

# The Recruitment Process

The recruitment process at New College Stamford ensures that all applicants have an equal opportunity to succeed and gain appointment with the College. We have a commitment, as part of our diversity strategy, to work towards a staffing profile at the College that matches that of the local community and our learners. As such we would welcome applicants from Black and Minority Ethnic communities and from people with a disability.

## **What happens to my application when I submit it?**

We base our selection processes purely on the person specification for the job and you therefore need to make sure you have given us as many examples as possible of how you match every one of the criteria on the person specification marked with 'A' as method of assessment.

Once we receive your application it will be acknowledged and logged by the HR Officer. Once the application closing date has passed the forms (minus the personal data sheets) are passed to the selection panel, which is usually made up of managers or supervisors who will have direct contact with the role. There are normally 2 people on the selection panel, all of whom have been trained in recruitment and selection.

## **They will score every application using a standard system:**

Qualifications:      5 = qualification attained  
                                 3 = qualification not attained but working towards  
                                 0 = qualification not mentioned

If you score 0 for a qualification that is essential, you will not be shortlisted.

### All other sections

5 points if you have demonstrated that you meet the criteria with many strengths and few weaknesses, using a number of examples which are fully explained in your application.

4 points if you have demonstrated that you meet the criteria with strengths clearly outweighing weaknesses, using examples which are explained in your application.

3 points if you meet the criteria with strengths and weaknesses, but not demonstrated it with a number of examples or may not have explained the examples in any great details.

2 points if you have mentioned a criterion from the person specification but have not given many examples in your application.

1 point if you have mentioned a criterion from the person specification but have not given any examples in your application.

0 points if you haven't mentioned a criterion at all in your application.

Once all applications have been marked the candidates with the highest points will be selected for interview.

You will be informed either by telephone or in writing of the interview date and if you will be doing any tasks as part of the interview process.

We do not let unsuccessful candidates know at this stage – as a general guide if you have not heard from us within 3 weeks of the application closing date it usually means that you have been unsuccessful at this stage.

### **What happens at interview?**

Interviews are conducted by the same panel of staff who shortlisted the forms. They will ask candidates a series of questions based on the person specification and will use the same scoring method as above to score your answers. It is therefore essential that you give as many examples as you can think of to answer the questions asked of you. All candidates will be asked the same questions in the same sequence. The panel may wish to query aspects of your application form at the beginning of the interview. You will have an opportunity to clarify any points or ask questions at the end. You are allowed to take notes into the interview with you and are allowed to refer to them throughout the interview process.

You may also be asked to do a task or a series of tasks which relate to the job. For lecturing positions this may be some observed teaching; for administration roles this may be tasks which test your ability to use IT; for management roles this may be a series of tasks such as a presentation and involvement in a group discussion. You will be informed of what the tasks will be, prior to the interview to give yourself some time to prepare, if applicable.

At the end of the interview process the panel will make an appointment based on the scores for the answers you gave at interview and the results of any tasks (if relevant).

We try and let candidates know within 3 days from interview whether or not they have been successful.

### **What happens on appointment?**

If you are successful, we will send out a new starter letter that will detail the next steps of the recruitment process. Your start date will be subject to a number of checks, including but not exclusively:

- Satisfactory references
- Copies of your qualification certificates
- Satisfactory medical clearance
- Right to work in the United Kingdom documentation
- Satisfactory clearance from the Disclosure and Barring Service