

Green Templeton College University of Oxford

Recruitment and Selection Policy Statement

Green Templeton College welcomes diversity amongst its staff and seeks to ensure that all candidates for employment are treated fairly, and that selection is based solely on the individual merits of candidates and on selection criteria relevant to the post. In pursuance of these aims, the College will adhere to the following procedure in respect of the recruitment and selection procedure for all advertised posts.

Selection Criteria

Selection criteria will be clearly defined and reflected in the further particulars sent to candidates. Job qualifications or requirements which would have the effect of inhibiting applications from individuals possessing one or more protected characteristic as defined by the Equality Act 2010 (namely age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation) will not be demanded or imposed, except where they are justifiable in terms of the job to be done.

Advertising

All posts at Green Templeton College are advertised, with the exception of some short-term temporary assignments. Job advertisements will normally be widely publicised so as to encourage applications from a broad range of suitable candidates from all backgrounds. The College retains the right to advertise some posts internally only, for the reasons of expediency or where an existing employees' current post may be at risk. Every post will have a job description and person specification with clear criteria for that job.

Equality and Diversity

The policy and practice of Green Templeton College is that all staff are afforded equal opportunities within employment. Entry into employment and progression are determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Selection of Candidates

The ability of each candidate to perform the job description will be compared objectively against the selection criteria for that job, and all applications for a post will be processed in the same way. Information sought from candidates and passed to those responsible for appointments will relate

only to the qualifications for, or requirements of the job. The College recognises its statutory obligation to make reasonable adjustments to the workplace and its working arrangements to accommodate candidates with disabilities.

Interview questions will relate to the selection criteria. No questions will be based on assumptions, for example, about roles in the home and family. In particular, questions about private personal relationships, children or domestic obligations will not be asked at interview, although candidates may request information about policies and staff benefits. Where it is necessary to obtain information about personal circumstances (for example where flexibility to work irregular hours is a stated criterion for the post) questions about this will be asked equally of all candidates and will relate only to the job requirements.

Where disabled candidates identify themselves at application stage, appropriate interview arrangements (such as accessible interview room, car parking or an interpreter) will be offered to enable such candidates to compete on an equal basis.

Record Keeping

All applications are confidential and will only be seen by those directly involved in the recruitment and selection process.

Details of candidates and of selection decisions will be kept for six months after an appointment has been made. The College will supply reasonable feedback to unsuccessful candidates on request during that period.

Details of the gender, ethnicity, any disability, age, marital status, sexual orientation, religious belief and whether the applicant is a carer are requested from its' staff and applicants for jobs to enable confidential recruitment monitoring to take place.

Records may be used to determine whether members of one gender or persons of a certain racial group or those with a disability do not apply for employment , or apply in smaller numbers than might be expected. Or whether they are shortlisted or appointed in a lower proportion than the application rate, or are concentrated for example in certain jobs. Where such under-representation is identified, positive action initiatives will be developed in accordance with relevant national legislation.