutory monitoring reports to the Equality Commission and any other appropriate bodies as required
- Ensure that all pre-employment checks e.g. Access NI, evidence of qualifications, health and references are obtained
- Maintain records of all R&S activities.

5.0 Training

5.1 Only staff who have completed in appropriate R&S training will be permitted to participate in a recruitment exercise as a panel member. Staff who have completed training will be required to attend refresher training at least every 2 years or as required.

6.0 Confidentiality

6.1 Members of the panel and those involved in the R&S process, including staff administering the process, are required to maintain the confidentiality of proceedings at all times.

7.0 Family Relationships

The College will take all necessary steps to avoid nepotism. Therefore, anyone directly involved in the R&S process who has a family or partner relationship with an applicant must disclose the fact. The Head of Human Resources will decide whether or not the individual is required to withdraw from the process.

8.0 Canvassing

8.1 Canvassing by any applicants, either directly or indirectly, in connection with any appointment will result in automatic disqualification.

9.0 Unsolicited Applications

9.1 The College will not accept unsolicited or casual applications for employment.

10.0 Retention and Disposal of Records

10.1 All documentation in respect of appointments will be retained by the College for a period of not less than twelve months. Monitoring records will be retained for a period of 3 years.

11.0 Feedback

11.1 The College will provide feedback on request in accordance with the notes made at Interview to unsuccessful applicants following the selection process. Requests for feedback should be made in writing to the Human Resource Department within 5 working days of receipt of the interview outcome. Requests received outside this timeframe will not be considered. The feedback will normally be provided by the Chair of the selection panel within 20 working days of receipt of the request.

11.2 Where an employee wishes to raise a complaint in relation to an appointment process, the standard statutory grievance procedure shall be applied.

12.0 Appointment to Salary Scale

12.1 Successful candidates will normally be appointed to the position on the first spinal column point of the salary scale unless they have currently been employed by a recognised employer and are eligible to be assimilated to the scale. If there has been a difficulty in filling the vacancy due to market conditions, a maximum of 2 increments above the minimum starting point may be awarded.

13.0 Probationary Periods

13.1 All new appointments to positions within the College will be subject to a probationary period in accordance with terms and conditions of employment.

14.0 Communication

The policy will be placed on the SERC intranet and will be available to all staff.

15.0 Review

15.1 This policy will be reviewed annually or sooner to reflect changes in circumstance or legislation.

Appendix 1 - Composition of Shortlisting and Interview Panels

Academic Recruitment							
	Principal & Chief Executive	Director	Head of Faculty/Department	**Assistant Head of Faculty**	**Curriculum Area Manager / Curriculum Manager**	**Lecturer**	**Part-Time Lecturer**
Shortlisting panel	Sub committee of Governing Body including Chair/Vice Chair of Governing Body (at least 4 members) HR to administer	Sub committee of Governing Body including Chair / Vice Chair of Governing Body (at least 3 members) Principal & Chief Executive HR to administer	Principal & Chief Executive or nominee Directors x 2 HR to administer	Director 2 x Head of Faculty HR to administer	Head of Faculty 2 x Assistant Head of Faculty HR to administer	3 x Curriculum Area Manager / Curriculum Manager HR to administer	2 x Curriculum Area Manager / Curriculum Manager HR to administer

Interviewing panel	As for shortlisting panel (excluding HR)	As for shortlisting panel (excluding HR)	As for shortlisting panel (excluding HR)	As for shortlisting panel (excluding HR)	As for shortlisting panel (excluding HR)	As for shortlisting panel (excluding HR)	As for shortlisting panel (excluding HR)
Chairperson of panels	Chairperson of Governing Body	Chairperson of Governing Body	Principal & Chief Executive or nominee	Director	Head of Faculty	Curriculum Area Manager	Curriculum Area Manager

Corporate Recruitment	
Shortlisting panel	Head of Faculty / Department 2 x members at least 1 grade higher to vacant post HR to administer
Interviewing panel	As for shortlisting (excluding HR)
Chairperson of panels	Head of Faculty / Department

Appendix 2: Document Change History

Version	Date	Change Detail
1.0	August 2024	Updated to new Accessibility Template
1.1	November 2024	Cover updated to reflect recent structure changes. Updated Section: Any enquiries about the contents of this document should be addressed to: Deputy Chief Executive. Bangor Campus Castle Park Road, Bangor, BT20 4TD Section 4.3 updated to reflect pre employment processes. Updated Section: Ensure that all pre-employment checks e.g. Access NI evidence of qualifications, health and references are obtained.
1.2	November 2024	Cover sheet updated and review changed to annually
1.3	August 2025	Section 14 updated to reflect communication channels Updated Section: The procedure will be placed on the SERC intranet and will be available to all staff.
1.4	August 2026	Appendix 1 updated to reflect changes to recruitment panel composition