

Recruitment Protocol System Guidance

1) Submitting a Request

Introduction

- The Recruitment Protocol 2020/2021 was agreed by Council in July 2020, and will be in operation from 1 August 2020 – 31 July 2021 in the first instance.
- A system was launched on 7 September 2020, which enables the completion of an online form, which will then be stored on a SharePoint site – which can be accessed by relevant EAG and RPOG members.



The protocol can be viewed in full on the [HR Webpages](#).



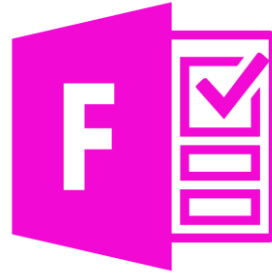
Forms

There are now three forms which can be used to request exemption under the protocol, which are:



Form A: Recruitment

- Open-ended and fixed term recruitment
- Secondments
- Apprenticeships
- Organisational Change



Form B: Worker / Self- Employed

- TES
- UPS
- External Agency
- Self-Employment



Form C: Contract Extension

- Extensions to all employee contracts
- Extensions to worker/self-employment contracts

Exemptions to the Protocol

The following recruitment is out of scope and does not therefore need to follow the process set out in this protocol:

1

appointments that are directly and wholly funded from external research grant [\[4\]](#) or the NHS;

2

short-term assignments that do not exceed £5,000 in total over the course of the 12-month period;

3

staff transferred into the University under the Transfer of Undertakings (Protection of Employment) Regulations (TUPE);

4

student internships.



Finding the Forms

If you need to submit a request, you can access the online forms using the links provided below:



FORM A: Recruitment

<https://forms.office.com/Pages/ResponsePage.aspx?id=RQSIStq9eUut41R7TzmG6aBCtWXVHYVItYDAC2DXzjNUNEZSV1FNWTBJOEEdRQU9IVE4yQTFPNkdEMCQIQCN0PWcu>



FORM B: Worker / Self-Employment

<https://forms.office.com/Pages/ResponsePage.aspx?id=RQSIStq9eUut41R7TzmG6aBCtWXVHYVItYDAC2DXzjNUQzBBM0FBOUxJMDIJUTgzTDFGMjNYTzBCVVSQIQCN0PWcu>



FORM C: Contract / Engagement Extension

<https://forms.office.com/Pages/ResponsePage.aspx?id=RQSIStq9eUut41R7TzmG6aBCtWXVHYVItYDAC2DXzjNUNFJWNkIOTZIU1c1TVYzVFZXV1JJRFVLNiQIQCN0PWcu>



