



PRIFYSGOL  
**BANGOR**  
UNIVERSITY

**Recruitment and Selection Policy**

Rev	Date	Purpose of Issue/Description of Change	Review Date
1.			
<b>Policy Officer</b>	<b>Senior Responsible Officer</b>	<b>Approved By</b>	<b>Date</b>
Director of HR	Senior HR Officer	HR Task Group	15 <sup>th</sup> January 2014



## **Purpose of the Policy**

The University recognises in its Strategic plan that:

*“People are our key resource and the University will create a positive environment where staff flourish as partners in the success of the University.”*

And:

*“A high quality staff experience is a priority and the University is committed to a fair and inclusive environment for staff, making it an employer of choice and supporting staff in reaching their full potential and valuing the contribution of all equally”.*

- The purpose of this policy is to state the University’s commitment to a recruitment and selection process that enables the University to recruit staff based on objective criteria that is fair and equitable and free from bias.
- Accompanying procedures provide clear guidance on the stages of recruitment and selection and support the University’s commitments as outlined in this Policy

## **Scope**

This policy covers all activities that form part of the recruitment and selection process. It is applicable to all staff recruitment, both internally and externally recruited and to all staff on both permanent and fixed term contracts.

## **Responsibility**

It is the responsibility of the Director of Human Resources, reporting to the Human Resources Task Group and the Executive to implement, monitor and review this Policy across the University.

Deans of College, Heads of School, and Heads of Department are responsible for the implementation of the Policy within Colleges and Central Services.

## **Core Principles**

1. The University acknowledges its responsibilities under current employment legislation.
2. The University acknowledges its responsibilities under the Equality Act 2010 and related specific duties, and will treat all candidates fairly and equitably regardless of their protected characteristic.

3. The University acknowledges its responsibilities under the Welsh Language Act (1993) and the Welsh Language Measure (Wales) 2011.
4. The University has a principle of open competition in its approach to recruitment.
5. The University will seek to recruit the best candidate for the job based on merit. Supporting procedure and guidelines will provide a framework to ensure that the process identifies the person who best meets the criteria for the job.
6. To ensure equity, the University will work with disabled candidates to make reasonable adjustments to all stages of the recruitment process.
7. The University will ensure that the recruitment and selection of staff is conducted in a professional, timely and responsive manner and in compliance with current employment legislation.
8. The University will provide appropriate training, development and support to those involved in recruitment and selection activities in order to ensure that they are aware of their responsibilities.
9. The University aims to ensure that the candidate experience is positive, irrespective of the outcome.
10. The University will promote best practice in recruitment and selection and will regularly review and monitor the Policy to ensure this happens.
11. The University will ensure that when processing personal data as part of the Recruitment and Selection Policy that it will comply with the provisions of the Data Protection Act.

### **Supporting Documents**

Recruitment and Selection Policy - [Accompanying Procedures](#)

### **Relevant Legislation (Including, but not limited to)**

- Equality Act 2010
- Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011(SI 2011/1064)
- Welsh Language Act (1993) and the Welsh Language Measure (Wales) 2011.
- Data Protection Act 1998
- The UK Borders Act 2007
- Rehabilitation of Offenders Act 1974

### **Bangor University Related Policies and Procedures (including but not limited to)**

- [Fixed-Term Contract Policy](#)
- [Policy on Employing Reservists in the Armed Services](#)

- [Policy on Personal Relationships for Staff and Students](#)
- [Strategic Equality Plan](#)