



Vacancy Definition	
<input type="checkbox"/>	<p>Write, or review and update, the role description.</p> <p>Note 1: The Role Profile is for assistant and academic-related posts. You can use the role template library to assist creating the new role or revising the content of the existing role. For research and academic posts please use the generic role descriptions at for research and academic posts. https://www.hr.admin.cam.ac.uk/pay-benefits/grading/grading/role-template-library/generic-role-profiles</p> <p>Note 2: The person profile within the role description will form the basis of your selection criteria. Ensure that this accurately details the knowledge, skills and experience you will be looking for in a successful candidate.</p>
<input type="checkbox"/>	<p>Identify the screening checks required.</p> <p>For each check, assess if it is essential that it is carried out before your new employee starts work.</p> <p>Read more: For guidance on assessing if checks are essential before employment, please see http://www.hr.admin.cam.ac.uk/recruitment/vacancy-definition/identify-pre-employment-checks. Please note that it is vital that required screening checks are identified correctly.</p>
<input type="checkbox"/>	<p>Agree an appropriate title.</p> <p>Ensure that your vacancy’s title complies with Statutes and Ordinances.</p> <p>Read more: http://www.hr.admin.cam.ac.uk/recruitment/vacancy-definition/select-appropriate-title</p>
<input type="checkbox"/>	<p>Submit the Role Profile to the grading team for the post to be graded.</p> <p>This step is required for new academic-related and assistant staff posts, or where the role description for such a post has changed. You will receive written notification to confirm the grade of the post.</p> <p>Note: It will take approximately 8-15 working days for the grading process to be completed.</p> <p>Read more: http://www.hr.admin.cam.ac.uk/recruitment/vacancy-definition/complete-grading-process</p>
Recruitment Planning and Preparation	
<input type="checkbox"/>	<p>Construct your selection criteria, selection methods, scoring system and decision rules.</p> <ul style="list-style-type: none"> • Selection criteria must be objective, measurable, required for effective performance and based on the person profile from the role description – see http://www.hr.admin.cam.ac.uk/recruitment/recruitment-planning-and-preparation/construct-selection-criteria. • Consider which selection method(s) will best enable you to assess each criterion. Ensure at least two people will make decisions at each stage. A Guide to Selection Methods is available, along with information about University requirements for Appointing Bodies, at http://www.hr.admin.cam.ac.uk/recruitment/recruitment-planning-and-preparation/choose-selection-methods. • The scoring system, and any rules about how it will be decided which applicants are progressed to the next stage, should be agreed in advance to reduce the risk of bias in decision-making. Please see http://www.hr.admin.cam.ac.uk/recruitment/step-2-recruitment-planning/agree-scoring-and-decision-rules • Note: The HR6 Selection Criteria template is available to help plan and record criteria and measures.

<input type="checkbox"/>	<p>Determine the application process.</p> <ul style="list-style-type: none"> • Check with your department administrator whether your department/institution is accepting online applications using the Web Recruitment System. • The type of vacancy determines which application form you may use – a CHRIS/5 Application for Employment for assistant and academic-related vacancies or a CHRIS/6 Cover Sheet for CVs for academic, research and academic-related vacancies. Please see http://www.hr.admin.cam.ac.uk/recruitment/step-2-recruitment-planning/determine-application-method. • For CHRIS/6 applications, decide upon the supporting documents (e.g. CV, covering letter, research publication lists) you will require from applicants. <p>Note: The Web Recruitment System allows up to 5 supporting documents with a CHRIS/6 application.</p>
<input type="checkbox"/>	<p>Develop the HR7 Further Information document.</p> <p>The HR7 is an important means of providing applicants with key information about the University, your department/institution, your vacancy and how they can apply for it. It can be published as part of your University Job Opportunities advert.</p> <p>Read more: http://www.hr.admin.cam.ac.uk/recruitment/step-2-recruitment-planning/write-further-information-document</p>
<input type="checkbox"/>	<p>Write adverts.</p> <ul style="list-style-type: none"> • A list of key information to provide in an advert is found at http://www.hr.admin.cam.ac.uk/recruitment/step-2-recruitment-planning/advertise-vacancy/what-advertise. Ask a colleague to proof-read the advert for you to help ensure it is engaging, error-free and non-discriminatory. • Decide the media you will publish them in and for how long – guidance is found at http://www.hr.admin.cam.ac.uk/recruitment/step-2-recruitment-planning/advertise-vacancy/where-advertise. <p>Note 1: Be aware that, if you end up selecting an applicant who requires a Tier 2 Certificate of Sponsorship (CoS), your adverts will normally need to have included certain information and have been placed in two approved media (which include the University’s Job Opportunities pages and jobs.ac.uk) for at least 28 days.</p> <p>Note 2: The University’s advertising agency, Penna, provides advice/support on all aspects of advertising. Find out more about them at http://www.hr.admin.cam.ac.uk/files/penna_advertising_agency_-_key_information_v5.pdf.</p> <p>Read more: See all sections of http://www.hr.admin.cam.ac.uk/recruitment/step-2-recruitment-planning/advertise-vacancy and the Resident Labour Market Test Guide at http://www.hr.admin.cam.ac.uk/files/guide_to_the_rlmt_-_academic_and_research_jobs.pdf.</p>
<input type="checkbox"/>	<p>Obtain permission to fill & publish adverts in the Recruitment Administration System (RAS).</p> <p>You or the user for your department/institution should do the following in RAS:</p> <ul style="list-style-type: none"> • Enter/update information about your vacancy (including required screening checks and whether you will invite online job applications via Web Recruitment) and request permission to fill. • Enter your adverts and publish them to your chosen media (once permission is granted). • Upload the HR7 Further Information document for publication with the Job Opportunities advert. <p>Note 1: It is vital to record check requirements accurately in RAS as they determine wording auto-inserted into your advert and the questions displayed in the Web Recruitment online application form to applicants.</p> <p>Note 2: Don’t forget to take advert screen shots if your vacancy is likely to attract applicants who will require a Tier 2 CoS.</p> <p>Note 3: RAS automatically routes permission to fill requests to relevant approvers, in accordance with the Planning and Resource Allocation Office’s procedures or your local permissions procedures (as applicable).</p>

