

Recruitment Update – August 2014

1) Updated guidance notes for Advanced Contribution Supplement and Market Pay

The email to institutions of 4 November 2013 regarding the launch of the Advanced Contribution Supplement (ACS) and Market Pay (MP) included guidance notes for both processes. We have now updated these guidance notes to take account of immigration rules where an award such as an ACS or MP may or will be paid to an individual sponsored under Tier 2. The revised guidance notes can be found on the Reward Policies web page [here](#).

To summarise, the immigration rules mean that it is only possible for an ACS or MP to be paid from the start of employment to an individual who is sponsored under Tier 2 where details of the payment have been included in the advert for the role. Therefore, it is important that the potential of an ACS or MP being required is addressed at the recruitment planning stage. The guidance notes also cover any potential withdrawal of an ACS or MP which may also need to take account of immigration rules.

For ease of reference a summary of the information and guidance available (with relevant links) on ACS and Market Pay is provided below:

- [ACS and Market Pay summaries and guidance notes](#)
- [Agreeing recruitment incentives guidance](#) including ACS and MP
- [Resident Labour Market Test requirements guidance](#) including what wording to include in a job advert if ACS or MP apply
- [Full details of the implementation of the amendments to the pay and grading scheme](#) including the introduction of ACS and MP

If you have any questions please do not hesitate to contact PayandReward@admin.cam.ac.uk or your [HR School team](#).

2) Targeted advertising offer from ResearchGate

We have agreed with ResearchGate (<http://www.researchgate.net/>), a network for scientists and researchers with over 4 million members worldwide, that the University may place 6 targeted advert postings with them for 200 Euro each (a 50% discount). Targeted postings mean that ResearchGate will specifically target members within certain disciplines and with the right skills and expertise for your vacancy, as well as ensuring high visibility within the site.

This approach may be effective for specialist and hard-to-fill roles. Further details are available in the document attached to the covering email for this update. Our institution page (which gives an aggregated view of University activity within the ResearchGate network) is found at https://www.researchgate.net/institution/University_of_Cambridge.

Please contact Sarah Wills (sarah.wills@researchgate.net) if you are interested in taking advantage of this offer.

3) Right to work reminder

Please ensure that all members of your department/institution are aware that they must not allow any employees/workers to start any work until after a right to work check has been completed satisfactorily. Please see <http://www.admin.cam.ac.uk/cam-only/offices/hr/recruitment/checks/right/#process>.

Where a worker is to be paid through the TES Payrolling Service, they must not start work until they have attended a registration appointment with TES, where right to work will be checked. Payments for work will only be made by TES for work undertaken after a registration appointment. Please see <http://www.admin.cam.ac.uk/cam-only/offices/hr/tes/requiring.shtml>.

4) **Reminder on qualification checking**

Departments/institutions are reminded that it is University policy for qualifications/professional registrations which are specified as being an essential requirement for a role to be checked and copied at interview (please see <http://www.admin.cam.ac.uk/cam-only/offices/hr/recruitment/candidates/invite.html>). This was highlighted as an area of recruitment practice needing improvement in our internal auditor's recruitment report last year.