

RECRUITMENT POLICY STATEMENT

Objective

The aim of recruitment is to attract potential employees who have the relevant skills, qualifications and experience to make a positive, innovative contribution towards the work of the College.

Making a choice

Recruitment involves the element of choice. This applies equally to both the College and applicants. Whilst the College is seeking to attract applicants of the right calibre and aptitude, applicants are considering whether the College and the post for which they are applying will meet their own personal and professional ambitions and aspirations.

The aim is to provide applicants with comprehensive information about the post, the qualifications and experience required, the College and terms of employment so that they can make an informed choice about whether City College Brighton and Hove is the place they want to work. At interview applicants will, where appropriate, be given the opportunity to meet their potential working colleagues and given a tour of the College.

Equal opportunities

The College is committed to equal opportunities and the recruitment and selection process is an important part of the College's efforts to achieve this. The process is comprehensive and rigorous to ensure that all applicants receive fair, equitable and objective treatment. The process aims to ensure that the person who best meets the person specification is appointed without discrimination on the grounds of race, sexual orientation, colour, nationality, ethnic or national origin, disability, gender, age, marital status or religion. HRM monitors the selection process on all recruitment campaigns in order to ensure that the Equal Opportunities Policy is being followed. The College Policy on Employment of People with Disabilities should also be read in conjunction with this statement.

Responsibility

The recruitment process is managed by Human Resource Management (HRM) who aim to provide applicants and management with a confidential and professional service. The recruitment process itself involves a cross section of College staff and those involved need to:

- maintain professional standards whether recruits are easy or difficult to find
- ensure that equality of opportunity is an integral part of recruitment practice.
- ensure recruitment is seen as a key public relations exercise.
- undergo selection interview training and keep these skills up to date.