

THE UNIVERSITY OF BOLTON

RECRUITMENT & SELECTION POLICY

1. Introduction

The purpose of this policy is to set out the approach taken by the University of Bolton to all recruitment matters. This includes reference to statutory obligations and sets out the roles and responsibilities of the principal parties involved in recruitment.

The University of Bolton is committed to the promotion of equality, diversity, and inclusivity. Our commitment to equality and diversity means that this procedure has been screened in relation to the use of plain English, the promotion of the positive duty in relation to race, gender and disability and avoidance of discrimination.

We continually strive to create an inspirational, inclusive learning and working environment, where everyone feels that they belong. Our student population is already incredibly diverse, and we want to ensure this is reflected across our colleague profile as well.

2. Scope

This policy covers all recruitment activities and applies to all employees and prospective employees of the University of Bolton including full and part-time employees and those on fixed term contracts of employment, regardless of length of service.

3. Principles

The University of Bolton seeks to recruit the best and brightest Academic and Professional Support staff in the relevant labour market in order to meet its organisational objectives.

The University of Bolton will comply with the law governing recruitment which includes (but is not limited to) The Rehabilitation of Offenders Act (1974), the Immigration Act 2016, the Data Protection Act 2018, the Safeguarding Vulnerable Groups Act 2006, the Equality Act 2010, and the Protection of Freedoms Act 2012. In addition, the appointment of staff and their associated remuneration will be made in accordance with the [Financial Regulations](#) of the University of Bolton.

The University of Bolton operates fair, open, competitive, and merit-based recruitment. Merit means the appointment of the best available person judged against the published criteria for the role.

4. Responsibilities

Hiring managers are responsible for

- a. Writing job descriptions, person specifications and drafting advertisement wording accurately for posts they wish to recruit to;
- b. Working with Human Resources to ensure all posts to be advertised have been HERA (Higher Education Role Analysis) evaluated to ensure the appropriate grade is applied to the role. In turn, this will determine the salary band commensurate with the role;
- c. Advising HR as to whether a Disclosure and Barring Service (DBS) check is required for the role, and if so which level of check (see clause 10).
- d. Obtaining Staffing Committee approval via an online Staffing Request through the e-Recruiter system (Stonefish) prior to any recruitment. This must include a robust business case for any role including affordability and budget related information (replacement or new roles). Hiring managers need to provide the following;
 - Job Description and Person Specification (**essential**)
 - Extract of the School/Service local plan in support of this request
 - A full organisation chart clearly showing any new of replacement posts to include employee names, job titles, grade, FTE, and any roles that are fixed term in duration
 - Where the post is for an academic member of staff, to include a copy of the appropriate Workload Allocation.
- e. Undertaking recruitment training. It is mandatory for Hiring managers, shortlisting, and interview panel members, or those involved in the recruitment process to complete the training session on Equality & Diversity prior to selecting applicants for shortlisting or interview. Additionally, it is mandatory for the Chair of the Panel, to complete the training session on 'Challenging Unconscious Bias' All those involved in the recruitment process are encouraged to complete the training session Challenging Unconscious Bias.
- f. Determining the selection and interview panels. One individual (generally the Hiring Manager) will be appointed as Chair of the Panel for interview. The Chair will be responsible for ensuring the interview panel has appropriate specialist knowledge, ideally comprising of three individuals, and where possible, one of whom is external to the hiring department. Panel composition will ideally be as diverse possible (for example, in relation to race, gender). For Senior positions (as defined by the University and HR), the Student Union President or other student representative may be required on the panel;
- g. Making selection decisions, ensuring they work within the recruitment procedure, equality and diversity and legislative frameworks; recording the selection decisions, using documents prescribed by the University;
- h. Deciding on the most appropriate assessment methods for the role, with advice from the HR Business Partner as required. Where relevant for the assessment, psychometric testing may be required (likely for Senior roles), and will only be undertaken with prior agreement from HR.

- i. Following shortlisting and interviews, ensuring the documentation relating to recruitment activity and selection decisions is recorded in line with the General Data Protection Regulation 2018 and Data Protection Act 1998 and can be retrieved to respond to any challenges made in relation to the selection decisions made;
- j. Responding to candidate's requests for written professional feedback, when requested. Please note, for internal candidates, feedback can be sought at the shortlisting stage. For external candidates this is limited to those who have attended interview.
- k. Ultimate responsibility for recruitment sits with the Hiring Manager.

