



RECRUITMENT GUIDELINES





1. Introduction

This document is based on research into best practice in recruitment and selection procedures and users of the document are advised to follow the guidelines and principles in most situations.

However, it is accepted that there will be some occasions where strict adherence would not be reasonable. In these cases, a clear rationale for not following the guidelines will be provided. It is also accepted that some variances will not be allowed such as the requirement to undertake training and demonstrate competence to participate in recruitment and selection processes.

This guidance does not form any part of any employee's contract of employment. It may be amended from time to time, informing our recognised trade union representatives.

- 1.1 The University is committed to ensuring a fair and transparent process is undertaken when recruiting and selecting all permanent and temporary employees. The University is committed to equality, diversity and inclusion in which the individuals are selected for their skills, knowledge, and abilities. The University is committed to sustainability in recruitment and where practical a more sustainable approach to recruitment should be adopted.
- 1.2 The University expects staff who are involved in this process to have a thorough understanding of their responsibilities. The following policies should be read in conjunction with this document:
 - *Job Evaluation Procedure*
 - *Recruitment and Competency Framework*
 - *Eligibility to Work in the UK*
 - *Unitemps link*
 - *Equality, Diversity and Inclusion*
 - *Employment of relatives or close friends*
- 1.3 Any individual who has no knowledge or experience of recruiting should only be part of the recruitment process with the support of either Human Resources (HR) or their line manager. In addition, all panel members will normally be expected to have completed the "Diversity at Work" e-learning module before taking part in recruitment and selection.
- 1.4 All staff will have received Unconscious Bias training and therefore it would normally be the case that all members of any interview panel will have completed this training. <https://surreylearn.surrey.ac.uk/d2l/le/lessons/226042/lessons/2109630>

2 Process



A vacancy arises when someone leaves the post or a new post is created with no previous job holder, or when someone has reduced their hours, creating a job share or similar.

2.1 Preparation

- 2.1.1 Once the vacancy has been identified, a role profile addendum/job purpose will need to be developed, reviewed, or amended by the Hiring Manager with approval from HR Business Partners when required. If the review results in little (less than 30%) or no change to the job profile, following consultation with your HR Contact, section 2.2 applies.
- 2.1.2 In the event the role is new or requires significant change (i.e. a difference of more than 30% in responsibilities), reference should be made to the 'Job Evaluation Procedure' which will explain the process. Your HR team will be able to advise of the monthly dates and process for the Job Evaluation panel.
- 2.1.3 Once the role has been evaluated and agreed, HR, in partnership with the recruiting line manager, will decide on the most appropriate route for recruitment, including media choices. Whilst we aim to deliver recruitment in-house, there may be a requirement to use an agency. (See Agency Recruitment Section 7).
- 2.1.4 The Chair of the Panel, in conjunction with HR, should decide upon how many assessment stages will be involved, and how many applicants could be expected at each stage, taking into consideration market factors.
- 2.1.5 In most instances a role must be advertised on the University website for a minimum of 10 days, although for internally advertised positions, a one-week advert is acceptable, or consideration may be given to an expression of interest. In the event that an expression of interest is deemed appropriate, candidates should be asked to supply a cover letter outlining their suitability for the post for consideration.
- 2.1.6 All recruitment for the role of Head of Department/School should be notified to the PVC Executive Dean of Faculty as soon as a resignation has been received or a minimum of 6 months before the end of tenure approaches; this is to ensure appropriate time can be allocated for the forthcoming recruitment process.
- 2.1.7 Whilst the University is committed to the development of all its current employees, there may be a business reason as to why a role may not be advertised. In this case a full justification should be sent to the HR Business Partner (or delegated deputy) to decide if the business case is robust and justifiable.



Endorsement Panel:

If there has been no external advert (e.g. through direct approach to transfer research funding or Fellowship requirements where an academic post is required following end of term), the panel structure should be in line with the requirements for recruitment of that level as in Appendix 1.

Reasons would include, but are not exclusive to:

- An individual has been in the role for more than 6 months and has performed at a level expected of that role.
- An individual has been so closely involved in a project that their skills and experience would be a match in the role going forward or the skills are so specific as to be identified and required within another independent project.
- Where there are 'named researchers' on a grant or an academic position is part of a funding agreement at the end of a fellowship.

