**Recruitment Update – November 2014**

1. **Changes to advertising PhD Studentships on jobs.ac.uk**

Jobs.ac.uk has recently launched a new ‘PhD portal’. This is a section of their web pages now dedicated to the advertising of PhD Studentship opportunities. As part of the HR Division’s annual subscription, basic adverts in the PhD portal continue to be available free of charge. However, each basic advert can only contain details of one studentship. Multiple studentship opportunities can only be advertised together within a composite advert, which is chargeable. Please see <http://www.jobs.ac.uk/recruiters/products-and-prices/#advertise-your-phd> for details of the different PhD advertising options and contact [hemidlands@jobs.ac.uk](mailto:hemidlands@jobs.ac.uk) for further information.

1. **A reminder to use RAS to request and obtain permission to fill**

Please note the [Recruitment Administration System (RAS)](http://www.hrsystems.admin.cam.ac.uk/systems/systems-overview/recruitment-administration-system-ras) must be used for requesting and obtaining permission to fill a vacancy, even in the minority of cases where it has been [agreed with the relevant HR Business Manager/Adviser that it will not be advertised.](http://www.hr.admin.cam.ac.uk/recruitment/step-2-recruitment-planning/advertise-vacancy/when-advertise) New academic-related or assistant staff vacancies of more than 9 months must be graded before permission to fill is requested; the vacancy must then be searched for in RAS using the position reference provided by the Grading team.

Please note that Section 4 of the [RAS User Guide](http://www.hrsystems.admin.cam.ac.uk/files/new_ras_recruiters_and_approvers_r3.1_published.pdf) explains how to manage exceptions to the standard RAS process, including maternity/temporary cover positions, secondments, overlapping appointments and ungraded positions.

RAS is not simply an advertising system as the previous version of the system was. It also records that permission to fill has been granted and prompts the New Appointment team to issue a CHRIS/10A New Appointment form. Where required, it also creates a new post/position in CHRIS automatically.

When used correctly, this process is the most efficient way of appointments being processed. Therefore, departments/institutions should only follow a different process where there is an exceptional reason that has been agreed with the New Appointment team in advance.

1. **A reminder to identify required screening checks at the start of the recruitment process**

There have been a number of cases recently where the required screening (pre-employment) checks for a vacancy have not been corrected recorded in the Recruitment Administration System (RAS) (which means that they are not correctly stated in adverts and in the CHRIS/10A New Appointment form, and the correct questions are not displayed in the online application forms) and/or in offer letters.

Please remember that one of the key stages at the start of any recruitment process is [identifying any required screening checks](http://www.hr.admin.cam.ac.uk/recruitment/vacancy-definition/identify-pre-employment-checks). The main types of check are:

* Health assessment
* Disclosure and Barring Service (DBS) check or basic disclosure
* Security checks
* Research passport application

Security checks and basic disclosures were introduced for certain types of role from 28th July 2014 as part of the new University [Screening Policy](http://www.hr.admin.cam.ac.uk/policies-procedures/screening-policy). The [appendices](http://www.hr.admin.cam.ac.uk/policies-procedures/screening-policy/appendices-and-b) to the policy summarise screening check requirements by type of work.

[Step-by-step guidance on eligibility and requesting checks](http://www.hr.admin.cam.ac.uk/recruitment/stage-4b-screening) is available on the HR web pages. This includes a process map for DBS checks, basic disclosures and security checks.

Please contact the Compliance Team [complianceteam@admin.cam.ac.uk](mailto:complianceteam@admin.cam.ac.uk) or 01223 768808) as early as possible in your recruitment process for further advice on required checks.

1. **New DBS forms issued – old forms not accepted by the DBS from 1st December**

The DBS has issued all registered bodies, including the University, with new application forms for DBS checks. They will no longer accept the old version of the forms from 1st December 2014. Please contact the Compliance Team to request that you are sent a batch of new forms if any of your vacancies from now onwards require a DBS check. Please shred any copies of old forms that you hold.

