Staff Recruitment – Service Definition

INTRODUCTION

The purpose of this 'Recruitment – Service Definition' document is to clearly define the core roles and responsibilities of staff essential to the facilitation and implementation of the University's recruitment process.

This document is not intended to provide detailed guidance about how each step in the recruitment process should be undertaken; full details for each step is available and can be found using the links shown within each section of the document.

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	Faculty / School / Division	Faculty/ Professional Services HR Team
Task		
1) Planning and preparation	Review requirements which includes: • If new role - establish the main job purpose, objectives, responsibilities and tasks and what sort of experience skills and attributes will be required. • If this is an existing role, consider any changes that need to be made to the tasks and responsibilities to ensure the job will be fully effective. • Consider alternatives to recruiting a new person, eg are there opportunities for developing existing staff or redesigning existing roles? • If this cannot be justified as a full time, permanent contract post, consider what type of contract of employment or work pattern is likely to be most appropriate. • If this is an academic or research role, consider which academic career pathway and profile level is appropriate. • Engage with others (managers and staff) as necessary. http://www.bris.ac.uk/hr/resourcing/practicalguidance/planning/	Provide advice and support in assisting the recruiting manager in considering the issues shown opposite; advising on JDs and updating templates http://www.bris.ac.uk/hr/resourcing/practicalguidance/planning/
2) Describing the job and the person	Ensuring that new or existing jobs have been described in detail on a job description template. If it is new role or changes have been made to the existing role then: Professional Services / Technical roles will need to have the	Provide advice and guidance on the completion of job description templates Working with recruiters to ensure detail of job descriptions are correct before submitting for job evaluation. http://www.bris.ac.uk/hr/resourcing/practicalguidance/planning/job

		grade confirmed through job evaluation. Research and Teaching roles will need to be placed on the appropriate academic career pathway and profile level. http://www.bris.ac.uk/hr/resourcing/practicalguidance/planning/jobdescription.html	description.html
3)	Is there authorisation to recruit?	Ensuring staffing requests are discussed with the Faculty/Professional Services HR and Finance teams in the first instance, and also ensuring that discussions have included the school manager (who may need to be aware 'upfront' of any space issues, induction requirements etc). http://www.bris.ac.uk/hr/resourcing/practicalguidance/planning/authorisation.html	Provide advice and support in assisting recruiting manager, providing information regarding current establishment and budgetary status. http://www.bris.ac.uk/hr/resourcing/practicalguidance/planning/authorisation.html
4)	Core funded academic and support posts and externally funded posts)	Ensuring a staffing request form is completed for all requests, (core funded academic and support posts and externally funded post) and forwarded to the Faculty/Professional Services HR Team. http://www.bris.ac.uk/hr/resourcing/practicalguidance/planning/authorisation.html	Ensuring that the appropriate levels of approval are obtained – i.e. the documentation will have the correct level of authorisation; this work may include redrafting the staff request form and involving finance to confirm budget status. If the request changes a core funded establishment post or increases the establishment, the HR Team will arrange to submit this to the Establishment Review Group for approval. *Note: Full restructures are separate and different from day to day vacancy filling and the HR team will support managers in working through the appropriate process.* http://www.bris.ac.uk/hr/resourcing/practicalguidance/planning/authorisation.html
5)	Maternity	Like for like cover approval authority is with the Dean, Faculty	If the request changes a core funded establishment post or increases

	cover	Manager and Process Owner/Divisional Head as appropriate (as above). If the cover increases the establishment then approval is required from the Establishment Review Group. http://www.bris.ac.uk/hr/resourcing/practicalguidance/planning/authorisation.html	the establishment, the HR Team will arrange to submit this to the Establishment Review Group for approval. In Professional Services, for roles that are deemed 'like for like' replacements documentation is submitted by HR for review by the Registrar. http://www.bris.ac.uk/hr/resourcing/practicalguidance/planning/authorisation.html
6)	Temporary Staff	For arrangements of up to two months duration approval sits with the Dean, Faculty Manager, Process Owner/Divisional Head as appropriate (as above). http://www.bris.ac.uk/hr/resourcing/practicalguidance/planning/authorisation.html Arranging temporary staffing e.g. engaging an agency temp, employing a student or a casual member of staff. http://www.bristol.ac.uk/hr/resourcing/additionalguidance/temp/	Arrangements of over two months should be reviewed on an individual basis with the HR/Finance team and fixed term contracts should be used as an alternative wherever possible. In Professional Services - ensuring temporary staffing requisitions are put through Proactis. Approval sits with the HRM http://www.bris.ac.uk/hr/resourcing/practicalguidance/planning/authorisation.html Provide advice and guidance to managers on temporary staffing eg engaging an agency temp, employing a student or a casual member of staff. http://www.bristol.ac.uk/hr/resourcing/additionalguidance/temp/
7)	Redeployment	Undertake a selection process for any URP candidates who confirm interest in the vacancy at the redeployment stage. http://www.bristol.ac.uk/hr/resourcing/additionalguidance/redeployment/	For all vacancies: responsible for carrying out an on-line check of the vacancy against the profiles of staff in the University Redeployment Pool (URP). If there are any candidates who are a potential match they will be given 5 working days to confirm their interest through submission of a personal statement. If confirmation of interest is received the recruiter will be directed to carry out a selection process.

