


Recruitment and selection policy

1. This policy applies to the recruitment of all staff of the university.
2. The university's staff must be recruited with the care befitting an investment in a key resource.
3. It is essential the process of appointment be fair, systematic, efficient and effective, ensuring equality of opportunity, including compliance with relevant codes of practice and the criteria for use of the 'two ticks'  symbol, which guarantees support for disability.
4. Staff must be appointed in accordance with relevant statutory and University of Brighton obligations and guidelines.
5. No offer of appointment for however short a period should be made without the prior authorisation of the Personnel Department. Authority and responsibility for initiating, managing and participating in the recruitment and selection processes for all types of posts is detailed in the *Staff Recruitment and Selection Guide* issued by the Personnel Department.
6. The process is underpinned by criteria for selection, based on relevant knowledge, skills, attitudes and physical ability to do the job as detailed in an up-to-date description of the job.
7. Recruitment should also be seen as a key public relations exercise, promoting the image of the university as a fair and caring employer and an efficient and professional organisation.
8. The university aims to ensure that all panel members have attended a Personnel Department recruitment workshop.
9. It is essential that all staff involved in the recruitment and selection process ensure the confidentiality of information supplied by applicants and referees.