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**POLICY**

Recruitment Policy

**Owner:**

Joint CEOs

**Document Control**

Reference:HR001

Status: Operational

Classification: Confidential

Issue No.: 1.3

Issue Date: 28 February 2024

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## Recruitment Policy

### 1. SCOPE

This Policy applies to all UK employees working under a contract of employment with Regent Group, whether full or part-time, permanent or fixed-term.

This Policy does not apply to Regent Independent College (RIC) employees, who have additional responsibilities as detailed in RIC Safer Recruitment Policy.

### 2. PURPOSE

This policy sets out our approach to the recruitment process. It includes information about line manager responsibilities, the role of the HR department, job descriptions and employee specifications, assessment criteria, interviews (both remote and onsite), and equality, diversity, and inclusion. This Policy should only be deviated from with prior approval from HR and only if there is a highly specialised role needed at short notice and it is known that no such skill set currently exists or if the role to be advertised is of a highly sensitive nature.

### 3. REFERENCES

- 3.1. Safer Recruitment Policy (RIC)
- 3.2. Equal Opportunities Policy
- 3.3. Regent Data Protection Policy

### 4. Equality, diversity and inclusion

Regent is committed to applying our equality, diversity and inclusion policy at all stages of recruitment and selection. We always carry out shortlisting, interviewing and selection without regard to an applicant's sex, gender identity, sexual orientation, marital or civil partnership status, skin colour, race, nationality, ethnic or national origins, religion or belief, age, pregnancy or maternity leave or trade union membership.

All job descriptions are reviewed to eliminate bias.

We will never exclude any candidate with a disability unless it is clear that the candidate is unable to perform a duty that is intrinsic to the role, having taken into account reasonable adjustments. Line managers must only ask candidates questions about their health where this is directly necessary for a particular role and, in any event, only once they have been shortlisted.

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To prevent any candidate from being disadvantaged because of a disability, the recruitment team should ask each candidate whether they require reasonable adjustments to be made. These may include ensuring easy access to the premises for an interview/adapting tests or replacing with an alternative option, providing an alternative to a telephone interview for a deaf candidate, providing a suitable chair for an interview with a candidate suffering from back problems, this list is not exhaustive, and the Recruitment Team will work with the Deputy Director of People to ensure reasonable adjustments are considered in line with our legal obligations.

## 5. RECRUITMENT PROCEDURE

### 5.1. Job descriptions and employee specifications

Before initiating the recruitment process, the responsible line manager must ensure that there is an up-to-date job description for the role and a clear person specification.

The job description will describe the duties, responsibilities, and level of seniority associated with the role and pay, while the employee specification will describe the type of qualifications, training, knowledge, experience, skills, aptitudes, competencies, and personal qualities required for effective performance of the job. The employee specification will be used to shortlist and compare skills and experience in an objective format; the responsible manager will only list essential skills and experience required to perform the role.

### 5.2. Authority to recruit

All hiring managers should be fully aware of the need to complete and gain signatory approval for all recruitment needs within the company; this applies to casual workers, fixed-term contracts and permanent roles, both replacements and new roles.

Managers must review the job description, complete the Recruitment Authorisation Form (RAF), and obtain approval from their Budget Holder. The RAF, executive approval and vacancy job description should then be sent to [HR@regentgroup.org.uk](mailto:HR@regentgroup.org.uk) where the request will be reviewed by HR and included in the next bi-monthly Role Governance Meetings. Once all required approvals have been received, the Recruitment Team will arrange for the vacancy to be advertised.

### 5.3. Advertising

The Recruitment Team will contact the hiring manager to confirm the details of the vacancy, discuss the type of support needed throughout the recruitment campaign and confirm the date when the job will be released and the closing date for applications.

Recruitment agencies are not to be instructed without the prior consent of and consultation with

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the Recruitment Team. In instances where an agency is to be used, the Recruitment Team will guide hiring managers on which agency is most appropriate for their role(s). REGENT has contracted with a number of suppliers on terms and conditions and favourable rates. It is important that these agencies are used first. The Recruitment Team must be involved in any agency selection in all cases.

**5.4. Shortlisting**

The Recruitment Team sieves through CVs with initial screening and provides the hiring manager with pre-screened applications. The hiring manager should review the applications and indicate whether a candidate's application has been unsuccessful or whether they are to be shortlisted for an interview; this should be sent to the Recruitment Team. The Recruitment Team will manage all candidate communications.

**5.5. Interviews**

The Recruitment Team will liaise with the hiring manager to confirm all interview arrangements and supply example interview questions. Line managers conducting recruitment interviews will ensure that the questions they ask job applicants are not discriminatory or unnecessarily intrusive. The interview will focus on the needs of the job and the skills needed to perform it effectively.

A record of every recruitment interview must be made and passed to the Recruitment Team following the interview round to be retained for a suitable period of time. No job offer should be made during or at the end of an interview.

Additional interview exercises/tasks/presentations will be used as part of the recruitment process only with the prior approval of the Recruitment Team. Any test used must have been validated in relation to the job, be free of bias, and be administered and validated by a suitably trained person.

The Recruitment Team will manage all candidate communications post-interview rounds, including the verbal offer of employment to the successful candidate.

**6. QUALIFICATION / PROFESSIONAL MEMBERSHIP CHECKS**

All job description person specifications will state whether a qualification / professional body membership is required in order to be shortlisted and appointed for the position. For roles where there is a requirement, the candidate must provide Regent with documentary proof of any relevant qualifications/memberships as stated in the person specification. Any offer of employment will be conditional on this requirement being satisfactory.

**7. DISCLOSURE AND BARRING SERVICE (DBS)**

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The job description will state any role that requires a DBS check due to statutory, legal, or partnership reasons. For roles where this is a requirement, Regent will support the candidate in acquiring a DBS certificate. The candidate must provide all relevant documents in a timely manner. Any offer of employment will be conditional on this requirement being satisfactory.

**8. REFERENCES**

We ask every successful candidate to consent for us to obtain two written references covering their last three years of employment, with one from the last employer (if applicable). Any offer of employment will be conditional on this requirement being satisfactory.

**9. RIGHT-TO-WORK CHECKS**

We only recruit individuals with a legal right to work in the UK. All offers of employment will be subject to the candidate providing the required original documents or our organisation being able to carry out a check on the Home Office's online [right to work checking service](#) confirming their right to do the work in question. To enable us to conduct an online check, the candidate must have shared their right-to-work details using the Home Office [prove your right to work to an employer](#) online service. Any offer of employment will be conditional on this requirement being satisfactory.

The requirement to provide evidence of the right to work in the UK applies to all new recruits, regardless of their race, nationality, ethnicity, or national origin.

**10. DATA PROTECTION**

REGENT processes personal data collected during the recruitment process in accordance with its data protection requirements. In particular, data collected as part of the recruitment process is held securely and accessed by, and disclosed to, individuals only for the purposes of managing the recruitment exercise effectively to decide to whom to offer the job. Inappropriate access or disclosure of job applicant data constitutes a data breach and should be reported immediately in accordance with REGENT's data protection policy.

**11. DOCUMENT CONTROLS****11.1. Document Approvals**

Date	Role/Position	Name
12 May 2023	Joint CEOs	Selva Pankaj Tharshiny Pankaj

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**Regent  
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Date	Version	Author/Position	Description
1 May 2023	1.0	Mizan-ur Rahman Deputy Director of People	Policy Creation
18 July 2023	1.1	Mizan-ur Rahman Deputy Director of People	Policy Update
28 February 2024	1.2	Mizan-ur Rahman Deputy Director of People	Policy Update

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