1. **New DBS Checks training event**

The HR Division is launching a new training session on DBS checks. The session is designed for new staff and existing staff who are responsible for:

* Assessing whether a role is eligible for a DBS check
* Checking the identity documents and application form of DBS check applicants
* Submitting requests for DBS checks (HR19 forms) to the Compliance Team

This first session will take place on Tuesday 9th December, 1:30pm – 3.30pm, in the Council Room at The Old Schools. To book onto this event, please follow this link on the PPD webpages: <http://www.training.cam.ac.uk/cppd/event/1328485>. Subsequent dates will be set up in Lent term and on a regular basis thereafter.

1. **A reminder that the behavioural attributes can be used in recruitment**

As a reminder, it is possible to use the University’s [behavioural attributes](http://www.admin.cam.ac.uk/offices/hr/policy/behavioural/) in the recruitment process. Guidance is found within the Recruitment Guidance as follows:

* [Incorporating behavioural attributes into selection criteria](http://www.hr.admin.cam.ac.uk/recruitment/recruitment-planning-and-preparation/construct-selection-criteria) or [expressing them as additional criteria](http://www.hr.admin.cam.ac.uk/recruitment/recruitment-planning-and-preparation/construct-selection-criteria/using-behavioural)
* [Including details of behavioural attributes in the HR7 Further Information document](file:///C:\Users\gar41\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\OHWYQ9O0\•%09http:\www.hr.admin.cam.ac.uk\recruitment\step-2-recruitment-planning\write-further-information-document)
* [Short-listing when using behavioural attributes](http://www.hr.admin.cam.ac.uk/recruitment/step-3-recruit-and-select/complete-short-listing/assess-behavioural-attributes)
* [Interviewing when using behavioural attributes](http://www.hr.admin.cam.ac.uk/recruitment/step-3-recruit-and-select/conduct-selection-activities/using-behavioural-attributes)

1. **Updated Recruitment Guidance and templates**

The HR Division regularly reviews and updates the information provided on the recruitment process to ensure that it is up-to-date, compliant with University policy and legislation, and reflects the questions and issues that are raised with us. Please ensure that you download forms and templates from the HR web pages so that you have the most up-to-date versions.

Updates made in recent weeks to the Recruitment Guidance and associated templates include:

* More detailed [salary determination guidance on internal appointments](http://www.hr.admin.cam.ac.uk/recruitment/stage-4a-appointment-administration/determine-starting-salary) to clarify existing practice;
* A new version of the [HR7 Further Information document](http://www.hr.admin.cam.ac.uk/forms/hr7-further-information-template) to include the Silver Athena SWAN award recently achieved by the University;
* A new version of the [HR18 Conditional Offer Letter template](http://www.hr.admin.cam.ac.uk/forms/hr18-conditional-offer-letter-template) to include standard wording when a recruitment incentive payment is being offered.

1. **A reminder to use the leaver arrangements template letters**

It is important that any employee who has tendered their resignation has this acknowledged formally and that all leavers are aware of important information relating to the end of their employment. Two template letters were published last year by the HR Division to assist departments/institutions in communicating this information.

The [HR32 Leaver Arrangements Template Letter](http://www.hr.admin.cam.ac.uk/forms/forms-hr32-and-hr32a) should be used for all those leaving the employment of the University completely. The [HR32A Leaver Arrangements Template Letter (Transfer)](http://www.hr.admin.cam.ac.uk/forms/forms-hr32-and-hr32a) should be used for those moving to a role within a different University department/institution. Further information about the leaver process is found in the [Leaver Administration](http://www.hr.admin.cam.ac.uk/policies-procedures/leaver-administration) section of the HR web pages.

1. **Break required before an individual joins the Temporary Employment Service (TES) after the end of employment with the University**

As temporary workers have a different status in law to University employees (and therefore different benefits and terms and conditions associated with their work) it is important to distinguish between the ending of employment and a move to temporary work with a clear break between the two arrangements. This is normally expected to be a break of 4 weeks. Please discuss any particular cases with Helen Dalgleish ([helen.dalgleish@admin.cam.ac.uk](mailto:helen.dalgleish@admin.cam.ac.uk) or 01223 765876), the TES team Leader, before agreeing any working arrangements with an individual.