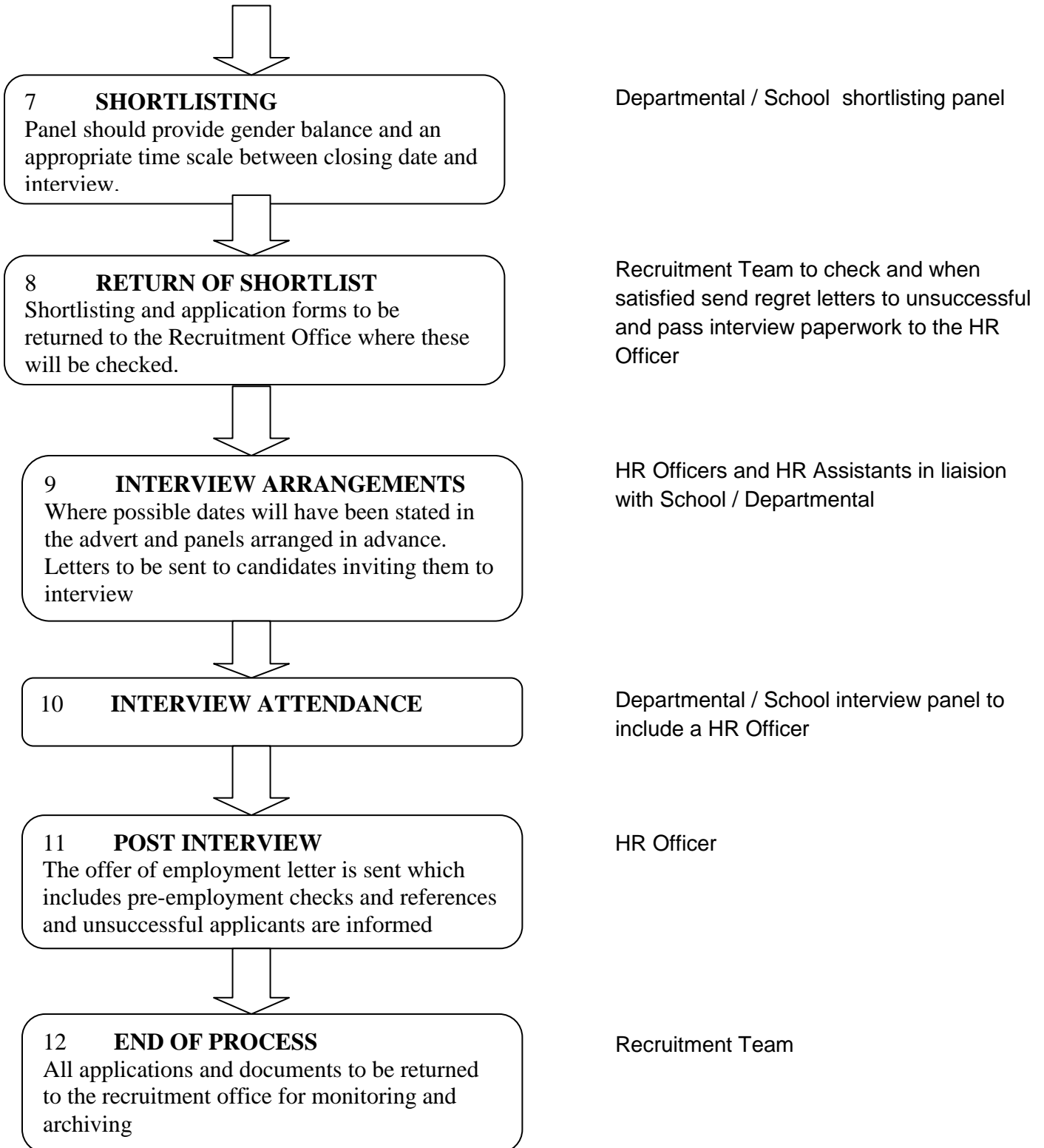


**Recruitment and Selection**

**The procedure**

Action	By Who
<p>1. <b>APPROVAL</b> An authorised L6666 is required before the recruitment process can commence</p>	<p>The nominated School or Department HR Officer</p>
<p>2 <b>GRADING</b> This must be done before advertising but at the same time as the L6666 is going through</p>	<p>Recruitment team, use <a href="mailto:recruitment@swansea.ac.uk">recruitment@swansea.ac.uk</a> to forward draft recruitment documents to the team</p>
<p>3 <b>REDEPLOYMENT</b> All posts to be advertised for one week to staff on the redeployment list</p>	<p>Recruitment team will circulate the vacancy and follow up any applications</p>
<p>If no redeployment Applicants</p> <p>If redeployment Applicants</p> <p>go to 7</p>	
<p>4 <b>ADVERTISING</b> The post will be advertised externally for posts above grade 6 this will be for 4 weeks</p>	<p>The recruitment team will place the advert on the University web site and in any other relevant media</p>
<p>5 <b>APPLICATIONS RECEIVED</b> Applications will continue to be received by email to <a href="mailto:mailbox@swansea.ac.uk">mailbox@swansea.ac.uk</a> or by post</p>	<p>Applications are logged and processed by the Recruitment team</p>
<p>6. <b>CLOSURE PROCESS</b> Forms collated and packs prepared with shortlisting forms and letter of explanation, Managers collect from HR</p>	<p>Recruitment Team will contact Managers when packs are ready</p>



## **The Recruitment Procedure**

### **1 Approval**

At the point when a vacancy is identified the HRO will discuss the vacancy with the Manager and process the L6666 passing it to finance or DRI then Bethan Price and flagging the vacancy to the Recruitment team.

