**Recruitment Checklist - CMVM**

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| **Considerations & Preparation** |
| Check the [Redeployment Register](https://www.edweb.ed.ac.uk/human-resources/recruitment-guidance/sourcing-advertising/redeployment-register) to see if any at risk candidates are suitable for your vacancy. |  |
| Make sure [Job Description](https://www.edweb.ed.ac.uk/human-resources/recruitment-guidance/getting-started/job-description) (including knowledge, skills & experience section) is completed / reviewed / updated. Avoid using gendered terms or any other biased terms / assumptions. |  |
| Consider if the role is fixed term or open ended. |  |
| Consider if the role is full time, part time or could be a job share. |  |
| Submit Job description for [grading](https://www.edweb.ed.ac.uk/human-resources/recruitment-guidance/getting-started/grading-the-role) via Deanery / Centre office (all new posts or JDs that have not been submitted in last 3 years must be graded). Allow 2 weeks for a post to be graded. |  |
| Check if any special arrangements needed for post e.g. funding/post approval; Grade 10 posts require Principal approval; and Heads of School, Senior and Clinical Academics require [special arrangements](https://www.ed.ac.uk/files/imports/fileManager/CSGRecruitmentApprovals.pdf). |  |
| Establish a Recruitment Timetable – consider availability of panel members / holidays etc.  |  |

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| **Advertising** |
| [Place advert](https://www.edweb.ed.ac.uk/human-resources/recruitment-guidance/getting-started/creating-a-vacancy-and-requisition) [appropriately](https://www.edweb.ed.ac.uk/human-resources/recruitment-guidance/sourcing-advertising/advertising-guidelines) in order to attract a diverse range of suitable candidates i.e. Advertise the role as widely as possible. Adverts should not contain any discriminatory language or requirements.  |  |
| Consider advertising costs, advert submission and publication dates. |  |
| Set a closing date which should be a minimum of 2 weeks.You must advertise for 4 weeks if there is a potential need to sponsor a visa application for the successful candidate. |  |

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| **Shortlisting** |
| Identify your [Shortlisting Panel](https://www.edweb.ed.ac.uk/human-resources/recruitment-guidance/getting-started/selection-panel). The panel must include at least 2 relevant stakeholders who know the job and its requirements well. Usually the shortlisting panel will be the same as the interview panel. |  |
| Shortlisting Panels should be gender-balanced.  |  |
| All panel members must have completed online Equality & Diversity and Unconscious Bias [Training Modules](https://www.edweb.ed.ac.uk/human-resources/recruitment-guidance/need-to-know/recruitment-training-legislation-policies). |  |
| Shortlisting decisions must be based on the selection criteria only as set out in the knowledge, skills & experience section of the job description. |  |
| Use [Shortlisting matrix](https://www.edweb.ed.ac.uk/human-resources/recruitment-guidance/candidate-selection/shortlisting-applications) to record decision  |  |
| Record shortlisting decision and pass to local administrator. Records should be retained with local administrator for 12 months. |  |

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| **Interviewing** |  |
| Interview panel should ideally be same as shortlisting panel. Make sure gender / diversity balance where possible. Gender balance is mandatory for all UE08 and above posts. |  |
| Make sure invitation to Interview is sent out in good time. Candidates need to be fully informed in advance of what the interview entails including location, time, panel membership, eligibility to work checks, any presentation or tests. Give candidates at least 1 weeks’ notice. |  |
| Check if any special arrangements are required for the interview. Make sure venue is accessible with appropriate facilities. |  |
| Plan the timing of each interview. Interviews should be a minimum of half an hour and leave enough time between each one to complete paperwork. |  |
| Plan questions well in advance. Competency based questions should be derived from the Job Description.There must not be any questions relating to absence, health or disability. |  |
| Each panel member should use an [Interview Assessment form](https://www.edweb.ed.ac.uk/human-resources/recruitment-guidance/candidate-selection/interview-documentation) for each candidate. This must include all essential competencies, skills etc. required for the post as identified in the Job Description. |  |
| Consider other selection methods to assess qualities and skills of the candidate e.g. IT skills test, typing test, presentation, teaching exercise. |  |
| Establish which panel member is asking which questions. Make sure questions relate to the criteria required for the post (as specified on interview assessment form). |  |
| Be prepared to answer questions from candidates e.g. salary, start date, interview expenses. |  |
| Make sure [eligibility to work](https://www.edweb.ed.ac.uk/human-resources/recruitment-guidance/offer-appointment/right-to-work-checks) / qualification checks are carried out. Copies should be taken on the day of interview. |  |
| If interviewing overseas candidates consider using video conferencing. Telephone interviews are not acceptable. |  |
| Review references at the end of the interview process (if available). References should be held by the Chair of the panel and not be disclosed prior to interview. |  |

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| **Making an Offer** |  |
| Make any offer subject to receipt of 2 satisfactory references, [eligibility to work in the UK](https://www.edweb.ed.ac.uk/human-resources/recruitment-guidance/offer-appointment/right-to-work-checks) and [Disclosure checks](https://www.ed.ac.uk/human-resources/about/in-colleges/medicine-vet-medicine/nhs-honorary-cover) (if appropriate) |  |
| [References](https://www.edweb.ed.ac.uk/human-resources/recruitment-guidance/offer-appointment/offer-and-references) must include one from current or most recent employer (including UoE Staff) |  |
| Liaise with your local administrator regarding the offer. Local administrators will progress contract arrangements with HR. A contract cannot be issued without completed eligibility to work checks.  |  |
| Make sure unsuccessful applicants are notified of the outcome. |  |

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| **Feedback** |  |
| If candidates request feedback, the Chair of the panel or another panel member should speak to them by phone rather than putting feedback in writing. Highlight positive areas. Feedback must be related to the selection criteria identified in the Job Description. Please contact HR for advice if required. |  |