2.2 Authorisation

- 2.2.1 Once the job purpose/role profile is confirmed at the right level, an online recruitment request form (OSRF) will need to be submitted by the line manager onto the Surrey Recruit System.
- 2.2.2 Surrey Recruit is the University's e-recruitment system which must be completed, and the appropriate authorisations given prior to any role being advertised.
- 2.2.3 The system requires certain information including a business case justifying why the post is required, which must be completed by the recruiting manager. Market supplements and potential for signing on bonuses should be recorded here.
- 2.2.4 It also requires the recruiting manager to include the job description, addendum (if required), selection criteria, draft advert, panel members and interview dates.
- 2.2.5 Once all the authorisations have been obtained, if additional media advertising is required a discussion should take place between the recruiting manager and HR (for some senior posts or larger scale campaigns this may occur prior to authorisation as part of planning). If no additional media is required, the role will automatically be advertised via our usual channels.



2.3 Advertising

- 2.3.1 Most roles will be placed on Jobs.ac.uk, Times Higher, LinkedIn and Indeed. Additional media can be used to reach more specialist skillsets with consideration given to channels that can help to positively impact diversity (at a local cost).
- 2.3.2 It is important that the advert truly reflects the University of Surrey brand and projects an inclusive positive impression, aiming to attract diverse and high caliber talent. In most cases adverts will be run through a gender decoder tool to remove any subtle bias from the advert.
- 2.3.3 Agreed options for advertising may include one or more of the following:
- Digital advertising.
 - Social media.
 - External advertising – inc. media and trade journals.
 - Diversity websites – targeting underrepresented colleagues.
 - Placing vacancy with recruitment agencies or executive search organisations.
- 2.3.4 HR will have a bank of templates which can be used however it is the responsibility of the recruiting manager to provide the information for the advert text and HR can provide support as required.
- 2.3.5 For relevant roles the University can offer sponsorship under a skilled worker, but to comply with the guidance, clear salary ranges must be advertised.

2.4 Shortlisting

- 2.4.1 Shortlisting should be undertaken on Surrey Recruit once the advert has closed.
- 2.4.2 It is vital that scores are objectively allocated. If you have personal knowledge of the candidate that could be material to the decision to appoint, or you have a conflict of interest, this must be flagged to the Panel Chair ahead of the interview commencing and/or you scoring the application.
- 2.4.3 Applications should be treated as confidential. Applications will be stored on Surrey Recruit for a period of 12 months and then deleted unless there is a requirement to keep them longer due to UK Visa and Immigration requirements.
- 2.4.4 Once the panel members have submitted their shortlisting scores the Chair of the Recruitment Panel should submit their final shortlisting decisions on Surrey Recruit. In the event the group score together the Chair should submit the final score and submit the decision.



- 2.4.5 If feedback is requested by an unsuccessful candidate, this responsibility lies with the Chair of the Panel or suitable nominee. Advice should be taken from the relevant HR Operations or Resourcing Team colleague.
- 2.4.6 There is no minimum or maximum number of candidates required for short-list or assessment; however, it is recommended that a maximum of five candidates be assessed in one full day.
- 2.4.7 Microsoft Teams should be used where possible for first stage interviews and face to face (F2F) or Teams for second stage. A combination of virtual or F2F should be avoided for the same stage, it is important that the interview experience is consistent for all candidates, where possible. Where onsite assessment days are used, there may be no need for a virtual first stage.
- 2.4.8 Head of Department/School (Academic) Recruitment:
- The Dean of Faculty will take an active role in long-listing, short-listing and final interview panel which they or the Provost will normally Chair.
 - The PVC Executive Dean of Faculty or the Provost will also take an active lead in the recruitment of any strategic positions as directed by Executive Board and Vice-Chancellor.
 - Senior posts would normally be recruited via the Resourcing Team who offer an executive search service.

2.5 Panel Make-Up

The Chair of the Panel is ultimately responsible for ensuring appropriate make-up of their panel with the help of HR.

- 2.5.1 The Chair of the Recruitment Panel is responsible for ensuring that the selection decision is based upon objective evidence gathered throughout the selection process.
- 2.5.2 As part of the University's commitment to equality, diversity and inclusion, it is recommended that, where possible, the recruitment panel should be appropriately representative of the diverse staff groups and will not consist of more than 75% of either male or female members. It is the responsibility of the recruiting manager to ensure the availability of their panel members. Placeholder invitations should be placed in panel members' diaries by a faculty representative.