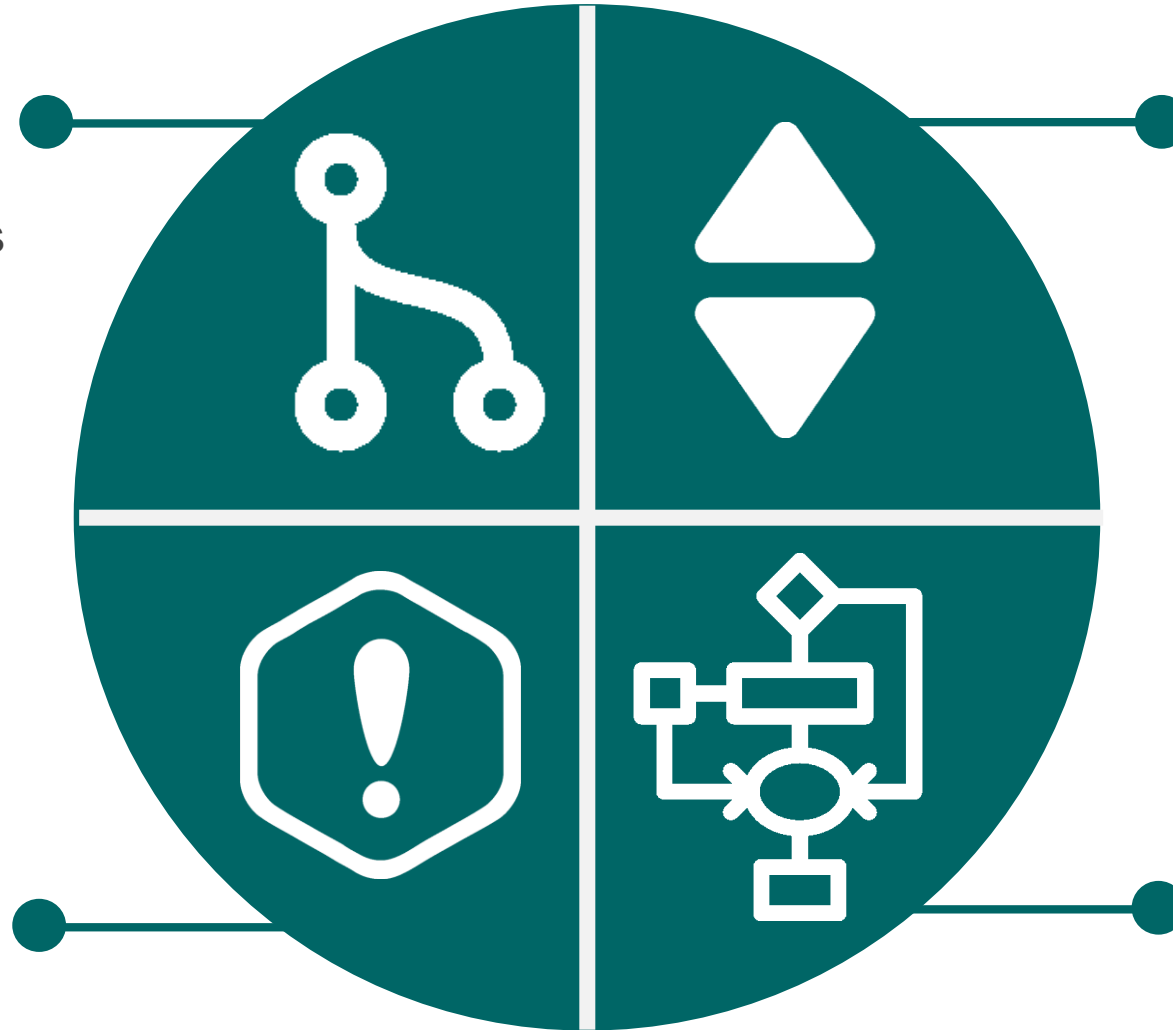
Completing the Form

Question Branching

Some questions only appear if certain responses are provided, reducing the number of questions that aren't relevant to the specific request.

Mandatory Fields

Essential fields are now mandated on the system, which will reduce delays in considering the case.



User Friendly Design

Built-in functionality which aims to reduce the time it takes to complete the form, such as drop down and choice fields.

Automated Workflow

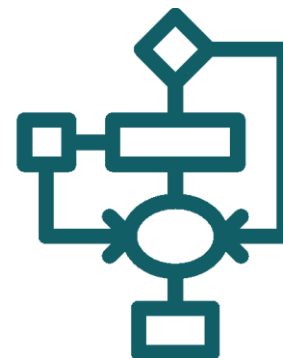
Forms are automatically routed to the correct EAG, removing the need for email circulation.

Hints and Tips



Identification

As it is part of the University's license, MS Forms will automatically identify the person completing the form. Also, if you don't finish the form, the system will save your progress for the next time you log in.



Automatic Routing

When you submit the form for consideration, this will automatically get routed to the relevant EAG, based on the School or UAS/NSI on the form.



Documents

If you have a document that will support your case, this can be uploaded with the content of your form. You can upload a maximum of 3 documents per request)



Copy of the form

Once you reach the end of the form, you have the option to send a copy of your request to your email inbox.

Departmental Approval

It is important to note that institutions should seek approval for their request from their Head of Institution (or equivalent) **before** submitting their case for consideration by the EAG. This requirement is not part of the workflow on the SharePoint system and therefore, Institutions should agree a route that is suited to them for this purpose. For instance, this could be done:

Informally: Without using the full structure of a form, the requester may ask the Head of Institution to approve the relevant details about the request via email or Teams; OR

Formally: The requester may continue to complete the Microsoft Word version of the form, and then copy and paste the details into the online form.

A close-up photograph of a document with a 'SIGNATURE' stamp and a handwritten signature in blue ink. The stamp is in a bold, sans-serif font. The signature is written in a cursive style. A yellow pencil is visible in the top right corner, having just finished the signature.

Support

Support is available on the completion of the form, both from a procedural and a technical viewpoint, as detailed below:



1) Procedural Guidance

If you require guidance on the process or the completion of the form from a content point of view, please contact the Secretary to the relevant EAG in the first instance.



2) Technical Support

If you experience any technical issues, you should raise these with the CHRIS Helpdesk in the first instance at:

CHRIS.Helpdesk@admin.cam.ac.uk