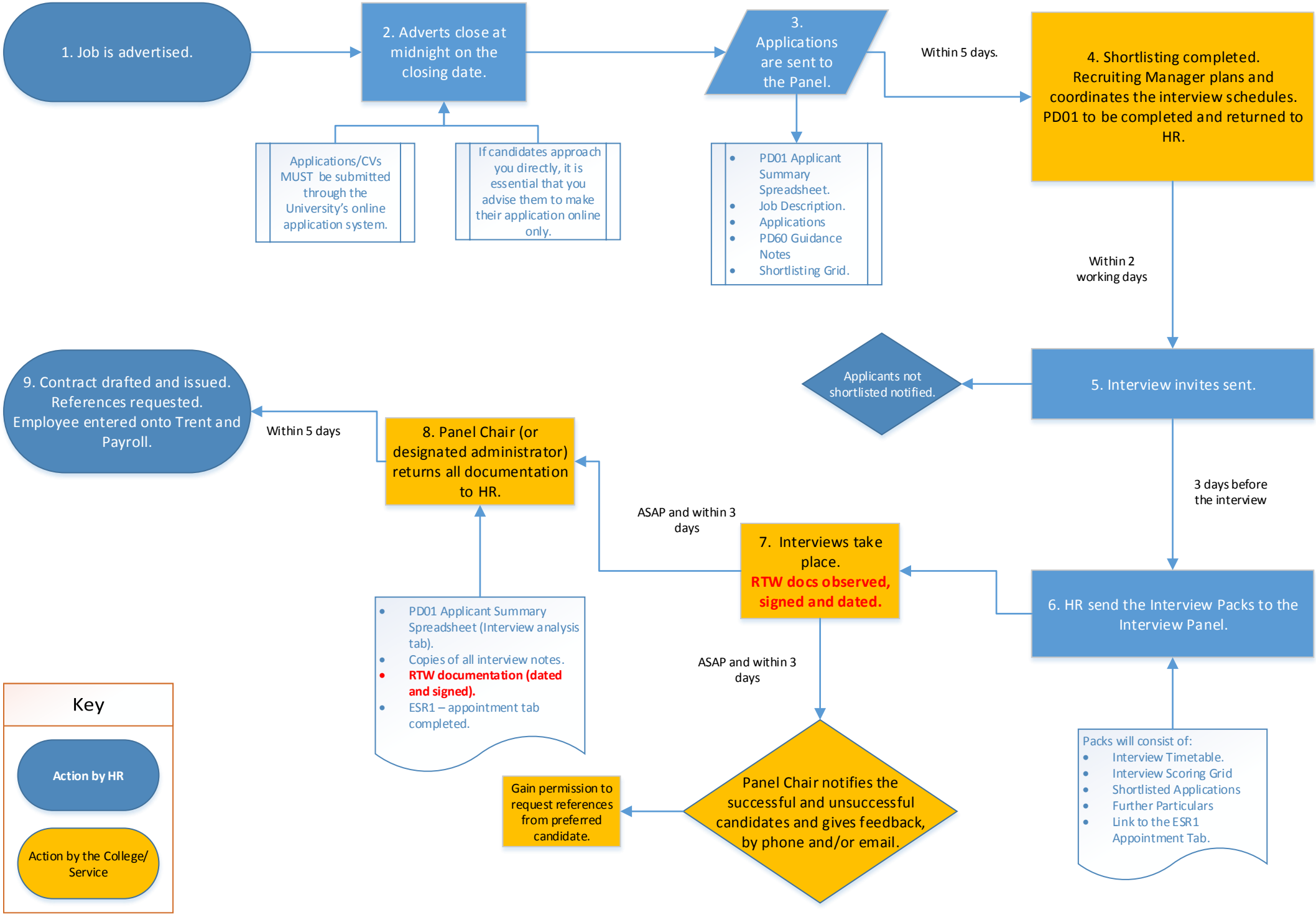
1. Job is advertised.
2. Adverts close at midnight on the closing date.
Applications/CVs MUST be submitted through the University's online application system.
If candidates approach you directly, it is essential that you advise them to make their application online only.
3. Applications are sent to the Panel.
PD01 Applicant Summary Spreadsheet.
Job Description.
Applications
PD60 Guidance Notes
Shortlisting Grid.
Within 5 days.
4. Shortlisting completed. Recruiting Manager plans and coordinates the interview schedules. PD01 to be completed and returned to HR.
Within 2 working days
5. Interview invites sent.
Applicants not shortlisted notified.
3 days before the interview
6. HR send the Interview Packs to the Interview Panel.
Packs will consist of:
Interview Timetable.
Interview Scoring Grid
Shortlisted Applications
Further Particulars
Link to the ESR1 Appointment Tab.
7. Interviews take place.
RTW docs observed, signed and dated.
ASAP and within 3 days
8. Panel Chair (or designated administrator) returns all documentation to HR.
PD01 Applicant Summary Spreadsheet (Interview analysis tab).
Copies of all interview notes.
RTW documentation (dated and signed).
ESR1 – appointment tab completed.
ASAP and within 3 days
Panel Chair notifies the successful and unsuccessful candidates and gives feedback, by phone and/or email.
Gain permission to request references from preferred candidate.
Within 5 days
9. Contract drafted and issued. References requested. Employee entered onto Trent and Payroll.
Key
Action by HR
Action by the College/ Service