The Human Resources Department is responsible for:

- a. Ensuring job advertisements meet the legislative requirements of the Equality Act 2010, and making recommendations for amendments where required;
- b. Coordinating communication to candidates and the recruiting departments throughout the recruitment process;
- c. Communicating offers and outcomes directly with candidates post interview, advising them on whether they have been successful (unless otherwise agreed with the interview Chair). On occasion, offers already agreed with HR may be communicated by the Hiring Manager. On certain occasions, a time limit may be placed on the offer of employment;
- d. Seeking evidence to be assured that the appropriate pre-employment checks have been completed prior to an employee commencing work in accordance with the Safeguarding Policy, clause 12:
 - References*see clause 5;
 - Health Declaration;
 - Proof of right to work;
 - Qualifications.
 - Disclosure and Barring Service.
- e. Ensuring the correct contract terms and conditions are provided to those appointed to new positions within the legislative timeframes;
- f. Providing Recruitment and Selection training for interview panel members. Provision of remote interview guidance to both the candidate and the interview panel;
- g. Sourcing and provision of psychometric testing, when applicable.

The prospective and current employee is responsible for:

- a. Completing a University of Bolton application form via Stonefish;
- b. Responding to requests to attend interviews, provision of necessary information / documentation, offers of employment etc. Assistance with chasing referees for references where necessary;

- c. Presenting current, original identification and evidence of qualifications and/or professional qualifications to representatives of the University. Successful candidates are required to notify HR of any changes to their qualifications, professional status;
- d. Providing a full and honest account of their experience, skills, and competencies in both the application form and interview (and CV, when requested). The University reserves the right to withdraw offers if there are discrepancies in any checks, or where they are not satisfactory;
- e. Attending a face to face, on site interview. Initial interviews may be conducted remotely (via zoom or Teams), however, prior to any appointment there is a requirement for preferred candidates to meet Heads of Department in person;
- f. Informing the University in good time of any reasonable adjustments required for the interview (see clause 6);
- g. Using their own words when completing a job application, any application or interview related questions, or any interview related assessment. The use of AI for applications or for any interview assessments will not be acceptable;
- h. Provision of UKVI Share Codes where applicable.
- i. Familiarising themselves with this policy and process;

5. References

All offers of employment will be subject to satisfactory references. Typically, two employment references will be sought, but the University of Bolton reserves the right to request a third. Employment references must cover a minimum period of 2 years. References will be requested from the University of Bolton HR Department directly to the referee, therefore the only references accepted are those received directly by the HR Department in response to a request.

The University reserves the right to withdraw offers of employment, or delay the start date of employment, or (where necessary) to temporarily amend duties, in the event that satisfactory references are not received prior to a start date of employment.

6. Equality and Diversity

Employers have a legal responsibility under the Equality Act 2010 to ensure that no unlawful discrimination takes place in relation to sex, race (includes nationality or citizenship), disability, sexual orientation, gender re-assignment, pregnancy/maternity, marriage/civil partnership, age, religion or belief.

Equality of opportunity is an integral part of the recruitment and selection process. Under our Equality and Diversity Policy, the University of Bolton is committed to ensuring there is no unlawful discrimination. It is the responsibility of everyone involved in the recruitment process to ensure that no job applicant receives less favourable treatment than another job applicant on the grounds of a protected characteristic.

The University of Bolton is a Disability Confident Employer, this means that candidates with a disability will be offered an interview if they meet the minimum essential criteria. The hiring manager will identify the minimum essential criteria for the role. Examples of these could be the qualification/s, a set of specific skills relevant to the post, registration with a professional body, level of experience.

Candidates are invited to let us know of any adjustments they might need for the interview process e.g. an accessible room, appropriate lighting conditions for visually impaired candidates, arrangement of a parking space. The HR Business Partner will be able to offer further guidance on 'reasonable adjustments' to support the employment of disabled people – these might include changes to premises; adjustment of hours of work or starting and finishing times; provision of special equipment and/or training; or the provision of a reader or interpreter, as and when required.

As part of the University of Bolton's commitment to the Armed Forces Covenant and to ensure that ex-armed forces personnel are not disadvantaged as a result of their service, veterans of the armed forces and/or their spouses/civil partners, applying for a job at the University will be guaranteed the offer of an interview, provided that:

- They or their spouse/civil partner are currently serving in the armed forces and are within 12 weeks of their discharge date;
- They or their spouse/civil partner were in long-term employment with the armed forces within the last five years;
- They meet the essential criteria for the advertised role;
- They confirm that they wish any application for a post at the University to be considered under the guaranteed interview scheme.

The HR team will advise Hiring Managers of any such candidates once the shortlisting is completed in the usual way.