- 2.5.3 HR will support the interview process, and normally HR will only be present on the interview panel if acting as a full panel member, asking relevant pertinent questions and an integral part of the formal decision-making process.
- 2.5.4 HR is responsible for ensuring that short-listed candidates are invited to interview. This will normally be done via e-mail on Surrey Recruit.
- 2.5.5 Prior to the interview the Chair of the Recruitment Panel should ensure that interview questions are determined and that all essential criteria in the Person Specification and culture fit are tested either through the application, interview, or other form of assessment. Advice and support can be provided by HR.
- 2.5.6 Tests or assessments are an added selection tool to the interview. They must be based on the role of the job and the person specification, where the evidence produced by the candidate can be objectively measured and scored. It is best practice for assessors to be independent of the interview panel. Care in designing assessment centres must allow for candidates who may be disadvantaged by the type of test and expert advice to ensure a level playing field for all candidates taking the assessment is essential. For further advice on assessment methodology contact the Resourcing Team.
- 2.5.7 As part of the interview process, presentations may be required, particularly for academic appointments. These should be tailored to the role advertised and candidates should be advised in advance of all components of the interview process as noted in Appendix 2. If specific equipment is required, the hiring manager or faculty representative should advise HR of an appropriate room for F2F interviews.
- 2.5.8 Recruitment Panel members are responsible for taking their own notes in the interview to enable them to actively participate in the decision making process at the end of the interviews. It is advised that care be taken when writing these notes as it is within the rights of the candidate to request to see them. Once the Chair has consolidated feedback, panel member notes should be locally destroyed.
- 2.5.9 The Chair of the Recruitment Panel is responsible for completing the Interview Decisions on Surrey Recruit (that summarises the views and ratings jointly discussed and agreed upon by the Panel).
- 2.5.10 Psychometric Tests; are a useful tool, as long as they form part of a wider recruitment process and are not fully depended upon. The University is committed to using these as an integrated part of the recruitment process and they will not be used for any other purpose other than obtaining an understanding of the candidates' working preferences and development areas. Where possible



the tests will be administered internally, and feedback offered following any final decision. The use of psychometric tests in recruitment interviews must be agreed with HR in advance and are usually required for more senior roles. Additional costs may be incurred locally.

3. Offer

- 3.1 A decision to make an offer may be made following an appropriate selection process. All offers must be within the authorised salary range and must be made by the hiring manager or HR representative, unless expressly agreed by the PVC Executive Dean/Head of Department.
- 3.2 HR will ensure that all unsuccessful candidates are notified of the outcome appropriately via Surrey Recruit and are provided with feedback, if requested, by the Chair or nominated member of the Recruitment Panel.
- 3.3 Internal candidates must receive feedback from the Chair or a nominated member of the Recruitment Panel. Feedback is an essential part of an individual's personal development and standard rejection emails should be avoided for internal candidates.

4. Salary

- 4.1 The relevant HR Business Partner must be consulted to provide detailed guidance and advice on determining appropriate salary levels if this has not been defined on the original OSRF. Most roles will be offered at the entry point of the banding, however for more senior posts and hard to fill roles when deciding upon an appropriate salary to be offered, consideration will normally be given to the following objective criteria:
 - Current University salary scales.
 - The level, breadth, depth and complexity of the individual's knowledge and understanding of different aspects of the job and, as appropriate, expert, professional and theoretical knowledge.
 - The level and breadth of existing relevant skills.
 - Qualifications and depth of relevant experience of the successful candidate.
 - Comparative salaries of existing employees in similar roles/grades within the Faculty/Department and University.



- Equal pay principles that all staff should receive equal pay for the same or broadly similar work, for work rated as equivalent and for work of equal value.
- Current market forces (e.g. areas of skill shortages) and local labour competition.
- Any budgetary restraints.

4.2 Professorial and Level 7 Professional Services Salary Setting

For professorial roles the Executive Deans of Faculty, supported by HR Business Partner and Resourcing will make recommendations for approval by the Provost and Chief People Officer for the remuneration of new hires, whether such hires are promoted from within or hired externally to the University. Remuneration will be set in accordance with the underlying principles for senior staff remuneration and are subject to approval. Professional services hires are subject to approval by the relevant EB Lead. However, the full scope of the salary parameters should be agreed ahead of recruitment and approved on appointment of the hire. Remuneration in excess of £100k pa will require the additional approval of the Vice-Chancellor.

Where necessary the HR Business Partner will provide benchmark data to help establish the appropriate level of remuneration for internal senior promotions or new hires. Remuneration levels will consider the individuals' current remuneration, perceived performance, perceived potential, equality and diversity matters, internal relativities and market benchmarks.

