

Recruitment Update – January 2015

1. Recruitment Audit follow-up

Background

In 2013, internal auditors sampled 50 new appointments and submitted a report of their findings and recommendations to the Audit Committee. During the latter half of 2014, the auditors completed follow-up spot checks on a sample of new appointments. They also plan to complete further spot checks in the coming months and will be reporting back the findings to Audit Committee and the Registry.

Action required

It is strongly recommended that departmental administrators and their teams ensure that they remind recruiters in their department/institution:

- About the University's requirements for [qualification checking](#) and [screening checks](#);
- To use the [Recruitment Guidance](#) and its associated templates and checklists when recruiting, particularly the [HR5 Recruitment Checklist](#) which summarises the key steps in recruitment.

2. Increase in the costs of security checks

Please note that, with effect from the beginning of this month, Agenda (the University's appointed supplier of security checks required under the [Screening Policy](#)) has raised its prices by 3%. The updated prices are listed in the Security Check Eligibility, Levels and Costs document found within the [Security checks section of the Recruitment Guidance](#).

3. Free-of-charge Linked In advertising service

The HR Division launched a [careers page on Linked In](#) last October and purchased 5 job advert slots on there for a 12 month period. These advert slots are available free of charge for departments/institutions (normally for around 2 weeks, depending on demand at the time). HR can also conduct a search for suitable candidates for a vacancy using Linked In's database of users. Please email Liz Timperley-Preece (liz.timperley-preece@admin.cam.ac.uk), Head of Recruitment, if you wish to use these services.

4. Payment of invoices for adverts

The University's advertising agency has requested that outstanding invoices for advertising services are paid as soon as possible.

5. Content of adverts

Background

Spot checks of the Job Opportunities pages over the past few months have highlighted the need to improve the drafting of some job adverts.

Action required

In order to ensure that adverts include accurate, helpful and engaging information, it is strongly recommended that those with recruitment responsibilities:

- Review and update PD33s/role descriptions when recruiting to an existing role, taking into account the information about qualifications, experience and other selection criteria within the [Person Profile section](#) of the Recruitment Guidance.
- Review and update the check requirements for a role within the Recruitment Administration System (RAS), based on the current eligibility criteria for each type of [screening check](#).

- Use the [What to advertise section](#) of the Recruitment Guidance to inform your advert content.
- Ask a colleague to review the content of an advert before publishing it and then check ensure that someone checks it again once it is live.

6. Submission of contractual paperwork

The New Appointment and Amendment teams are now receiving a significant amount of new appointment and amendment requests (which are effective during the current month) after the [published deadline](#). This is making it increasingly challenging to process requests before CHRIS is locked for the monthly payroll. It also impacts negatively on turnaround times during these peaks.

In order to enable us to provide the best possible service to you and to your employees, please:

- Remind colleagues in your department/institution of the local processes you have in place for ensuring that you are able to submit paperwork before each month's [published deadline](#);
- Ensure that you provide all required documents specified on the relevant form when you submit it (for example, right to work or a Certificate of Sponsorship application for new appointments).

Failure to provide complete documentation, or submitting late paperwork, may mean that your request is delayed and/or that it is not possible for it to be processed in the current month's payroll.

7. Checking references

There has been a case of a fraudulent reference in a recent University recruitment exercise, which was highlighted in part by the fact that the email address for the referee was subtly different from the standard email address used by their employer. Please ensure that you review the details of referees and the references received for applicants/new employees carefully when recruiting. There is information within the [Request references section](#) of the Recruitment Guidance to assist you when requesting and reviewing references. However, please speak with your HR Business Manager/Adviser if you have any concerns about a particular reference before taking any action.