7. General Data Protection Regulation ((EU) 2016/679) (GDPR)

The Data Protection Act 2018 places responsibility on any organisation to process personal data (whether in manual records or in electronic form) in a fair and proper way. Failure to do so could result in a criminal offence being committed.

The data contained in applications for employment may be used only for the purposes of short-listing, conducting an interview, and establishing an employment record for the successful candidate. Information must not be retained any longer than is necessary for these purposes. All recruitment records for unsuccessful applicants / candidates are kept in accordance with the [Records and Retention Schedule](#).

Equal Opportunities information submitted by candidates is not available to hiring managers or panel members. The HR team uses the data to;

- a) identify candidates under the Disability Confident Employer scheme and
- b) to collate and report on recruitment data to monitor our recruitment policies and initiatives.

8. Verification of the Right to Work in the UK

The University of Bolton has a legal responsibility to ensure that all our workers and employees have the legal right to live and work in the UK.

Proof of Right to Work in the UK

All new employees will be asked to provide evidence of their right to live and work in the UK. You must provide one, or a combination, of original documents from the list of acceptable documents produced by the Home Office. Visas and Indefinite Leave to Remain stamps must be in a current and valid document. Visas/stamps in expired passports cannot be accepted.

As part of the pre-employment checks, a member of the HR team will check original document/s, in person, to check that they are genuine, valid and that there are no work restrictions that prevents undertaking the work offered. Copies of the documents will be signed and dated as genuine and valid, and these will be retained on the personal file. All offers of employment are conditional upon receipt of satisfactory documents before the first day of employment. Any changes to documents or changes in status of the right to live and work in the UK must be communicated to HR.

Skilled Worker Visa

Under the UK points-based immigration system that came in to force on 1st January 2021, the University may sponsor workers in skilled occupations. The Skilled Worker visa can only be applied to some roles. The list of skilled occupations is in [Table 1 here](#). An applicant will need 70 points to be granted a visa which includes meeting a minimum salary level for sponsorship. Job applications must be assessed using criteria based on the knowledge, skills and experience required for the post and not receive less favourable treatment on the grounds of their national origin.

Roles not Classed as Skilled

If the role is not eligible for a skilled worker visa, applicants may be able to apply for one of the other UK visa routes available. Applicants should ensure they would be eligible for one of these visas before applying for a role with the University of Bolton. Visit www.gov.uk under the '[Apply for a UK visa](#)' section of the Home Office webpages.

Candidates who indicate they require a work permit will be able to check their eligibility within the recruitment portal.

Successful candidates will also be required to sign the UKVI Reporting Responsibilities form, along with the recruiting manager and the respective HR Business Partner.

9. Higher Education Role Analysis (HERA)

The University of Bolton operates a job evaluation scheme, currently HERA (Higher Education Role Analysis).

Human Resources will HERA assess all new and redefined roles before the recruitment process begins. The only exception is if it is agreed by HR that there are no significant changes to the role.

Two trained members of the HR team will independently assess the job description and allocate the appropriate grade. The job evaluation scheme is to ensure that there is equal pay for work of equal value across the University.

10. Disclosure and Barring Service (DBS) checks & Recruitment of Ex-Offenders

For a limited number of posts, the University is required to seek a disclosure relating to any potential employee's criminal record. Disclosures are typically necessary for posts that involve working with children and/or adults at risk, or for positions where abuse of trust may be a concern e.g. a financial post. The University of Bolton has established separate guidance notes on the Disclosure Process to ensure good practice in compliance;

[University-of-Bolton-Disclosure-and-Barring-Service-Policy-.pdf](#)

At the beginning of the recruitment process the line manager should confirm whether the appointment is subject to a DBS check, and at what level. Guidance on determining the appropriate level of disclosure required is contained in Appendix One of the [University-of-Bolton-Disclosure-and-Barring-Service-Policy-.pdf](#).

Once determined, the outcome must be included within the initial Staffing Request, and if required, must be clearly stated within the job description.

The HR team oversees the processing of DBS forms for University staff appointments. In the event where a DBS check is not yet complete, subject to a risk assessment, the start date of employment may be delayed and / or adjustments made to the role.

The Recruitment of Ex-Offenders Policy provides the University of Bolton's approach to employing people who have criminal convictions (including cautions, reprimands, or outstanding criminal proceedings). The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers.

It is an offence for anyone who has access to criminal records to disclose information about spent convictions unless officially authorised to do so.

A person with a criminal record is not required to disclose any spent convictions unless the position they are applying for is listed as an exception under the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975).

Where individuals have disclosed to the University that they have committed a criminal offence, or where a DBS check or basic disclosure has revealed this, the hiring manager, supported by a representative HR, will conduct an objective assessment of the impact that this should have on the individual's employment. The outcome of this assessment will be discussed with the individual.

