

## Recruitment – Timescales for recruiting a member of staff

When recruiting to a position the Manager would be advised to plan carefully prior to the commencement of the recruitment process; this will ensure a smoother process. **Please consult HR if you have any queries with the following information.**

The recruitment process can be lengthy. HR will endeavour to make the process as smooth as possible however please note that the whole process can take a few months before an employee can commence working at the University.

### HERA Grading Approval

**Grading meetings take place on a Monday. Jobs to be with HR by the prior Thursday.**

The first step is to have the role graded by the HERA team to ensure that the employee will be working at the appropriate level and grade. Guidance can be sought from the Grading section of the HR Recruitment website. Discussions between the HR Adviser and the Manager need to take place prior to grading for a full understanding on both parts.

Job Description guidance can also be found here and it would be useful to look at this page before submitting the job description and post specification to be graded. The more time taken by the Manager at this stage the less time it will take to receive the approval from the grading panel.

### Financial Approval

The next step is to get the financial approval via the RSA process. The timescales are dependent on Finance therefore please check with them.

### Advertising

Once the above 2 stages are complete then the job can be advertised.

***Redeployment (Advertised Thursday to the following Monday 12 noon)***

**All paperwork needs to be with HR by 12noon on the Wednesday in order to make the Redeployment Bulletin on the Thursday.**

This includes staff on fixed-term contracts with an identified end date within the next six months and staff with health/other issues.

All positions will be advertised through Redeployment with the following exceptions:

- KTP Associates
- Any position where the salary is not paid by the University – to include NHS posts e.g. a Plastic Surgeon who by definition can only come from outside i.e. the NHS.
- Senior Management positions – eg Dean, PVC, DVC, VC,

- Senior Staff with highly specialist skills eg Professors and some highly specialist academic and professional posts (to be justified on the RSA form which can be found on the HR website)

### ***Internal Advertising (Advertised Monday for 2 weeks to include shared redeployment during the 2<sup>nd</sup> week)***

All posts will be advertised [internally](#) (click on Internal Job Vacancies on the left hand navigation – password protected) other than the exceptions already agreed to go internal and external at the same time.

Applicants to complete standard application form electronically

### ***Shared Redeployment Scheme (Advertised Monday for 1 week as part of the internal advertising process)***

The organisations; University of Bradford, Bradford College, InCommunities, Bradford and Airedale NHS PCT, West Yorkshire Probation Trust and Bradford Council have agreed to the sharing of Redeployment Pools in order to provide opportunities for our collective employees to seek to avoid compulsory redundancies within the Public Sector. This is a voluntary final option before redundancy.

Redeployment will be fully explored within each organisation in the first instance. Any jobs not filled this way will be advertised internally before being opened up to the shared pool. This will be done before jobs are advertised externally (any jobs which are currently advertised internally and externally at the same time will continue to do so and the position will be sent to the shared redeployment pool at the same time).

Shortlisting and interviewing will be done in the usual way and a job will not proceed any further until any shared Redeployment applications have been considered.

### ***External Advertising (up to 4 weeks as per guidance below)***

Posts to be advertised at job Centre / [www.jobs.ac.uk](http://www.jobs.ac.uk)/ [UoB website](#).

The Home Office have decreed that in order to obtain a Tier 2 Certificate of Sponsorship (Work Permit), vacancies must be advertised for 28 calendar days. This is called the 'resident labour market test'.

Following a consultation session, it has been agreed that this will affect predominantly Academic and Research positions at Grade 7 and above therefore with immediate effect these vacancies will now be advertised for a minimum of 28 days.

For Grades 1 – 6 the minimum 2 week period still applies

For Grade 7 and above Professional positions the minimum 2 week period still applies (in the event an appointment is made for an applicant who will require a Tier 2 Certificate of Sponsorship the position will need to be advertised for a further 2 weeks on our website only)

All vacancies will close at 5pm on the said date.

If you have any queries or require further information please see:

<http://www.bia.homeoffice.gov.uk/employers/points/sponsoringmigrants/employingmigrants/residentlabourmarkettest/> or contact HR on ext. 5347 or [Human-Resources@bradford.ac.uk](mailto:Human-Resources@bradford.ac.uk)

Where exceptions are justified and signed off by the Dean/Director on the RSA form the HR Recruitment Co-ordinator will make the final decision and inform the Trade Unions accordingly.

A judgement can be made about whether the skills could be available across the University.

### ***Automatic Exceptions***

Academic and Research positions will be advertised internally and externally at the same time for 4 weeks (unless otherwise requested).

Fixed term positions of 12 months or less will be advertised internally and externally at the same time (unless otherwise requested).

### **Shortlisting**

Once the position closes the applications will be sent by email to the Recruiting Manager within 3 working days.

The shortlisting date should be ideally set within 2 weeks of the closing date.

### **Interviews**

Good practice states that candidates should be given one week's notice of the interview date. If the interview date is published at the time of advert then this is not always essential but be realistic if asking the candidates to prepare a presentation.

HR will issue the interview invites. Allow at least 2 days leeway between the shortlisting date and date for interview invites to be issued.

Following the interview, the Chair of the interview panel should contact the successful candidate either that day or the following day. The **provisional** start date will be negotiated between the Manager and the candidate and then HR will be informed of the **provisional** start date.

HR will then undertake the appropriate pre-employment checks and references will be sent for all posts. A CRB check and a Certificate of Sponsorship will be required for some posts.

**Please note a contract cannot be issued and employment cannot commence until ALL satisfactory pre-employment checks have been received.**

All the official paperwork will then be issued to the candidate by HR with the confirmed start date. Please ensure you discuss with the candidate their start time and where they need to report to on their first day.

**Alexa Copley – December 2011.**