	<p>Read more: http://www.hr.admin.cam.ac.uk/recruitment/step-2-recruitment-planning/obtain-permission-fill and http://www.hr.admin.cam.ac.uk/recruitment/step-2-recruitment-planning/advertise-vacancy/how-advertise.</p>
<input type="checkbox"/>	<p>Respond to any applicant queries and acknowledge applications received.</p> <p>Note 1: The Web Recruitment System acknowledges applications automatically. Please see the Managing Vacancies user guide at http://www.hr.admin.cam.ac.uk/systems/systems-overview/web-recruitment-system. The HR9 Acknowledgement of Application is available for those not using the system.</p> <p>Note 2: The HR8 Response to Enquiry template may assist in responding to queries about right to work.</p> <p>Read more: http://www.hr.admin.cam.ac.uk/recruitment/step-3-recruiting-and-selecting-candidates/provide-information-and-receive-applications</p>
<h2 style="text-align: center;">Recruiting and Selecting Candidates</h2>	
<input type="checkbox"/>	<p>Complete long-listing (if appropriate) and short-listing of applications.</p> <ul style="list-style-type: none"> • Long-listing is used to reduce an unwieldy list of applicants by eliminating those who unquestionably fail to fulfil one or more essential criteria. At this stage, it is sufficient to record the decision made and a brief reason (e.g. which criterion an applicant failed to meet). Please see http://www.hr.admin.cam.ac.uk/recruitment/step-3-recruit-and-select/complete-long-listing. • Short-listing is undertaken to reduce the field of applicants down to a manageable number for the next stage of the selection process (e.g. interviews). It involves each application being compared objectively against the selection criteria being assessed at this stage. You must record the decisions taken and reasons for them. Please see http://www.hr.admin.cam.ac.uk/recruitment/step-3-recruit-and-select/complete-short-listing. <p>Note 1: The HR10 Assessment Record and HR11 Selection Results Grid can be used for record-keeping. For those using Web Recruitment, an HR11 pre-filled with applicant names (at any stage of the process you choose) can be downloaded from the system. Please see the Managing Vacancies user guide at http://www.hr.admin.cam.ac.uk/systems/systems-overview/web-recruitment-system for details.</p> <p>Note 2: If online applications have been accepted for your vacancy, the outcomes of each stage need to be recorded in the Web Recruitment System by you or an administrator in your department/institution.</p> <p>Note 3: Applicants must not be eliminated at this stage on the basis that they do not yet have the right to work in the UK as this could amount to indirect discrimination on the grounds of national origin.</p>
<input type="checkbox"/>	<p>Send invite to interview and rejection letters.</p> <p>Note 1: Rejection emails and letters can be generated using the Web Recruitment System. Department/institutions not using the Web Recruitment System to manage a vacancy may use the HR12 Rejection letter template for informing applicants that they have been unsuccessful, either by letter or email.</p> <p>Note 2: The HR13 Invite to Interview Letter template contains suggested wording to ask candidates to bring evidence of right to work and copies of required qualification certificates with them for checking/copying.</p>
<input type="checkbox"/>	<p>Request references at an appropriate point in the process.</p> <ul style="list-style-type: none"> • References for academic and research appointments should normally be requested when an applicant is invited to interview (subject to an applicant giving permission in their application). • References for assistant and academic related appointments should normally be requested once a preferred candidate has been selected and made an offer of employment. <p>Note: Reference requests can be generated and sent by email (or printed as a letter) when using the Web Recruitment System. For departments/institutions not using Web Recruitment, there are three HR14 Reference Request templates available.</p>