11. Advertising

In general, all vacancies will be advertised externally as well as internally. Where there is a rationale for internal recruitment only (i.e. for 'at risk' employees, secondment opportunities, development opportunities), then we reserve the right to advertise internally only or internally initially. Dependant on the circumstances, there may be occasion where advertised roles are 'ring-fenced' to specific schools, departments, or specialisms.

The HR Team will oversee and publish all staff vacancies adverts externally, (except in exceptional circumstances where a recruitment agency is used). Adverts are placed on the University's website, www.jobs.ac.uk, www.forcesfamiliesjobs.co.uk, [Find a job \(dwp.gov.uk\)](http://Find a job (dwp.gov.uk)) and can be placed on other paid-for publication/platform, if required. Requests for more than one paid-for advert will be considered on a case-by-case basis and may be charged to the School or Department.

In addition to the usual media, Health and Wellbeing roles will be advertised via the NHS website and Council of Deans website.

The University reserves the right to close roles earlier than the advertised closing date, or to extend the closing date.

Using Recruitment Agencies

The use of a recruitment agency is subject to HR agreement, and where agreed, must be a preferred supplier or on the North Western Universities Purchasing Consortium Framework. In general, using a recruitment agency is not encouraged due to the costs involved, and typically this process does not encompass our Equality and Diversity policy, but in cases where it is necessary (such as one or more failed advertising campaigns) advice may be sought from the HR Business Partner for your area. Hiring Managers will work with their HR Business Partner to determine a suitable agency, and the school or department will be liable for agency costs, will be responsible for checking and signing the contract, and for payment directly to the agency. The agency worker's details must be made available to the HR Team so that the worker can be put on the HR system so they can be set up with a University IT account.

12. Other Related Policies, Procedures, Codes and Guidelines

Stonefish training (e-Recruitment training)
[Course: e-Recruitment System \(bolton.ac.uk\)](http://bolton.ac.uk)

Equality and Diversity Policy
[Equal-Opportunities-Policy-November-2021.pdf \(bolton.ac.uk\)](http://bolton.ac.uk)

Relocation and Visa Support Policy
[Relocation-and-Visa-Support-Policy-March-2023-Final.pdf \(bolton.ac.uk\)](http://bolton.ac.uk)

Statement on the Employment of Armed Forces Personnel and Support for Reservists
[Statement-on-the-Employment-of-Reservists-Final-Feb-2022.pdf \(bolton.ac.uk\)](http://bolton.ac.uk)

Recruitment of Ex-Offenders Policy

[48-Recruitment-of-Ex-Offenders-Policy.pdf \(bolton.ac.uk\)](#)

Safeguarding Policy

[Safeguarding-Policy-and-Procedure-University-of-Bolton-V17-May-2023-Clean-v2.pdf](#)

Disclosure and Barring Service Policy

[University-of-Bolton-Disclosure-and-Barring-Service-Policy-.pdf](#)

Data Protection Policy

[PDF file \(bolton.ac.uk\)](#)

Record and Retention

[Records-Retention-Schedule-August-2018.pdf \(bolton.ac.uk\)](#)

Financial Regulations

[Financial Services - 2021 - Nov - Financial Regulations.pdf - All Documents \(sharepoint.com\)](#)

North Western Universities Procurement Consortium

[Temporary and Permanent Recruitment \(nwupc.ac.uk\)](#)

UK Visa and Immigration Reporting Duties

[UKVI-Reporting Duties-2022.pdf](#)

13. Monitoring and Review

This policy shall be monitored, and its effectiveness reviewed by the Chief People Officer or nominee and reported to the University's Resources Committee as part of the HR annual report.

14. Dissemination of and Access to the Policy

This policy will be made available to all staff via the Governance section of the University's website.

The Recruitment Policy	
Procedure Ref:	
Version Number	2
Version Date	May 2024
Name of developer/Reviewer	Chief People Officer
Procedure Owner ((School/Centre/Unit)	HR Business Partner
Person responsible for implementation (postholder)	Chief People Officer
Approving Committee/Board	University of Bolton Executive Board
Date approved	May 2024

Effective from	May 2024
Dissemination method (e.g. website)	Website/HR Department
Review Frequency	Every 2 years unless changes to employment legislation require earlier review.
Reviewing Committee	University of Bolton Executive Board
Document History (e.g. rationale for and dates of previous amendments)	To simplify the procedure so that informal mechanisms are encouraged and that formal procedures are streamlined for greater effectiveness