

**University of Exeter Managed Internship Schemes**

**Guidance to Verify Right to Work (RTW) Evidence**

**At Interview (Face-to-Face Interviews)**

* When inviting your candidates to interview you will need to ask them to bring their original [RTW documents](https://eur03.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.exeter.ac.uk%2Fmedia%2Funiversityofexeter%2Fcareersandemployability%2Finternshipsandmentoring%2FLists_of_acceptable_documents_for_right_to_work_checks_(1).docx&data=02%7C01%7CJ.McCreedie%40exeter.ac.uk%7C2163c7597527431cb93f08d839fb4bd0%7C912a5d77fb984eeeaf321334d8f04a53%7C0%7C0%7C637323098776826948&sdata=jMqZOXfd5%2FNkAdl12T6RBxQhKFpulBNzscLa%2FzCp%2FaE%3D&reserved=0) with them, along with a photocopy of these to leave with you.
* Check original documents face-to-face with the candidate to confirm likeness. Also check the documents are genuine and they have not been tampered with.
* Sign and date all photocopies to confirm originals have been verified. Record on each page “I certify that this is a true copy of the original document”.
* Retain signed and dated photocopies of the RTW documents for the successful candidate only and destroy the photocopies for the unsuccessful candidates. Please wait until the offer has accepted before doing this.

**At Interview (Remote Interviews)**

* When inviting your candidates to interview they will need to send you a scanned copy or photograph of their [RTW documents](https://eur03.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.exeter.ac.uk%2Fmedia%2Funiversityofexeter%2Fcareersandemployability%2Finternshipsandmentoring%2FLists_of_acceptable_documents_for_right_to_work_checks_(1).docx&data=02%7C01%7CJ.McCreedie%40exeter.ac.uk%7C2163c7597527431cb93f08d839fb4bd0%7C912a5d77fb984eeeaf321334d8f04a53%7C0%7C0%7C637323098776826948&sdata=jMqZOXfd5%2FNkAdl12T6RBxQhKFpulBNzscLa%2FzCp%2FaE%3D&reserved=0) **via email to you.**
* **At interview ask the candidate to show their original documents to the camera so you can check them against the digital copy of the documents.**
* **Record on the copy of the RTW document “adjusted check undertaken on [*insert date*] due to COVID-19”.**
* Retain signed and dated photocopies of the RTW documents for the successful candidate only and delete files for the unsuccessful candidates. Please wait until the offer has accepted before doing this.

**Once Appointed**

* If the RTW verification was not undertaken at interview, it must be undertaken prior to the appointed student or graduate starting work. It is illegal for employees to begin work without this documentation in place. At the university, any work undertaken before RTW is verified will be treated as voluntary work.
* Once the RTW verification has been undertaken please follow the appropriate processes:
	+ For SCP roles employed at the university:

Send the verified copy of the RTW evidence via email to the eclaims team at e-claims@exeter.ac.uk

* + For GBP roles employed at the university:

University of Exeter appointments only, please forward the RTW evidence of the appointed graduate, signed and dated to HR by emailing it to humanresources@exeter.ac.uk, stating the vacancy reference in the subject line.

* + For GBP roles employed by the university and seconded to DCC or The RAMM:

Unfortunately the DCC or RAMM Line Manager cannot forward RTW evidence to the university’s HR department. The graduate will need to present and have verified their RTW evidence again directly with HR. The GBPs will be instructed to make an appointment with HR by emailing humanresources@exeter.ac.uk or call 01392 723413 and their documents will be verified by video call.

* + For GBP roles employed by another organisation

Please retainverified copy of the RTW document for your records.

* + For SBP roles employed by another organisation

 Please retainverified copy of the RTW document for your records.