5. Offer to Successful Candidate

- 5.1 Once the offer has been approved, the hiring manager or HR will make a provisional verbal offer to the successful candidate, which will be followed up in writing via Surrey Recruit. This should happen as soon as possible after the selection decision is made. For more senior posts where negotiation may be required, the PVC Executive Dean/Head of Department may make the initial call following a discussion with the HR Business Partner or Resourcing Specialist.
- 5.2 It must be explained to the candidate that the provisional offer is subject to all necessary checks required, as part of the selection process, to verify and validate evidence already gathered; for example references, eligibility to work in UK, qualification checks etc.



- 5.3 Once the verbal offer has been accepted the HR contact will issue the provisional offer, shortly followed by the contract of employment including a pre-employment medical questionnaire via DocuSign.

References will be sought from two referees by HR (one of whom must be the current/most recent employer) and must be from a professional email address.

If references contain unexpected or negative information (which may be inaccurate), this should be discussed with the hiring manager. Any specific points can also be investigated further with the referee.

- 5.4 The start date can be agreed before references/Occupational Health /DBS is received, although the University of Surrey reserve the right to terminate employment with immediate effect should the reference or DBS clearance be unsatisfactory, or to delay the start date if receipt of these is delayed.

6. Eligibility to Work

- 6.1 Prior to the commencement of employment all candidates must prove their right to work in the United Kingdom – see the University’s *Eligibility to Work in the UK* policy for further details.
- 6.2 If a visa is required, employment cannot start until the appropriate documentation is in place. An application for a Skilled Worker must be made through the HR Operations Team.
- 6.3 On the first day of employment ALL new starters must not commence work until they have provided HR with their eligibility to work either via a passport or visa or other approved documentation set out in the *Eligibility to Work in the UK* policy. If by 12pm the new starter has not visited HR, (if they have not previously provided documentation), it will be assumed they have not started as originally agreed and the start date will be delayed until proof is given and UKVI will be informed.
- 6.4 HR will also provide the line manager with a managers’ checklist for anyone on a visa which outlines the responsibilities of a manager for an employee who requires eligibility to work here.

7. Agency Recruitment / Resourcing Team

- 7.1 In the event that the recruitment of a specific role is either particularly challenging or very specific, the Resourcing Team can support by providing additional intervention such as a search service, building a comprehensive campaign and identifying additional media.



However, they may also recommend the use of a recruitment agency or executive search partner. Under some circumstances the team will activate a dual approach of directly sourcing candidates alongside an agency to maximise reach and expedite recruitment. The Head of Resourcing is responsible for the oversight of all agency usage.

The Resourcing Team can help with advice on agencies and securing the appropriate payment levels. This may also include a discussion with Procurement.

- 7.2 Any costs incurred regarding agency fees will be charged to the department/school budget and not centrally funded. Any cost should be pre-approved by the Department/School/Faculty.
- 7.3 In exceptional circumstances should an agency be used for a short-term, hourly paid contract, this must still be authorised via Surrey Recruit and HR Operations Team should be notified when the appointment is made to ensure all records are kept up to date.

8. Housekeeping

- 8.1 A list of relevant responsibilities of who should organise which part of the recruitment process is attached as Appendix 3.
- 8.2 Interview notes and records of the successful applicant will be kept on their HR file.
- 8.3 All other applications and relevant interview notes should be destroyed with the master notes being recorded in Surrey Recruit by the chair.

9. Unitemps

- 9.1 For short-term contracts it may be appropriate to utilise the on-site agency Unitemps. Individuals MUST be fully registered prior to commencement of any contract.

10. Freedom of Information

At any stage in the process any information gathered on candidates including external information from references can be requested to be viewed or copied by the candidate who is the subject of such data. Candidates have no rights to view data concerning other candidates.

Appendix 1



Recruitment Panel

The panel compositions detailed below are meant as guidance only, it is recognised that panels may need to vary because of operational constraints / availability and a suitable deputy will step in. All panelists must be competent in interviewing best practice.

