



Recruitment and Selection Policy

1. Purpose

Rushmore Business School recognizes that its staff are fundamental to its success. Rushmore Business School therefore needs to be able to attract and retain staff of the highest calibre and a strategic, professional approach to recruitment is essential to do this.

The purpose of this policy is to provide a sound framework for the recruitment and selection of staff based upon the principles outlined below, which also meet the requirements of the Equal Opportunities Employment Policy and all other relevant employment legislation.

2. Scope

This policy and procedure cover all activities that form part of the recruitment and selection process. It is applicable to all staff recruitment except casual staff. In order for the policy and procedure to be effective it is essential that any employee who is involved in any aspect of the recruitment and/or selection of staff is aware of this document and follows it. Ultimately it is the responsibility of the senior management in Rushmore Business School, including Heads of Departments, in conjunction with HR to ensure that this is the case.

3. Core Principles

- Rushmore Business School has a principle of open competition in its approach to recruitment.
- Rushmore Business School will seek to recruit the best candidate for the job based on merit. The recruitment and selection process should ensure the identification of the person best suited to the job and Rushmore Business School.
- Rushmore Business School wishes to encourage the recruitment of staff with disabilities and will make reasonable adjustments to all stages of the recruitment process and as required in order for a successful candidate with a disability to undertake the post.
- Rushmore Business School will ensure that the recruitment and selection of staff is conducted in a professional, timely and responsive manner and in compliance with current employment legislation.
- Rushmore Business School will provide appropriate training, development and support to those involved in recruitment and selection activities in order to meet this core principle. Any member of staff involved in the selection of staff should satisfy him or herself that he/she is appropriately trained and can comply with the requirements of this policy and procedure.
- Recruitment and selection is a key public relations exercise and should enhance the reputation of Rushmore Business School. Rushmore Business School will treat all candidates fairly, equitably and efficiently, with respect and courtesy, aiming to ensure that the candidate experience is positive, irrespective of the outcome.
- Rushmore Business School will promote best practice in recruitment and selection. It will continuously develop its recruitment and selection practices to allow new ideas and approaches to be incorporated.
- Rushmore Business School will ensure that its recruitment and selection process is cost effective.
- If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant they must declare this as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.
- All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act 2004.