Quick Guide

To Recruitment and Selection

Why it matters...
The University is committed to building a core staff with the skills, attitudes and knowledge we need for the future. Recruitment is a critically important way of building our capacity and capability to achieve the aims of our Strategic Plan which includes an ambitious growth agenda. Undertaking the recruitment and selection process in the most effective way will ensure that we are selecting the right individuals to join our University putting us in the best possible position to meet both operational and strategic level objectives.

The recruitment process is also an ideal opportunity to set out the core values of the University to which members of the University community subscribe when joining us. The recruitment and selection process works in two ways: it is an opportunity for us to be clear about our expectations and for the individual applicant to understand what life as a member of our community is like.

Staff undertaking recruitment have a high level of responsibility. Decisions taken by selection panels will shape the future of our workforce and determine the success of our mission for years to come. We have a mutuality of obligation to deliver this process in the most effective way for the University.

How it works...

I am the hiring manager - what do I need to do?

- Undertake Moodle training on recruitment and selection.
- Obtain the funding approval to recruit through Unit 4 Business World (formerly Agresso).
- Write a job description and person specification for the vacancy using the University’s templates with a focus on behaviour, values and duties.
- Write a clear and concise job advertisement that reflects the job description and person specification.
- Upload the complete and correct documentation for advertising, onto iTrent ensuring the information matches the funding approval. Include the HERA job evaluation reference (if needed).
- Identify selection panel members (including the Chair if different to the hiring manager) and seek necessary approval of the panel composition.
- Confirm an interview date, book rooms and put in place any other logistical arrangements.
- Agree (in conjunction with the Chair) the format for the interviews and selection method.
- Select candidates for interview (with other panel members) according to whether they possess the requirements identified in the person specification.
- Ensure that the recruitment process is conducted in a fair and transparent way.
- Act in the strictest confidentiality and notifying HR of any conflicts of interest.
- Manage the induction of the new employee.

Contact the Resourcing Team for support.
For more Quick Guides go to ‘People Strategy in Action’.
I’m on the Selection Panel – what do I need to do?

• Ensure you are familiar with the recruitment and selection guidance.

• Undertake Moodle training.

• Question interview candidates in a fair and legislatively compliant manner.

• Take notes during each interview.

• Ensure all paperwork is given to the Chair at the end of the interview process.

• Treat all information gained through the selection process as confidential.

• Notify HR or the Chair of any potential conflicts of interest.

Who can I contact for more information and queries?

Each department and section of the University has a dedicated Resourcing Adviser located in the HR Section.

You can contact your Adviser by email at resourcing@essex.ac.uk or by telephone 01206 876559

I’m chairing a Panel – what do I need to do?

• Undertake the Moodle training in recruitment and selection and ensure you are aware of relevant University policies.

• Ensure interviews are conducted in a fair and equitable way and in accordance with University policies and guidance.

• Ensure the panel has an agreed list of appropriate questions and the arrangements for asking them are well understood by panel members.

• Ensure that all panel members treat information gained through the selection process as confidential.

• Ensure that a member of the panel is designated to prepare or give feedback to candidates upon request.

• Notify HR of any potential conflicts of interest of the panel members.

• Ensure the selection decision is demonstrably free from bias and discrimination.

• For professional services posts, discuss the offer with the Resourcing Team before proceeding.

• For academic posts gain relevant approvals for the offer before proceeding.

• In all cases, make the formal offer.

• Upload all interview notes and the interview decision grid onto iTrent once the process has concluded.

• Ensure that the appointment form is completed and right to work documents for the successful candidate are uploaded to iTrent.

Contact the Resourcing Team for support.
For more Quick Guides go to ‘People Strategy in Action’.