

HARPER ADAMS UNIVERSITY

STAFF RECRUITMENT POLICY

It is the University's policy to recruit staff in accordance with the need to fill long term permanent vacancies, temporary positions of fixed or short term duration and to recruit the best person for each vacancy regardless of gender, sexual orientation, marital status, age, race, colour, ethnic or national

15. Unsuccessful candidates are to be notified of the decision as soon as possible. This will normally be undertaken by the Human Resources Department.
16. All documentation relating to applicants will be treated confidentially in accordance with the General Data Protection Regulation. Applicants have the right to access any documentation held on them in accordance with the act.
17. When a starting date has been arranged the Line Manager will be responsible for developing the individual induction programme and announcing the appointment. The Human Resources Department is responsible for providing joining instructions and for delivering the generic induction programme.
18. All permanent, temporary and fixed term appointments will be subject to satisfactory completion of a probationary period.
19. For academic appointments the application and duration of the probationary period will be determined by reference to the provisions of the nationally agreed contract, which is normally twelve months. For non-teaching posts the duration of the probationary period will normally be six months but may be longer for senior posts.
20. During the probationary period the new employee's progress and suitability for the post will be monitored and assessed by their Line Manager in accordance with the Probationary Review Procedure. The probationary period may be extended if there is any doubt about suitability for the post. The outcome of probationary reviews will be confirmed in writing to the employee.

Policy Statement on the Recruitment of Ex-Offenders

1. As an organisation using the Disclosure and Barring Service (DBS) checking service to assess ons of trust, Harper Adams University complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.
2. Harper Adams University is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
3. We have a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the outset of the recruitment process.
4. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
5. A DBS check is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a DBS check is required, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position.
6. Where a DBS check is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to the Head of Human Resources at Harper Adams University and we guarantee that this information will only be seen by those who need to see it as

We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

9. At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to position sought could lead to withdrawal of an offer of employment.
10. We make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request.
11. We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.
12. We have a written policy statement on the secure storage, handling, use, retention and disposal of Disclosures and Disclosure information, this is available on request from the Human Resources Department.
13. Having a criminal record will not necessarily bar an individual from working with the University. This will depend on the nature of the position and the circumstances and background of the offences.

HR Department

Last Reviewed: November 2018