



Global Recruitment and Selection Policy

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Responsible Office:	Human Resources

HERIOT-WATT UNIVERSITY RECRUITMENT AND SELECTION POLICY

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1. Introduction

Heriot-Watt is a Global University and is recognised throughout the world for the quality of its teaching and applied research capability. Central to that success is the ability to attract talented and skilled professionals and recruit colleagues of the highest calibre to deliver excellence and achieve the University's strategic goals.

The University recruitment processes are led by the local HR Operations and Recruitment Teams. A partnership with hiring managers is created for each role to determine best attraction and selection strategy. Appropriate recruitment procedures are vital to ensure that Heriot-Watt University can attract and recruit the best people as a strategic driver enabling the University to achieve its ambitions and aims.

The purpose of this policy is to provide a sound framework for recruitment and selection, in line with relevant legislation and equal opportunities best practice to ensure the most suitable person is appointed into each position.

This Policy is underpinned by the Recruitment and Selection Procedures, which support Hiring Managers involved in the recruitment process by providing the University standard processes to be followed.

2. Scope

This policy (and supporting procedures) underpins all activities relating to recruitment and selection for all UK, Dubai and Malaysia based colleagues and is aligned with the relevant Ordinances on Recruitment of Staff.

This Policy applies to all recruitment candidates (successful and unsuccessful) and all employees of the University.

This Policy does not form part of any contract of employment and the University may amend it at any time.

3. Key Principles

Heriot-Watt University is committed to enhancing the candidate experience through its attraction and recruitment approach, in order to attract and retain the best talent.

At Heriot Watt we are passionate about our values and look to them to connect our people globally and to help us collaborate and celebrate our success through working together. Our research programmes can deliver real world impact which is achieved through the diversity of our international community and the recognition of creative talent that connects our global team.

Our flourishing community will give you the freedom to challenge and to bring your enterprising mind and to help our partners with solutions that can be applied now and in the future. Join us and Heriot Watt will provide you with a platform to thrive and work in a way that also helps you live your life in balance with well-being and inclusiveness at the heart of our global community.

This Policy and its linked procedures recognise and incorporate Athena SWAN principles.

This policy promotes equality and fairness and is in keeping with the values of Heriot-Watt University of Inspire, Collaborate, Belong and Celebrate

In addition, the University will:

- Seek to attract the best candidate for the job based on merit.
- Ensure that the recruitment and selection of staff is conducted in a professional, timely and responsive manner and is compliant with current employment legislation.
- Provide appropriate training, development, and support to those involved in recruitment activities. All Hiring Managers must have completed.

Recruitment and Selection training, including Equality and Diversity and Recruitment and Selection e-learning, which must be refreshed every 2 years.

- Treat all candidates fairly, equitably, efficiently, and respectfully, aiming to ensure the candidate experience is positive, irrespective of outcome.
- Enhance the reputation of the university through a positive recruitment and selection experience for each candidate, irrespective of outcome.
- In the UK fully comply with our 'Disability Confident Employer' and 'Armed Forces Covenant Gold Award status' and adopt a proactive positive approach to the recruitment of staff with disabilities and make reasonable adjustments as required at all stages of the recruitment process and thereafter, in order for successful candidates with a disability to undertake the role.
- Promote best practice in recruitment and selection and continuously develop practices to introduce new ideas and approaches to support our strategic objectives.
- Ensure that the recruitment and selection process is cost effective.

4. Roles and Responsibilities

Human Resources will advise colleagues and managers on the operation and application of these policies and procedures, ensuring consistency of application across the University.

Hiring Managers will work closely with HR colleagues on identifying best practice attraction and recruitment procedures.

5. Monitoring and Evaluation

All correspondence, documentation and other data relating to the recruitment and selection of staff will be kept securely and in accordance with the requirements of relevant Data Protection Legislation in each of our jurisdictions.

6. Related Policies and Procedures

<https://www.hw.ac.uk/uk/services/human-resources/human-resources-policies.htm>

Key Policies linked to Recruitment and Selection Policy:

- Global Policy – Giving and Receiving References
- Relocation Policy and Procedures (UK)
- Equality and Diversity Policy
- Global Reward Policy
- Disclosing and Protecting Vulnerable Groups (UK only)
- Social Media Policy

Key Procedures linked to Recruitment and Selection Policy:

- Recruitment and Selection Procedures (under development)

Further reference

- University Statutes and Ordinances: <https://www.hw.ac.uk/uk/about/profile/governance/ordinances-regulations.htm>
- Privacy Notice: <https://www.hw.ac.uk/uk/services/information-governance/protect/privacy-and-your-data-rights.htm>
- Data Management: <https://www.hw.ac.uk/uk/services/information-governance/records-management.htm>
- The University's Equality Outcomes
- The University's Athena SWAN Action Plans

Additional Guidance for Hiring Managers may be found (insert link to HR Hub Recruitment section and that will save needing to include info about job evaluation etc.).

Please contact the HR helpdesk [for all queries relating to staff recruitment across all our campuses.](#)

7. Policy Version and History

	Version No	Date of Approval	Approving Authority	Brief Description of Amendment
	V. 2.0	July 2023	UE	Converted to Global Policy and aligned with Ordinance Review; refreshment pending full review

