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Recruitment & Selection Policy

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Related GBS policies
<ul style="list-style-type: none"> • GBS Staff Referral Policy • GBS Staff Grievance Policy • GBS Disciplinary Policy • GBS Data Protection Policy • GBS Equality and Diversity Policy • GBS Capability Policy • GBS Probation Policy
External Reference Points
<ol style="list-style-type: none"> 1. UK Public General Acts, <i>Equality Act 2010</i> Accessed online at: https://www.legislation.gov.uk/ukpga/2010/15/contents 2. UK Public General Acts, <i>The Bribery Act 2010</i> Accessed online at: https://www.legislation.gov.uk/ukpga/2010/23/contents 3. UK Public General Acts, <i>Rehabilitation of Offenders Act 1974</i> Accessed online at: https://www.legislation.gov.uk/ukpga/1974/53 4. UK Public General Acts, <i>Immigration and Asylum Act 1999</i> Accessed online at: https://www.legislation.gov.uk/ukpga/1999/33/contents 5. Information Commissioner's Office Accessed online at: https://ico.org.uk/ 6. UK Public General Acts, <i>Employment Rights Act 1996</i> Accessed online at: https://www.legislation.gov.uk/ukpga/1996/18/contents

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1. Policy Statement

- 1.1 Global Banking School (GBS) recognises that we rely on the skills, competencies, and contribution of all our staff to deliver high outcome for our students. An effective recruitment and selection process is, therefore, fundamental in underpinning our strategic ambition to appoint the highest calibre of staff at all levels and to enable us to deliver our strategic plan by 'changing lives through education'. GBS is committed to ensuring that our recruitment and selection processes are fair, consistent, and in accordance with legislative obligations and recognised best practice guidelines.

2. Purpose

- 2.1 The purpose of this policy is to ensure that the company employs and promotes the most appropriate employees in a fair and consistent manner free from discrimination.

3. Policy

- 3.1 GBS is committed to ensuring that there is no discrimination on the grounds of age, disability, gender reassignment, marriage/civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation at any stage of the recruitment process or in the terms and conditions offered to new employees or promoted employees.
- 3.2 The Company will monitor the composition of its workforce, in order to identify areas that may need positive action measures to promote equal opportunity and diversity.

4. Scope

- 4.1 This policy covers all current employees and applicants for employment with the company.

5. Line Responsibilities

- 5.1 Line managers are responsible for recruitment in conjunction with the HR department. A line manager who wishes to recruit someone must first obtain approval from their Senior Management Leader and the HR Department. Where

recruitment is planned to fill a vacancy created by a leaver, approval will normally be granted automatically.

- 5.2 If the line manager wishes to upgrade a role, or create a new role, they must provide the HR Department and CEO with justification, focusing on organisational needs.

6. Advertising

- 6.1 Advertising of all positions will normally be carried out both internally and externally. The resourcing team will advertise the vacancy and source qualified candidates through a range of channels, including the company Intranet.

- 6.2 Advertisements will make clear, in both wording and illustration, that the positions are open to all suitably qualified candidates, regardless of age, disability, gender reassignment, marriage/civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation. Details of positions will be fully circulated so as to ensure access to all applicants. This includes forwarding internal advertisements to colleagues on long-term leave.

- 6.3 GBS is committed to equality of opportunity for its people from the earliest stage of the recruitment process and onwards. We seek to do whatever we reasonably can to assist potentially under-represented groups to join us and then progress within our workforce and enjoy a long and rewarding association with us on an equal basis with others. Further information and guidance on this can be found in the Recruitment Procedure.

7. Colleague Referral Bonus

- 7.1 We encourage colleagues to refer a friend, family member or known contact for employment with GBS. A referral bonus will only become payable if the referred person is subsequently recruited and successfully completes the probation or 'initial period of employment'. Please see the [Employee Referral Procedure](#) for more details.

8. Screening

- 8.1 Screening will be carried out by matching details of applicants to the requirements of the job. The screening criteria will be applied consistently to all applicants.

Records of the screening process will be retained for a period of one year by the HR Department.

9. Testing

- 9.1 If it is necessary to use selection tests for a job, they will only relate to non-biased, genuine objective requirements of the role. Records of any testing undertaken will be retained for a period of one year.

10. Interviewing

- 10.1 The interviewing process will be carried out in the following way:
- no assumptions will be made on the grounds of age, disability, gender reassignment, marriage/civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation
 - questions will relate to the requirements of the job as established in the job description and the person specification
 - applicants will be assessed at the end of interviewing against pre-defined criteria
 - interviewers will complete Interview Evaluation Forms for each candidate
 - records of the interview process will be retained for a period of one year, including questions asked, answers given, any interview notes, and interview evaluation forms for all candidates.

