



The 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 this aim and of its statutory duties, St Catherine's College will seek to adhere to the following procedure in the recruitment and selection process for all advertised posts.

These notes relate to non-teaching support staff and College lecturers. Members of academic staff with University appointments are subject to rules laid down by the University.

Selection criteria

Selection criteria will be clearly defined and reflected in the further particulars sent to candidates, and will – as far as is reasonably practicable – be designed so that they will not directly or indirectly discriminate against potential applicants on the grounds of a particular characteristic (eg gender, age, sexual orientation, etc.).

Where the demands of the role do justify a particular characteristic being required, this will wherever possible be made clear in the advertisement and/ or further particulars.

Advertising

The College uses a variety of media to advertise jobs (both internal and external) and will seek to advertise roles in such a way as to encourage applications from a broad range of suitable candidates from all backgrounds. The College website includes guidance on how to apply for jobs at St Catherine's.

Selection of candidates

The ability of each candidate to perform the job description will be assessed objectively against the selection criteria for that job, based on the evidence provided by candidates in their applications. It is the College's intention that all applications for a post should 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 such adjustments to the workplace and to working arrangements as are reasonable to accommodate suitably qualified disabled applicants.

Wherever suitably qualified persons are available, there will be at least one member of each gender on the selection committee. The College will seek to ensure that all members of a selection committee are aware of this code, and (where appropriate) training and advice will be available in furtherance of its principles.

Interview questions should relate to the selection criteria. No questions should be based on assumptions (for example) about roles in the home and the family. In particular, questions about private personal relationships, children, or domestic obligations should not be asked at interview, although candidates may request information on relevant staff benefits and policies.

Where it is necessary to obtain information on personal circumstances (for example, in relation to a selection criterion such as flexibility to work irregular hours), questions about this will be asked equally of all candidates and, like other questions, will relate only to the job requirements.

In the case of disabled applicants who identify themselves at the application stage, appropriate interview arrangements (such as accessible interview rooms or the assistance of a sign interpreter) will be offered to enable such candidates to compete on an equal basis.

Record-keeping and recruitment monitoring

Details of candidates – both successful and unsuccessful – and of selection decisions (including the rationale for selection or rejection) will be kept for twelve months after an appointment has been made, and will then be destroyed.

The College will ask all candidates to complete a voluntary recruitment monitoring form as part of their application. This form will be anonymous and details of candidates will not be provided to members of the selection panel. Forms will normally be kept for a period of twelve months and will then be destroyed.

Data derived from recruitment monitoring forms may be used to determine whether individuals with a particular characteristic (eg ethnic background, age, disability, etc.) apply in smaller numbers than might be expected, or are shortlisted or appointed in a lower proportion than their application rate, or are concentrated for example in certain jobs or departments. Where such under-representation is identified, positive action initiatives may be developed.

The Equality Committee reports annually to the Governing Body of the College, outlining the results of the recruitment monitoring for the year that has just been completed.

Review of recruitment practice

Recruitment procedures and practices will be kept under review so as to ensure that this code is operating effectively.