Any job details received should be sent to the recruitment team using the mail box [recruitment@swansea.ac.uk](mailto:recruitment@swansea.ac.uk) and a folder will be set up for the vacancy with a reference number in H:vacancies/2010 and a Recruitment Officer will take responsibility for the post.

When the approved L6666 is received the post will be processed and put into the H:vacancies/2010/ref.... folder.

Any queries about adverts can be forwarded to recruitment office.

There is an up to date spreadsheet saved as H:Vacancies/2010/Vacancies.xls - there is also a white board in the office with ongoing posts and an up to date diary with all advert closing dates and interview dates for reference.

Following approval HROs should notify the Manager and inform them that the Recruitment Team will pick up the process.

### **2 Grading**

All posts will be graded prior to advertising. This will be done by the Recruitment team and this process can be done while the approval is going through to prevent any delays.

Any queries about the grade of a post will be dealt with directly between the Recruitment team and the Manager.

### **3 Redeployment Advertising**

Following the approval and grading outcome the recruitment pack will be prepared and approved by the Manager. The post will be circulated to the redeployment list of staff for one week.

If there are eligible applicants for the post then these will be sent to the Manager with the usual shortlisting forms for consideration. The HRO will be copied into any correspondence so that they are aware that there is an application being processed.

If there are no applications the post will be advertised externally and the Manager and HRO informed of this.

### **4 External Advertising**

Posts will always be advertised on the University website and in any other media that the Manager thinks is appropriate. If this is the printed press then the Recruitment team will liaise with AdsFab, the advertising agency. Costs and a proof of the advert will need to be approved by the recruitment team in liaison with the Manager / budget holder.

All academic posts are automatically advertised on jobs.ac.uk

All academic and research jobs above grade 7 will be advertised for 4 weeks and APM or Technical jobs at this level will be considered on an individual basis.

## **5 Applications Received**

Applications received in the mail or by email are processed by the Recruitment team. The process is to enter the details on to the Recruitment system and file the forms into individual job folders.

This is done on a daily basis so applications are not processed in alphabetical order but numbered according to how they are entered on the system.

## **6 Closure Process**

Following the closing date all forms are entered onto the system and a list of applicants is printed. The Recruitment team will prepare all of the shortlisting forms (L9153 the shortlisting form and L9154 the Shortlisting panel declaration form) and a letter instructing the manager of the shortlisting process. These are organised in a pack with the applications for the Manager to collect.

Posts are closed after receipt of the mail the morning after the closing date to allow for any applications in the internal mail system at the University to reach the recruitment office.

When the post is ready the recruitment team will ring or email the Manager to arrange for the packs to be collected.

## **7 Shortlisting**

The Manager will need to arrange a shortlisting panel and this will have been discussed with them during the process. The panel must be balanced in terms of gender and panel members must have been trained in recruitment and selection. HROs or members of the recruitment team may assist with the shortlisting process if required.

Managers should shortlist applicants against the criteria on the person specification and should only interview those who meet all of the essential criteria.

## **8 Return of shortlist**

The completed shortlisting forms and applications need to be returned to the recruitment office where these will be checked for consistency and any queries dealt with directly with the Manager.

Regret letters will be sent to all unsuccessful applicants at this stage. Feedback will be provided by the Recruitment Team on request.

The vacancy folder will all be passed to the HRO when the shortlist has been agreed.

## **9 Interview Arrangements**

HROs or HRAs will make interview arrangements. The dates and panels will have been discussed in advance and where possible the interview date will have been included in the recruitment pack. HROs / HRAs should discuss the details with the Manager and send letters of invitation to candidates.

All arrangements such as travel and accommodation issues will be dealt with by the HROs/HRAs.

HROs/HRAs should prepare the interview forms and the agenda and save all documents as well as any emails or other correspondence in the electronic vacancy folder.

The HRO/HRA should ensure panel members receive the interview pack containing the agenda, application forms and candidate notes (form L9158) for each candidate. The Chair should have in addition the panel score summary (form L9160) and Interview Panel form (L9157).

#### **10 Interview Attendance**

HROs will attend all interviews where this is deemed appropriate. Members of the Recruitment team can attend if there are issues of availability or gender balance.

The HR representative should explain the use of the forms and ensure these are completed fully.

#### **11 Post Interview**

The HRO who attending the interview will send the regret after interview email / letter or phone call and arrange for feedback for unsuccessful candidates.

The HRO sends out the formal letter of appointment and carries out pre employment checks and chases references. For all candidates the employers reference needs to be received before the appointment can be confirmed. The HRO also follows up any post interview issues such as recruitment / relocation expenses.

#### **12 End of Process**

The HRO should collect all shortlisting and interview monitoring forms and applications and pass the complete pack to John Cox or David Williams to sign off before passing to the Recruitment team.

The outcome codes will be entered onto the recruitment system and the vacancy closed. The folder will be moved to Archives 2010 and the paperwork filed in a numbered box and sent to the storage (dungeon!)