Appointment of:

Recruitment Panel:

PVC Executive Dean of Faculty

1. President and Vice-Chancellor (Chair)
2. Provost and Senior Vice-President
3. Executive Dean of another Faculty
4. Vice President at Executive Board level
5. Additional members as directed by the VC

Associate Dean

1. PVC Executive Dean (Chair)
2. EB Relevant to Specialism
3. Faculty HRBP
4. Another Associate Dean from another Faculty
5. Another HoD/HoS from another Faculty

Head of School (reporting direct to PVC Executive Dean)/Head of Department (reporting directly to PVC Executive Dean) / Exceptional Recruitment

1. Provost and Senior Vice-President (Chair)
2. PVC Executive Dean of Faculty
3. Faculty HR Business Partner
4. Another Head of Department/school
5. Additional members as directed by the PVC Executive Dean external to Faculty.

Where appropriate an informal meeting with the VC, including for internal pre extension/appointment

Professor/Head of Department (who reports to Head of School)/Professorial Research Fellow

1. PVC Executive Dean of Faculty (Chair)
2. Provost (or PVC Academic or PVC Research and Innovation)
3. Head of relevant Department, School, Division or Centre (professor)
4. Additional member as directed by the PVC Executive Dean external to Faculty
5. Faculty HR Business Partner.

Where appropriate if the Executive Dean is not chairing the Panel, a Ratification interview, by the Executive Dean, post Panel interview for the preferred candidate

Associate Professor and Senior Lecturer/Principal Research Fellow

1. Head of relevant Department, Division or Centre (Chair)



2. Representative from another Department (where possible)
3. Additional member within the Department

Lecturer A and B, Researcher A and B

1. Head of Department/School (Chair)
2. At least two members of the Department/Faculty.

Senior Research Fellow

1. Principal Investigator/ Head of Research Centre (Chair)
2. Two Additional members as directed by the Principal Investigator/ Head of Research Centre.

Professional Services (L6/7)

1. Chief Operating Officer (or nominated individual) (Chair)
2. Chief People Officer (or nominated individual)
3. Up to 2 appropriate panel members who are relevant to the post recruited.

Professional Services Levels 1-5/Technical and Operational

1. Line Manager (Chair)
2. At least one additional member no more than two.

Appendix 2



Interview guidance for Academic Appointments

It should be noted that the process outlined below should be used as guidance, some circumstances may require adaptation due to market forces, or as a result of particular circumstances. In the event of a two stage process we should consider Teams as the primary option for stage one.

PVC Executive Dean of Faculty and Head of School

The interview would normally be in two stages, however in the event there is a smaller field of candidates, a one stage interview can be considered and would be conducted ideally face to face adopting the stage 2 format.

Stage 1 – 45 minute interview should be conducted via Teams.

10 minute presentation to panel, plus Q&A

The presentation should cover a chosen topic as directed by the Chair or Provost.

Stage 2 – (it is desirable that this is conducted face to face, however recognising for overseas candidates this is not always possible).

Main panel

10 minute high level vision and strategy presentation at the start (PowerPoint is optional).

45 minute structured interview on the key attributes required for the role.

Academic and professional services stakeholder panels (optional)

Stakeholder panels provided with themes / area to explore. A Chair should be appointed who is responsible for feeding back to the main panel.

Lunch and Campus Tour (optional)

Lunch with an appropriate stakeholder and option for a campus tour, ideally tour conducted by faculty colleague. Stakeholder should provide feedback to the Chair of main panel.



For Professors/Heads of Departments/ /Research Centres:

One Stage Process – (face to face or via Teams) structured interview with main panel 45 minutes.
10-20 minutes presentation to staff in the Department/School/Research Centre, plus Q&A or presentation to main panel.

The presentation should cover an assessment of the unit, strategy and individual contributions or other similar topic. Chair should be assigned to consolidate feedback to be provided to the Chair of main panel.

For all other academic staff:

One stage process – (face to face or via Teams) structured interview with main panel 45 minutes, 10-20 minute presentation to main panel or to staff in the Department/School/Research Centre, plus Q&A.

The presentation topic will be tailored to the role whether it be Teaching only or a Research/Teaching blend.



Appendix 3:

To ensure the smooth running of interview days for candidates considering employment at the University of Surrey, we have drawn up a list of common recruitment and selection activities and recommended allocation of duties between HR and Departments/Schools:

Line manager

- Identify how a new post will be funded and ensure all budget information and codes are available.
- Complete Online Staff Request Form (OSRF) on Surrey Recruit.
- Populate draft content for the advert, for HR Operations/Resourcing to finalise if required.
- Complete role profile/job purpose, create addendum – if this is a new role (and not on the academic track), it may have to go through job evaluation before it can be advertised.
- Agree with HR Operations/Resourcing Team which recruitment channels will be used and how any additional costs will be covered.
- Propose interview dates, rooms, and relevant panel members to HR.
- Complete shortlisting on Surrey Recruit within specified deadline.
- Prepare interview questions with panel members in advance of the interview. Support can be provided by HR Operations/Resourcing if required.
- Print off interview pack (if hardcopy preferred) or access online.
- Meet with HR after interview to feedback outcomes and agree on salary for preferred candidate and process for feeding back to candidates.
- Complete 'Make interview decisions' section on Surrey Recruit.
- Line manager to complete onboarding items on onboarding check list.
- Line manager to provide interview feedback to rejected candidates as requested by the HR Operations Team.

