**Recruitment Checklist (non-clinical posts)**

**Name of role:**

**Training and ROME access**

* + Request access to ROME. Visit [Rome registration](https://www.ucl.ac.uk/hr/rome/getting_access.php) requirements and download a form, get head of dept sign off and send to [process@ucl.ac.uk](mailto:process@ucl.ac.uk)
  + Attend ROME Training (if available)
  + Review ROME [user manuals](https://www.ucl.ac.uk/hr/rome/user_manuals.php)

**Vacancy identification**

* + Use [workforce planning](https://www.ucl.ac.uk/human-resources/reviewing-workforce-requirements-guidance-note-managers) see 2.1 to consider if you need the job
  + For professorial posts see the [Appointment of Professors](https://www.ucl.ac.uk/srs/governance-and-committees/appointment-professors) for the creation of a Chair

**Job description**

* + Review guidance on writing a [Job Description (JD) and Person Specification (PS),](https://www.ucl.ac.uk/human-resources/sites/human-resources/files/guidance_on_writing_a_job_description_and_person_specification_updated_31_jan.pdf)include behavioral indicators relating to the [UCL Ways of Working framework](https://www.ucl.ac.uk/human-resources/policies-advice/ways-working).
  + Draft or update the Job Description (JD) using the [UCL Job Description template](https://www.ucl.ac.uk/human-resources/working-ucl/job-descriptions). Include any role specific requirements e.g. [DBS](https://www.ucl.ac.uk/human-resources/policies/2017/nov/dbs-checks-and-criminal-convictions-policy) check
  + If the role is grade 7 or above, ensure it includes the requisite essential criterion
    - Grades 9 and 10 – essential criterion of ‘Demonstrable contribution to advancing equality, diversity and inclusion’.
    - Grades 7 and 8 – desirable criterion of ‘Commitment to and knowledge of advancing equality, diversity and inclusion’.

**Grading of post**

* + For professional services posts – arrange with the [HR Business Partner](https://www.ucl.ac.uk/human-resources/about-hr/contacting-hr/people-hr/hr-business-partnering-contact-details) for the job description to be evaluated in accordance with the [Grading Procedure](https://www.ucl.ac.uk/human-resources/policies/2018/jan/grading-professional-services-jobs-ucl).  The HRBP will provide the HERA number.
  + If it is an existing role and you do not know the HERA evaluation number, contact your [HR Business Partner](https://www.ucl.ac.uk/human-resources/about-hr/contacting-hr/people-hr/hr-business-partnering-contact-details) or email [jobevaluation@ucl.ac.uk](mailto:jobevaluation@ucl.ac.uk) to request it.

**Financial approval**

* + Obtain approval from your department’s budget holder
  + Obtain formal Financial approval from your Assistant Management Accountant/Management Accountant in [Finance and Business Affairs](https://www.ucl.ac.uk/finance/about-us/contact-us) (see [Financial Authorisation Process for Recruitment](https://www.ucl.ac.uk/finance/policies-procedures/recruitment-financial)), except where posts are fully funded by [research grants](https://www.ucl.ac.uk/research-services/).
  + Ask local administrator to submit a Departmental Transaction on MyHR to generate a Financial Approval Number
  + Ask local administrator to raise a purchase order number for advertising.
  + Ensure you have the correct cost code for your department.

**Ethics approval**

* + For posts where research ethics approval is required, follow guidance on the Ethics section of the [research integrity website](http://www.ucl.ac.uk/research/integrity/research-ethics).

**The recruitment panel**

* + Identify who will sit on the interview panel. Request a BAME [fair recruitment specialist](https://www.ucl.ac.uk/equality-diversity-inclusion/equality-areas/race-equality/fair-recruitment-specialist-scheme), if needed.
  + Check the panel have completed UCL’s [mandatory training](https://www.ucl.ac.uk/human-resources/learning-development/mandatory-learning) on Staff [Online Diversity](https://www.ucl.ac.uk/staff-training/enroll.php?code=SODT) Training; [Unconscious Bias Training](https://www.ucl.ac.uk/staff-training/enroll.php?code=ODUB) and [Recruitment and Selection Essentials](https://www.ucl.ac.uk/staff-training/enroll.php?code=ODRE).
  + Agree timetable for redeployment process; general advertising, shortlisting and interview date and check panel are able to attend every part of the selection process (presentations, interviews etc.). Build in time for delays. Book rooms for interviews.
  + Ensure internal panel members are set up with ROME access. Visit [ROME registration](https://www.ucl.ac.uk/hr/rome/getting_access.php) requirements and download a form, get head of dept sign off and send to [process@ucl.ac.uk](mailto:process@ucl.ac.uk) **Preparing to advertise**
  + If the role is grade 9 or 10, and a fixed-term vacancy consider whether to offer an [Accelerate to Leadership](https://www.ucl.ac.uk/human-resources/learning-development/career-support-opportunities/accelerate-leadership) opportunity.
  + Draft advert using [Guidance on Writing a Job Advert](https://www.ucl.ac.uk/human-resources/sites/human-resources/files/guidance_on_writing_a_job_advert_updated_july_2018.pdf) and Preparing an Advert – [guidance to the fields on the Online Recruitment System](https://www.ucl.ac.uk/hr/rome/advert_templates/index.php)
  + Note HERA number at the end of the document
  + Review timetable and schedule reminders in ROME.

