**Advertising**

Advert should include specific criteria required by the UKVI.

Place advert on TWO suitable mediums for at least 28 calendar days.

Take screenshot copies of all adverts in accordance with UKVI regulation.

**Interview and Selection**

Where selected candidate identified requires a Tier 2 visa.

Provide interview notes including reasons all other shortlisted candidates were not appointable.

Keep copy of applications and interview notes for all shortlisted candidates.

**COS Application**

Download and complete Tier 2 COS application form from ECA webpage.

Collect documents listed at back of COS form.

Place all documents in one folder and password protect the folder using 7Zip.

Email folder containing documents and application to HR.ECA.

ECA checks application and liaises with department contact where there are any queries.

Restricted COS requested from UKVI (for new Tier 2 overseas applicants).

COS generated and emailed to Department to be forwarded to migrant.

Notify ECA immediately if migrant cannot start on specified start date on COS.

**Visa Application**

Migrant completes and submits visa application.

 Applicant advises Department/ ECA of application outcome.

ECA records visa information on database (as applicable).

ECA sends reminder email to department contact approx. 3 months before visa expiry.

Department notifies ECA of decision to extend contract and visa or not.

If extending contract beyond expiry date of existing visa

**Arrival in UK**

Complete right to work check on migrant before employment commences.

Migrant now able to commence employment.

ECA update right to work info on HR database.

Retain copies of verified RTW and all other documents for duration of employment and 2 years after migrant employment ends.

**During Sponsorship**

Ensure migrant contact details are always up to date.

Keep record of all absence including sick and annual leave.

Check any changes to job with ECA before the change is agreed i.e. reduction in FTE or leave of absence.

Report any changes to job to ECA using changes/ leaver form as soon as possible.

Carry out RTW check before existing visa expires, if contract is to be extended.

**KEY**

- Department Action
- ECA Action
- Migrant Action

HR ECA 01/2017