

RECRUITMENT AND SELECTION POLICY STATEMENT

De Montfort University will recruit for employment only those individuals who can demonstrate the level of competence, in terms of education, qualifications, experience and aptitude, appropriate to the work they are required to undertake and **will not discriminate, unlawfully, in the provision of employment opportunities.**

The University's recruitment and selection procedure aims to:

- Ensure that the employees appointed through its recruitment and selection process fully meet the essential criteria identified for the vacancies to make an effective contribution to the University's strategic objectives and values;
- Ensure that the recruitment and selection process is fair, consistent, efficient, effective and that panel members are trained;
- Encourage the development of internal applicants through transfer and promotion to comply with the terms of the Equality of Opportunity in Employment and Age Discrimination Policy Statement;
- Promote the image of the University through professional handling of advertising and management of the application process for both internal and external applicants;
- Ensure effective monitoring is undertaken to validate the process, review and update it as appropriate.

Every stage of the recruitment and selection process will take into account the University's Equal Opportunities in Employment Policy, Age Discrimination Policy Statement and Retirement Policy.

The recruitment process inevitably involves collection of personal information (and sensitive data) which is subject to the standards imposed under the Data Protection legislation and Codes of Practice.