11. Career Progression

- 11.1 All suitable job opportunities will be posted internally on the intranet. You are welcome to apply for internal vacancies once you have
- a) Satisfactorily completed their probationary period,
 - b) Last performance manager and KPI score should be at least a '3' for both
 - c) Have been working in your current position for at least twelve (12) months. In exceptional circumstances, Senior Management may consider the Performance Development Plan (PDP) period as contributing toward the minimum 12-month term.

- 11.2 You are encouraged to discuss the suitability of any opportunities with your manager before applying. If you decide to apply for an internally advertised vacancy, you should follow the instructions given at the time; this will normally require you to make an application via the job advert.
- 11.3 The selection process will be conducted objectively, and decisions will be based upon specific and reasonable job-related criteria. If you are successful in your application, you will be advised of any conditions relating to the appointment and a suitable transfer date from your current position will be agreed between you, your existing manager and your new manager.
- 11.4 If you are unsuccessful, you will be given the opportunity to receive feedback on your application from the recruiting manager.
- 11.5 Training and job experience needed for promotional opportunities will be open to all colleagues. Promotion will be determined by merit, performance against objective criteria, and successful completion of a Professional Development Plan.
- 11.6 Promotion reviews are carried out on a bi-annual basis.
- 11.7 No colleague will be overlooked in relation to a promotion or an experience-broadening opportunity because of their reluctance to apply or accept on a previous occasion. The process surrounding promotion will be free from unlawful discrimination.

12. Training

- 12.1 All relevant staff, including those on fixed-term/part-time contracts, will have equal access to training opportunities, whether training is relevant to their current job, or to enhance promotional opportunities.

13. Pre-employment Checks

Appointments to all GBS posts will be subject to the following checks:

- 13.1 **Providing proof of right to work in the UK**

It is a criminal offence to employ someone who does not have the right to work in the UK and it is a legal requirement to check that all prospective colleagues and workers are eligible to work in the UK. Find out more about [Right to Work checks](#).

13.2 **Confirmation of employment history**

The information provided in the CVs should be evidenced as far as possible, and any gaps in employment discussed. It is important that this information is sought in the context that experience and transferrable skills can be gained through a variety of activities and environments (for example time off for caring and family responsibilities, or voluntary activities), but the reason for the gap should be explored.

13.3 **Checking qualifications, professional memberships, etc**

Where a specific qualification or professional memberships has been requested the candidate should be asked to provide evidence to prove they are genuine. Original certificates and/or transcripts of qualifications or memberships must be provided. Documents that are not in English should have certified translations and where a qualification is unfamiliar authenticity should be verified.

13.4 **Basic, Standard or Enhanced DBS Check (where applicable)**

A DBS check should only be arranged for a successful job applicant and once a conditional job offer has been made.

14. Employment of Foreign Nationals

14.1 **Sponsorship**

GBS is an employer approved by the Home Office to sponsor Tier 2 visa applications and will ensure their compliance with various duties in order to retain its sponsorship license.

14.2 GBS is required to keep all records around the supplication process on file, including all recruitment and application records.

14.3 The Company is required to provide ongoing information to the Home Office for those on a Tier 2 sponsored visa. This includes information around any long-term (over 6 weeks) absence (excluding maternity, paternity, adoption or shared

parental leave), changes of home address, changes of place of work, job title and/or salary.

15. Records

- 15.1 GBS will retain, for at least one year, all records arising through the recruitment process in compliance with the legitimate basis of the consideration for future employment opportunities.

16. Policy Amendment and Administration

- 16.1 This policy may be amended by GBS at any time. If there are any queries relating to policy administration, please contact the Governance Office at governance@globalbanking.ac.uk.

17. Data Protection and Confidentiality

- 17.1 GBS is registered with the Information Commissioner's Office as a Data Controller. Details of the School's registration are published on the [Information Commissioner's website](#). GBS as a Data Controller implements appropriate technical and organisational measures to ensure that processing of personal information is performed in accordance with the UK General Data Protection Regulations (UK GDPR) and under the Data Protection Act 2018 (DPA).

18. Alternative Format

- 18.1 This policy can be provided in alternative formats (including large print, audio and electronic) upon request. For further information, or to make a request, please contact the Governance Office at governance@globalbanking.ac.uk.

