

Recruitment Update – April 2015

1. Change in screening process

From **13th April 2015**, responsibility for the processing of security and basic disclosure checks will change as follows:

- Checks for all employees (except for Animal Technicians and employees of UBSS and CBR) will be conducted by the HR Compliance Team.
- Checks for all visitors, contractors and volunteers will be conducted by the Security Office.
- Checks for all Temporary Employment Service (TES) workers will be conducted by TES.

From the same date, the following will be available within the [HR Forms](#) and [Screening Checks](#) web pages:

- A new version of the HR21 Security/Basic Disclosure Request Form, which makes it clear where to send the form for processing according to the category of applicant. The design has also been amended to assist decision-making about which checks should be conducted.
- A decision tree to support departments/institutions in assessing when security checks/basic disclosures are needed.
- Updated screening check web pages, reflecting the change in processing responsibilities.

2. Key things to remember about screening checks

When recruiting, please remember the following important points about screening checks:

- Determine the screening checks that are needed for a post at the start of the process and include them when you are writing the CHRIS/PD33 Role Description. Remember also to review/update check requirements in the PD33 each time you re-fill an existing post.
- Record/update the checks that are needed in the Recruitment Administration System (RAS) so that:
 - Checks are correctly specified in adverts for you and the correct questions are included in the online job application form.
 - The Web Recruitment System is provided with accurate information about required checks to include in any automated offer letter that you generate.
- Distinguish between a check being 'essential' before employment (i.e. where it is a requirement for the check to be completed before the individual starts any work) and those that are 'non-essential' before employment (i.e. still required for the appointment but it would be possible for the individual to begin work before the check was completed). Checks should only be treated as non-essential where:
 - There is no legal restriction that prevents this;
 - Any delay will have a significant impact on operational delivery;
 - The risks of allowing the individual to begin work can be managed appropriately;
 - For Disclosure and Barring Service (DBS) checks, security checks and basic disclosures, the risk assessment has been completed on the HR19/HR21 form when requesting the check.
- Health assessments are no longer needed for all assistant staff vacancies and that there are only a very limited number of roles that require them based on the duties of the role. These are always non-essential.

Please see the Recruitment Guidance for further information at:

- <http://www.hr.admin.cam.ac.uk/recruitment/vacancy-definition/identify-pre-employment-checks>
- <http://www.hr.admin.cam.ac.uk/recruitment/stage-4b-screening>

3. Change in Penna Account Co-ordinator

The University has a new lead Account Co-ordinator at Penna (the University's advertising agency). Her name is Sophie Tansley and you can reach her via telephone on 020 3751 3335 or by email to sophie.tansley@penna.com.

4. Linked In advertising service reminder

Please email Liz Timperley-Preece (contact details below), if you wish to place a free job advert on Linked In. The cost is funded by the HR Division as part of a one year trial of using the professional network for recruitment.

5. Fraudulent adverts and job offers

In recent months, there have been a number of cases where fraudulent University of Cambridge adverts have been placed on Italian websites. Some have resulted in individuals being made false offers of employment for non-existent roles. We have become aware of this normally where the individuals concerned have been asked to pay money to the person offering the role, allegedly for accommodation and visa fees, and become suspicious. HR and Legal Services are managing responses to the individuals concerned and providing details to the police.

If you are contacted by an individual appearing to have encountered such a scam, please provide the details to Liz Timperley-Preece as soon as possible for her to respond on behalf of the University.

6. Research Assistant/Research Associate appointments

Where a Principal Investigator wishes to retain the flexibility to under-appoint a Research Assistant to a Research Associate post, please remember to advertise the position as a Research Assistant/Research Associate. The arrangements for the under-appointment must be explained in the advert (i.e. that the under-appointment will be made for those who have not yet been awarded their PhD and the substantive appointment will be backdated), along with salary ranges for both levels of appointment. The CHRIS Helpdesk will ensure that both salary ranges are included in the University's Job Opportunities advert for you but you will need to specify this in the 'Instructions for agency' box in RAS for adverts placed in other media.

It is important that this process is followed to ensure that, in line with recruitment good practice, potential applicants understand in advance the terms and conditions that will be offered. In addition, it ensures that the Resident Labour Market Test is met in the event the successful applicant requires a Tier 2 Certificate of Sponsorship. Please see <http://www.hr.admin.cam.ac.uk/recruitment/stage-4a-appointment-administration/determine-starting-salary/research-under> for further details.

7. TES Payroll Service and Right to Work

If you plan to use the TES Payroll Service for pay an individual for temporary work in your department/institution, please do not allow them to undertake any work until you have made a Payroller Request to TES and TES have met with the individual to register them and check their right to work.

This applies even where an individual has been paid via TES for work previously as preventing illegal working rules mean that we are required by law to check right to work in advance every time someone leaves the University and later returns. It is not possible for payments to be made to any worker prior to evidence of right to work being checked.

Please see the TES web pages at <http://www.hr.admin.cam.ac.uk/hr-services/tes/information-those-requiring-temp> for further information.

If you have any questions about the content of this update, please contact Liz Timperley-Preece, Head of Recruitment, via liz.timperley-preece@admin.cam.ac.uk.