	<p>Read more: http://www.hr.admin.cam.ac.uk/recruitment/step-3-recruit-and-select/request-references</p>
<input type="checkbox"/>	<p>Ensure all necessary arrangements are in place for your interviews/selection events.</p> <p>Note: The HR15 Selection Process Schedule can be helpful for planning your selection event timings.</p> <p>Read more: http://www.hr.admin.cam.ac.uk/recruitment/step-3-recruit-and-select/conduct-selection-activities</p>
<input type="checkbox"/>	<p>Hold interviews/selection events.</p> <ul style="list-style-type: none"> Chairs of appointing bodies should review the HR16 Chair's Interview Checklist and appointing body members should read the Guidance for Interviewers in advance. After holding selection events, identify the successful applicant based on an objective assessment against the selection criteria. Where your vacancy is a PhD-level occupation, you may select the best candidate. If your vacancy is an occupation below PhD level, you must appoint a suitably qualified settled worker if there is one. <p>Note 1: It is very important to have a full recruitment audit trail so that there is evidence of a fair and objective process in the event of queries and in order to meet the Resident Labour Market Test (as required). The HR10 Assessment Record, HR11 Selection Results Grid and HR17 Assessor Notes template can be used for record-keeping. For those using Web Recruitment, an HR11 pre-filled with applicant names (at any stage of the process you choose) and details of whether or not each applicant is a settled worker can be downloaded from the system. Please see the Managing Vacancies user guide at http://www.hr.admin.cam.ac.uk/systems/systems-overview/web-recruitment-system for details.</p> <p>Note 2: If online applications have been accepted for your vacancy, outcomes at each stage need to be recorded in the Web Recruitment System by you or an administrator in your department/institution. Documents like the HR10 and HR11 can be completed and uploaded as supporting evidence.</p> <p>Note 3: Don't forget to check and copy your candidates' evidence of their right to work in the UK (where they have it already) and copies of qualification certificates specified as being required for the vacancy.</p> <p>Read more: http://www.hr.admin.cam.ac.uk/recruitment/step-3-recruit-and-select/conduct-selection-activities/conduct-interviews and http://www.hr.admin.cam.ac.uk/files/guide_to_the_rlmt_-_academic_and_research_jobs.pdf.</p>
<input type="checkbox"/>	<p>Close the selection process.</p> <ul style="list-style-type: none"> Retain documents relating to the selection process in a secure, confidential file (if they are not uploaded into the Web Recruitment System) for twelve months after the closing date, or for the length of the appointment where the successful candidate requires a Certificate of Sponsorship. Pay any agreed candidate expenses. Return equal opportunities monitoring data to HR Reporting Team if the Web Recruitment System has not been used for receiving applications. <p>Read more: http://www.hr.admin.cam.ac.uk/recruitment/step-3-recruit-and-select/close-selection-process</p>
<h2>Appointment Administration</h2>	
<input type="checkbox"/>	<p>Determine the starting salary.</p> <ul style="list-style-type: none"> Consider the factors found at http://www.hr.admin.cam.ac.uk/recruitment/stage-4a-appointment-administration/determine-starting-salary to determine an appropriate starting salary. Assess if any other recruitment incentives or salary supplements are applicable - http://www.hr.admin.cam.ac.uk/recruitment/stage-4a-appointment-administration/agree-any-recruitment-incentives.

