

The Appointment Process – Guidance for Recruiting Managers

Making a Verbal Offer

Once interviews have been held and you have a preferred candidate who meets all of the essential criteria for the post, please go ahead and contact the candidate to verbally offer them the post subject to:

- Satisfactory references
- Health clearance
- Eligibility to work in the UK

We ask that you do not agree a start date with the individual at this point, as we need to ensure that all of our pre-employment checks are completed before this is agreed.

Please ensure that you then email your HR Officer to inform them of the details and attach the completed Chair's report. They will then support you through the appointment process.

All appointments are usually made at the bottom of the salary grade. If the panel wish to make an appointment above this point, you should also complete a REM1 form which will need to be sent through to your HR Officer with the Chair's report. The REM1 has to be agreed by the Head of HR before the salary is confirmed to the preferred candidate.

Notifying Unsuccessful Candidates

When we have received the Chair's report, we will notify all unsuccessful candidates of the outcome by email and provide them with the name and email address of the person within the department who has been identified to provide feedback, should they wish to take advantage of this. Please ensure that any requests for feedback are responded to promptly.

When internal candidates are unsuccessful at interview it is best practice to advise them of the outcome verbally, before they receive written confirmation from Human Resources. Therefore, please ensure a panel member is nominated to verbally advise them of the outcome and inform your Human Resources contact when they

have done so. This will then ensure that written confirmation is not sent out prematurely.

Offer letter

Once your HR Officer has received the Chair's report and your email to confirm that you have offered the post and the candidate has accepted, they will go ahead and send an offer letter to the candidate.

Within the offer letter we request the following:

- Details of their referees to cover the past 5 years of their employment.
- Evidence of their right to work
- Evidence of their qualifications

Our team will also consider if your candidate requires sponsorship (for a Skilled Worker visa) to work in the UK and if they do, they will check that they meet the requirements for sponsorship. In some cases candidates may be eligible for a Global Talent Visa and your HR Officer will contact you for further information.

References

Once we have received details of their referees, we will go ahead and request references for them. You will be sent a link to view the references as and when we receive them.

Arranging a Start Date

We will let you know when we have received all references and completed our pre-employment checks and will then ask you to go ahead and arrange a start date with the candidate. The start date should be at least 2 weeks in advance of the date that you notify your HR Officer. This will give us time to process their appointment and will also ensure that IT have sufficient notice to set them up with their system log ins, email address etc. When you have arranged the start date, please email your HR Officer to let them know the date agreed.

For those who require a Skilled Worker Visa there are additional factors to consider and we'll advise you of these when we email you to confirm that the start date can be agreed.

Contract

Once the start date has been confirmed we will issue your new starter with a contract of employment.

For those who require a Skilled Worker/Global Talent Visa, their contract will only be issued once they have obtained a positive outcome from their visa application. The start date is therefore subject to change.

First Day Arrangements

Please ensure that you make contact with your new starter prior to their start date to confirm the arrangements for them on their first day. There is no requirement for them to report to HR on their first day.