HUMAN RESOURCES

RECRUITMENT ADMINISTRATION GUIDANCE

The following is intended as a brief guide for those involved in recruitment and selection.

Application Forms

HR will contact the Department/Section on the closing date to determine whether the application forms can be sent electronically if up to ten application forms have been received. Alternatively, we will arrange for the forms to be printed and they will be ready for collection from HR on the day after the closing date.

Staff Training in Recruitment and Selection

It is recommended for all participants in the recruitment and selection process, including the shortlisting of candidates, to attend the formal University training session in Recruitment and Selection (see Staff Development for details of course dates). This should take place prior to involvement in the process. Please note: it is a requirement for the Chair of a recruitment panel who has not been on the training within the last five years to complete an online refresher course through Staff Development or direct through Learn http://learn.lboro.ac.uk/course/view.php?id=5864

It is also advised that anyone on the panel who has not attended training in the last five years completes this online refresher.

Interview Panel Composition

a) Appointment Committee Membership for Academic and Related Conditions of Service (Grade 6 and above excluding Research Grade 6 and Technical Grade 6)

The Department/Section is responsible for arranging membership of the Appointment Committee, although advice on this may be sought as necessary from Human Resources. The Code of Practice (approved by Council) sets out the requirements. Although not the norm, a representative from Human Resources (the Adviser or Officer for the relevant area) will attend if requested.

b) Interview Panel Membership for other staff groups (Grades 1 – 5 in addition to Research Grade 6 and Technical Grade 6)

The Department/Section is responsible for arranging membership of the interview panel which should comprise a minimum of two people who are of the same grade or above of the post being recruited to. Please seek advice as necessary from Human Resources.

If any panel members have a disability or additional need and require special arrangements for the interview, please ensure that this is indicated so that any appropriate measures can be put in place by Human Resources.
Shortlisting

Departments should complete a shortlisting matrix and indicate clearly the reasons for the decisions taken by the short-listing panel (minimum 2 appropriate and trained staff)

IMPORTANT: Please ensure at the shortlisting stage that you consider the Two Ticks information contained in the Additional Information sheet at the end of the application form. It is essential that any applicant who has ticked the box to declare a disability is granted an interview if they meet all the essential criteria. It is imperative that, if challenged, we are able to justify and give reasons why we have not shortlisted an applicant who has made such a declaration.

Interview Administration

Interview Arrangements Form (to be sent via e-mail to the Recruitment Team attaching a scanned copy of the completed shortlisting matrix/notes – please note that as all applications are now stored electronically by HR, we do not require the application forms of the shortlisted applicants to be provided).

Interview Date/Venue

It is the responsibility of the Department/Section to arrange the date of interview. If required, the Recruitment Team can book a meeting room.

A minimum of 2 weeks’ notice of this date should be given to ensure

- The Recruitment Team has adequate time to deal with the administration efficiently
- candidates are given adequate time to arrange attendance (especially if the advertisement for the vacancy makes no reference to the interview date);
- for referees to respond to requests for comments on their suitability for the post;
- for overnight accommodation to be booked, if appropriate.

Invite candidates/References - Candidates will be invited to interview by e-mail (when an e-mail address has been supplied on the application form). References will be requested (if required prior to interview). Candidates’ requests not to contact certain referees prior to interview, particularly current employers, will naturally be respected. Due to short timescales, it may be preferable to delay taking up references until an offer of appointment is made to a successful candidate.

Accommodation – If necessary, Human Resources will arrange and pay for overnight accommodation (normally one night at Burleigh Court/the Link Hotel) for those candidates who have some distance to travel, and will inform the candidate of the arrangements in the letter of invitation to interview.

Refreshments (for interviews organized by HR, usually in Hazlerigg) – Tokens will be provided for panel members during interviews. Water is available from the kitchens in Hazlerigg for candidates.

Interview Packs for Members of the Appointment Committee - One week prior to the interview date, copies of the application forms of short-listed candidates, CVs, any references received, further details of the post, a copy of the advertisement, and an agenda giving timings and venue, will be circulated to interview panel members. The Chair of the
Committee will also receive a copy of the salary scales and an Appointment Form for completion and return to HR following the interviews.

Please note the following for the appointment of internal staff

If an internal candidate is appointed, some liaison will be required between the current line manager and a member of the department recruiting, to agree an appropriate start date and to address any outstanding annual leave. Payment cannot be made to the employee in respect of outstanding annual leave if transferring internally.

Reimbursement of Travel Costs –

Candidates will be reimbursed by HR for the reasonable cost of their travel to the formal interview, unless the round-trip mileage (home to University and return) is less than 20 miles. Those travelling by car will be reimbursed the appropriate second-class rail fare or the University ‘lower mileage rate’ (whichever is the cheapest). Where candidates are travelling from overseas, HR will be responsible for half the economy class airfare only. The Department/Section should provide a charge code with the Interview Request details form to pay for the other half of the airfare. All such claims will be processed by HR.

Offer of Appointment and Acceptance

The letter of appointment to the successful candidate and contract of employment will be copied to the Head of Department/Section. Once the candidate has accepted the post, an e-mail will be sent to the inductor copying in Head of Department /Section and the HR Officer who will then initiate the probation administration process.

Rejection Letters and Feedback

The Chair of the interview panel (or nominee) should advise all candidates unsuccessful at interview, by telephone and inform the Recruitment Team, as soon as possible, to issue rejection letters to unsuccessful interview candidates. Candidates who have not been shortlisted for interview will receive an automatic rejection letter through the e-recruitment system. Departments are expected to give effective feedback to any internal candidates who have been unsuccessful in their application, and to any interviewed candidates who request it.

Storage of Applications

The application forms for all applicants who were not invited to interview will be retained electronically by HR for a period of twelve months primarily to enable the University to respond to any employment tribunal and/or discrimination claim which may arise from the selection process.

Further Information about Recruitment and Selection

Further details about recruitment and selection are available in the University’s Good Recruitment Practice. All staff involved in recruitment and selection are advised to familiarise themselves with the relevant sections, particularly on interviewing and selection. The Guide may be accessed from the HR website.