	<ul style="list-style-type: none"> If you wish to offer the successful applicant a salary above the first three service points of the grade, a salary in the contribution range or a spot salary, you will need to submit a completed HR4 Salary Case for Approval form to your HR Business Manager/Adviser and have this approved before you make an offer of employment.
<input type="checkbox"/>	<p>Make an offer to the successful applicant and send rejection correspondence.</p> <ul style="list-style-type: none"> When you make an offer of employment, whether orally or in writing, this is legally binding. Any oral offer made must be subject to the conditions specified in a follow-up offer letter. An offer letter can be generated in the Web Recruitment System for most appointments once details of the position and offer have been confirmed or entered. Please follow Steps 1-3 of the Web Recruitment offer and appointment process in the Managing Offers user guide at http://www.hrsystems.admin.cam.ac.uk/systems/systems-overview/web-recruitment-system. The HR18 Conditional Offer Letter template should be used to create an offer letter where the Web Recruitment System has not been used for the vacancy. There are a number of possible enclosures to be sent with an offer letter; please remember to send those that are applicable. The Web Recruitment System will list those that are required at the end of the system-generated letter. The HR18 template home page lists all possible enclosures and provides links to where they can be found/requested. <p>Note: Rejection emails and letters can be generated using the Web Recruitment System. Department/institutions not using the Web Recruitment System to manage a vacancy may use the HR12 Rejection letter template for informing applicants that they have been unsuccessful, either by letter or email.</p> <p>Read more: http://www.hr.admin.cam.ac.uk/recruitment/stage-4a-appointment-administration/make-offer-and-send-rejections</p>
<input type="checkbox"/>	<p>Record the outcome of the offer and make an Appointment Request</p> <p>Once your offer of employment has been accepted and a start date agreed, you or an administrator in your department/institution will need to follow Steps 4-6 of the Web Recruitment offers and appointment process (see http://www.hrsystems.admin.cam.ac.uk/systems/systems-overview/web-recruitment-system). This includes the doing the following in the Web Recruitment System:</p> <ul style="list-style-type: none"> Recording that your offer has been accepted. Recording whether the successful applicant needs a Tier 2 CoS and if you are going to request details from them for their CoS application using the system. Providing final details for the appointment and uploading supporting documents before submitting an electronic Appointment Request to the New Appointment Team. <p>Note 1: Instructions on the appointment request process to follow where Web Recruitment has not been used for the vacancy are found at http://www.hr.admin.cam.ac.uk/recruitment/stage-4a-appointment-administration/make-appointment-request.</p> <p>Note 2: Evidence of right to work in the UK should be copied/verified/dated in advance of the new employee's first day. If it is checked on the first day, an audit trail is needed to prove that he/she did not start work before his/her right to work was checked. See http://www.hr.admin.cam.ac.uk/recruitment/stage-4b-pre-employment-checks/right-work.</p> <p>Note 3: If you do not provide all required supporting documents with your Appointment Request, this may delay your new employee's contract of employment and possibly his/her start date and first salary instalment. Possible required documents include right to work OR a Tier 2 CoS Application and supporting documents, and forms for screening checks (e.g. DBS, basic disclosure and security).</p> <p>Read more: http://www.hr.admin.cam.ac.uk/recruitment/stage-4a-appointment-administration/start-contract-production-process.</p>

<input type="checkbox"/>	<p>Ensure that all essential screening checks have been completed for your new employee before he/she starts work.</p> <p>Where you want the successful applicant to begin work before a DBS check, basic disclosure or security check that is considered 'non-essential' before employment has been completed, you will need to ensure first that you have submitted a completed a risk assessment as part of the HR19 or HR21 form with your Appointment Request and had this approved by HR.</p> <p>Note 1: Screening check progress is recorded on the RD1 Applicants At Offer Stage report, which is burst to departments/institutions weekly.</p> <p>Note 2: If an applicant or one of their checks reveals a conviction or information which suggests they may not be suitable for a security sensitive role, you will need to work with HR/Security to complete an HR20 or HR20A Objective Assessment form.</p> <p>Read more: http://www.hr.admin.cam.ac.uk/recruitment/stage-4b-screening.</p>
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Supporting New Employees

<input type="checkbox"/>	<p>Plan for your new employee starting work</p> <p>Make arrangements for his/her first day at work and plan his/her induction schedule.</p> <p>Note 1: The HR22 Induction Planning Checklist and HR23 Welcome Letter template will assist you.</p> <p>Note 2: The University induction website is a useful source for new employees before they start work. www.induction.admin.cam.ac.uk</p> <p>Read more: http://www.hr.admin.cam.ac.uk/recruitment/stage-5-supporting-new-employees</p>
<input type="checkbox"/>	<p>Ensure that your new employee's induction and probation are completed in accordance with University procedures.</p> <p>Note: The HR24 Employee Induction Checklist helps new employees to take an active role in their induction.</p> <p>Read more: http://www.hr.admin.cam.ac.uk/recruitment/stage-5-supporting-new-employees/induction and http://www.hr.admin.cam.ac.uk/recruitment/stage-5-supporting-new-employees/probation</p>