		If there is no candidate match (or none of the potential matching candidates express an interest in the role) the vacancy will be advertised immediately as below. http://www.bristol.ac.uk/hr/resourcing/additionalguidance/redeployment/
8) Advertising	Provide the HR Team with any information or suggestions on where best to advertise the vacancy. Promoting the vacancy through any professional, subject-related or work-based networks eg social media, subject or profession related blogs, web sites, newsletters and e-mail alerts; or more traditional face-to-face contact at meetings and conferences etc. http://www.bristol.ac.uk/hr/resourcing/practicalguidance/advertising/howadvertise.html	Managing the advertising process in consultation with the recruiting manager. As above: all vacancies are initially open to staff in the URP before being advertised more widely. The HR Team will liaise with the University's recruitment advertising agency to advertise vacancies in external media. http://www.bris.ac.uk/hr/resourcing/practicalguidance/advertising/howadvertise.html
9) Loading the vacancy onto the e-Recruit on line system	Supplying the Faculty/ Professional Services HR Team with the staff request form, job description, advert and details of contacts who need to be allocated to the vacancy. http://www.bristol.ac.uk/hr/resourcing/erecruit/userguidance/workflow.html	Responsible for co-ordinating the whole recruitment and selection process using the eRecruit system, acting as the operational contact (there may be others eg line manager), receive and action e-mail prompts at each stage as required. http://www.bristol.ac.uk/hr/resourcing/erecruit/userguidance/workflow.html
10) Accessing vacancy details and applications	Will be able to view and monitor progress of vacancy and applications by logging into eRecruit. http://www.bristol.ac.uk/hr/resourcing/erecruit/userguidance/	Informing the recruiting manager when the vacancy has been posted onto the web and supplying a link to the job advert on the UoB jobs web site. http://www.bristol.ac.uk/hr/resourcing/erecruit/userguidance/shortlist.html

11) Advertising closing date / shortlisting*	Responsible for accessing the applications either through the PDF candidate pack (and printing if the selection panel prefer to view the applications as hard copy) or on line through logging into eRecruit. http://www.bristol.ac.uk/hr/resourcing/erecruit/userguidance/shortlist.html The recruiting manager (and fellow interview panel members) will then carry out short-listing 'offline' referring to the University's guidance on short-listing. http://www.bristol.ac.uk/hr/resourcing/practicalguidance/selection/shortlisting.html	E-mailing the recruiting manager the morning after the closing date with instructions on commencing the short-listing process. The e-mail will include a link to a single PDF candidate pack containing all the applications for the vacancy. Providing any advice and guidance on the short-listing process to recruiting managers as required. http://www.bristol.ac.uk/hr/resourcing/erecruit/userguidance/shortlist.html
12) Recording shortlist outcomes*	It is the responsibility of the chair of the panel or a colleague working on their behalf who has been given access to the vacancy to record the shortlisting outcomes on the eRecruit system. This will generate conformation to HR and unsuccessful candidates. http://www.bristol.ac.uk/hr/resourcing/erecruit/userguidance/shortlist.html	Receiving confirmation of the short-listed candidates and working with the faculty / school / division to set up the interview/selection process.
13) Interview and selection process*	Recruiting managers (or a colleague working on their behalf) take responsibility for local logistics in setting up the interview and selection process, including: - identifying selection panel members, establishing availability and finalising a date - booking a suitable venue - booking any refreshments - devising tests and presentation titles The recruiting manager will normally take responsibility for the logistics of the selection process on the day e.g.	Liaise with the recruiting manager to confirm the selection panel members and what selection methods will be used, agree a date and venue, and provide general advice. Invite the candidates to the interview through eRecruit, unless it has been agreed that the recruiting manager will invite them off line. For clinical posts, HR will assist in contacting NHS panel members, Royal College representative and deanery representatives.

