

Staff Recruitment Policy

1.0 Purpose

The Staff Recruitment Policy has been established to ensure that Regent College London FZ LLC (RCL) has the opportunity to attract the best available staff and volunteers for all vacant positions. This policy relates to employment of all staff members.

2.0 Responsibility

It shall be the responsibility of the Director of Studies (or a delegated authority) to implement this policy and to monitor its performance.

It is the responsibility of HR services team and/or any functional lead to ensure that:

- They are familiar with the recruitment policies and procedures, and that they follow them accordingly.
- Staffing levels for each department are determined and authorized.
- All roles have current position descriptions that specify role requirements and selection criteria.

3.0 Policy statement

The recruitment process is frequently an individual's first impression of our institute; thus, it is critical that it be a pleasant one. These practises are intended to:

- project a positive image to potential workers, students, or faculty.
- provide a clear grasp of our job and what would be required of them as employees.

The literature supplied for candidates, such as job descriptions, person specifications, and other details, is an important part of the recruitment process.

1. First Step - If an employee decides to leave or additional staff resources are required, HR will check with the Head of Institution to see if there is support for filling the vacancy and if relevant funds are available.
2. Based on the institute's existing and future needs, the functional head may decide the need for new or replacement jobs.
3. If other than an interview, additional screening methods are planned, they should be clearly related to the job criteria, carefully selected, professionally designed, and effectively administered to ensure that the selection process is free of bias.

4.0 Guidelines

HR will provide advice, guidance and support to recruiting managers so that:

- Job descriptions, person specifications and recruitment advertisements are drafted in such a way as to make clear the requirements of job vacancies.
- Staff involved in recruitment and selection are aware of their role and responsibilities in this area.

HR Services will monitor applications by equalities criteria.

HR Services will organise training and development to support recruitment and selection.

Functional leads are responsible for the appointment of staff in their area, for ensuring that these procedures are followed, and that unfair discrimination does not occur.

All staff involved in recruitment and selection have a responsibility to behave in a non-discriminatory manner.

5.0 Monitoring

The Service Quality Review Team who will monitor the implementation of this policy include:

Staff Members Involved

Functional leads

HR Services

Director of Studies

6.0 Review

This Policy will be reviewed annually by the RCL Senior Management Team.

It may also be reviewed in the case of any substantial change, whichever is earlier.

For advice and support contact the Senior Management team.

Policy Information

Purpose	Policy Information
Title	Staff Recruitment Policy
Document Number	0169/84
Purpose	The Staff Recruitment Policy has been established to ensure that RCL has the opportunity to attract the best available staff and volunteers for all vacant positions. This policy relates to the employment of all staff members.
Audience	Staff
Category	Compliance
Next review date	March, 2026

Version Control

Version	Author	Amended by	Date	Comments
1.01	DoS	DGS	26/3/2025	Policy approved by RCL Governance Committee