HR

- At notification of Vacancy, provide advice on grading of posts, content of role profiles/job purposes, advert writing, advertising, and appropriate salary levels with HR Business Partner approval.
- If the job description is required to go through the job evaluation committee HR will submit the job description and await feedback from the committee.
- Once vacancy approved (through Surrey Recruit authorisation chain), support in advert creation and place job adverts.
- Confirms agreed panel (with attention to gender representation and panel requirements for each grade/employment category).
- Confirm presentation title with hiring manager.



- In conjunction with the Faculty/Department PA, supports the arrangement of the campus tours for senior appointments (if requested).
- Provide panel members with advice in shortlisting, with particular focus on equality issues and redeployment requirements.
- Ensure all shortlisting completed on Surrey Recruit.
- Informs the line manager of any VISA implications.
- Invite shortlisted candidates to interview.
- Send regret correspondence to candidates not shortlisted, including follow up with feedback to any individual requests.
- Ask all shortlisted candidates to email their presentations in advance.
- Provide parking permits to candidates if requested.
- In conjunction with the Faculty/Department PA support on accommodation for long-distance candidates (if requested).
- Send invites to candidates via email for any Microsoft Teams interviews.
- Send panel packs to panel members via Surrey Recruit – panel pack includes interview schedule (not a separate one) and all shortlisted candidate applications.
- If appropriate advise reception of any face to face interview dates to ensure they are aware in advance of our pending visitors.
- Make themselves available on the day of the interview to rearrange schedule for any last minute changes i.e. due to late arrivals or to provide advice to candidates if requested.
- Invite candidates to attend HR Office at any time during their interview to provide advice on relocation, terms and conditions, interview expenses etc.
- After interview send regret correspondence to unsuccessful candidates, including follow-up feedback to any individual requests.
- The chair of the panel feeds back to HR the outcome of the selection process (including handing over written records of the panel). HR agree appropriate grade and salary with Chair, benchmarking salaries to skills, experience, and internal reference points (where necessary seeking salary /grading confirmation from the PVC Executive Dean/VC/HRD). Once this conversation has taken place, HR make provisional offer (including salary) (subject to references and pre-employment checks).
- If offer accepted, issue formal offer and contract of employment and take up references and conduct Occupational Health, DBS checks/ registration checks etc.
- Complete UKVI application (two stage process to obtain Certificate of Sponsorship) if necessary.
- Contact line manager when signed contract has been returned.
- Create personnel file and ensure signed contract is obtained promptly and include any Right to Work check.
- Notify DHE if new appointee requires Grad Cert.
- Notify colleagues across the Faculty of agreed start date to enable room allocation, IT, facilities, etc. including Reception if new starters are meeting with HR on their first day.
- On-boarding process / booking new starter on University induction.



Department/School level

- If printed copy of panel pack is required by a panel member, this can be printed off locally by the panel member.
- Where an audience is required, Department/School PA/Administrator sends presentation invites (removing candidate names) to School colleagues.
- Identifying and booking interview room containing the right equipment.
- Department/School PA/Administrator in attendance on the day of interview to prep interview room (in desired table format, with name plates if desired, with refreshments/water etc.
- Department/School PA/Administrator coordinates with Reception to ask them to phone named Department/School contact when each candidate arrives.
- Named Department/School contact collects candidate from Reception and escorts to relevant interview room/tour/spare office/Department/School waiting area if lengthy period between sessions.
- Department/School PA/Administrator to ensure that candidate has any additional info they might like about the Department/School before they leave and then point them in the right direction of the station/car park etc.
- Department/School PA/Administrator supports in booking meeting rooms for interviews and in organising travel and providing cost code for travel expenses.
- Once candidate has accepted job offer, keep in touch with candidate during notice period, set up department specific local induction programme (several Department/School level introduction meetings as directed by the Head of School/Department) in addition to HR one.