	identifying someone to meet and greet the candidates and manage candidates through the process. http://www.bristol.ac.uk/hr/resourcing/erecruit/userguidance/interview.html	Providing panel members with full details of the interview and selection process. The e-mail will include a link to a single PDF candidate pack containing the applications for the interview candidates. For academic and clinical posts only, email references received (if required seek and chase up reference requests) for short-listed candidates to panel members Providing advice and guidance to the panel if any issues crop up during the selection process, eg around decision-making, diversity, salary, hours of work etc. http://www.bristol.ac.uk/hr/resourcing/erecruit/userguidance/interview.html
14) After the interview/ selection process*	The selection panel members will complete the Candidate Interview Assessment and Selection Process Report forms during the interview/ selection process; and forward to the Faculty/ Professional Services HR Team at the end of the process. At the end of the interview/ selection process, and when an appointment decision has been made, the chair of the panel (or a colleague working on their behalf) is responsible for: - Consulting with HR to ensure that the offer to be made is within policy and matches details held on eRecruit system. - making the verbal offer to the selected candidate and confirming provisional start date, salary, part time work pattern etc. - recording the outcomes for the candidates who have been interviewed, so that the appointment can be	Assisting the recruiting manager to ensure that that the offer to be made is within policy and matches details held on eRecruit system. Receiving confirmation of the successful, reserve and unsuccessful candidates and taking the successful candidate forward to the contracting stage. Storing the Candidate Interview Assessment and Selection Process Report forms completed by the panel. http://www.bristol.ac.uk/hr/resourcing/erecruit/userguidance/interview.html

	initiated by the Faculty/ Professional Services HR Team. http://www.bristol.ac.uk/hr/resourcing/erecruit/userguidance/interview.html	
15) Confirming the outcome to unsuccessful candidates	The chair of the panel will normally be responsible for informing unsuccessful candidates (and provide a holding message to reserve candidates where required) either verbally or by email outside of eRecruit. If requests for feedback are made from unsuccessful candidates the response should be provided by the recruiting manager. Requests from candidates for data on the selection process or copies of documentation should be referred to the Faculty/ Professional Services HR Team. http://www.bristol.ac.uk/hr/resourcing/erecruit/userguidance/interview.html	In exceptional circumstances (e.g. unavoidable absence / unavailability), if requested by the recruiting manager the HR Team will formally confirm the outcome to unsuccessful candidates through eRecruit. Directing candidates requesting data on the selection process or copies of documentation to the University's Data Protection Request policy.
16) Appointment	Providing the Faculty/ Professional Services HR Team with any information required to form the formal offer of employment.	Co-ordinating the appointment process off-line, outside of the eRecruit system. Sending the selected candidate a formal offer and contract of employment based on the information provided by the recruiting manager in eRecruit. Send a summary of the appointment details to the School office or recruiting manager (Professional Services) . http://www.bristol.ac.uk/hr/resourcing/practicalguidance/appointment/formaloffer.html

17) References	Confirming that references are satisfactory or raising any concerns about information within the references with the HR Faculty/ Divisional Team. http://www.bristol.ac.uk/hr/resourcing/practicalguidance/appointment/references1.html.	Taking up references for the appointed candidate and sending to the recruiting manager to confirm that they are satisfactory. (For Academic and clinical posts, references will have been taken up at the interview stage) http://www.bristol.ac.uk/hr/resourcing/practicalguidance/appointment/references1.html.
18) Pre-employment checks	Supplying information for the sponsorship of a migrant worker process if required. http://www.bristol.ac.uk/hr/resourcing/practicalguidance/appointment/pbs.html	Undertaking all required pre-employment checks before the individual starts working: - Entitlement to work in the UK check - Verification of Qualification check - Occupational health check (if required) - Criminal records check (if required) - Certificate of sponsorship for migrant workers (if required) http://www.bristol.ac.uk/hr/resourcing/practicalguidance/appointment/checks.html http://www.bristol.ac.uk/hr/resourcing/practicalguidance/appointment/pbs.html
19) Induction	Liaising with the department Induction Co-ordinator to ensure that a thorough induction programme is set up in advance of the start date. http://www.bristol.ac.uk/hr/resourcing/practicalguidance/appointment/induction.html	

* Please note – there are some differences in the Chair selection process; further information can be found at:

http://www.bristol.ac.uk/hr/resourcing/additionalguidance/chair/