**Redeployment process**

* + Ensure you have the following ready:
    - HERA number:
    - Financial approval number:
    - Cost code for invoice payment:
    - Purchase order for jobs.ac.uk:
    - Purchase order number for other advertising costs:
    - Advert text
    - JD and Person Specification
  + Log into [ROME](https://static.wcn.co.uk/company/ucl/single_sign_on.html) and using the ROME User Guides <https://www.ucl.ac.uk/hr/rome/user_manuals.php> complete the New Vacancy page. Click on confirm.
  + Under Options, Attach File, upload the job description and click on Submit Form
  + Under Vacancy Info, click on Email Vacancy Details and email to [hr\_adverts@ucl.ac.uk](mailto:hr_adverts@ucl.ac.uk) This will raise a ticket number and HRS will be in contact if there are any issues.
  + The advert will be posted to redeployees for 1 week.
  + Shortlist according to section 8.3 of the [Redeployment Policy](https://www.ucl.ac.uk/human-resources/redeployment-policy#Shortlisting).
  + Arrange interviews
  + Provide feedback to unsuccessful candidates in accordance with 8.3.4
  + If successful, appoint in accordance with 8.4 Making an offer under the redeployment policy.
    - The candidate’s redeployment status should be checked when requesting a reference from the current line manager.
    - Complete pre-employment checks (8.4.2) before making an offer
    - Review 8.6 regarding the start date and trial period
  + Update candidate status in ROME
  + When the new contract Department Transactions form is submitted, include in the comments that they are a redeployee and the end date of the trial period.
  + If no redeployee is appointed continue to general advertising

**Recruitment Agencies and executive search firms**

* + Read guidance for using [Executive Search](https://www.ucl.ac.uk/human-resources/policies/2021/feb/agencies-recruiting-staff-using-executive-search-firms) firms or a [recruitment agency](https://liveuclac.sharepoint.com/sites/UCLMasterVendor).
  + Discuss with [HR Business Partner](https://www.ucl.ac.uk/human-resources/about-hr/contacting-hr/people-hr/hr-business-partnering-contact-details)

**Advertise the job**

* + If advertising in external media, outside of the UCL website, check the cost with [HR Services](mailto:hr-services@ucl.ac.uk)
  + Raise a Purchase Order in Department Transactions, if you wish to advertise in addition to the UCL website.
  + Log into ROME to progress the vacancy to external advert. The current service standard for external advert placement from receipt of email notification is 3 working days**.**
  + The closing date and interview date should be included in the advert
  + Advertise for a minimum of two weeks.

**Shortlisting**

* + Minimum of 2 panel members to shortlist
  + Share the [shortlisting grid](https://www.ucl.ac.uk/human-resources/sites/human-resources/files/2_recruitment_selection.xlsx) with panel members and deadline
  + Upload consensus shortlisting grid or notes to ROME

**Interview arrangements**

* + Share the [Guidance on preparing and conducting a job interview](https://www.ucl.ac.uk/human-resources/sites/human-resources/files/ucl_guidance_on_preparing_for_and_conducting_an_interview.docx_june_2019.pdf) with the panel
  + Panel members to declare if they already know a candidate and withdraw from panel if they have a close personal or familial relationship
  + Agree interview questions, tests or presentation and scoring system
  + Invite candidates at least 5 working days prior to the interview using the template in ROME, including details of test.
  + If the recruiting manager agrees to reimburse interview expenses, provide guidance to candidates in line with the [Guidelines on Interview Expenses](https://www.ucl.ac.uk/human-resources/policies/2020/mar/interview-expenses).
  + Arrange any reasonable adjustments requested.
  + Order any resources or equipment required for the tests
  + Organise refreshments e.g. water and cups for the interview
  + If interviews will be held virtually, provide tailored guidance to applicants on the process.
  + Collate interview notes from each panel member on each candidate at the end of the interview day

**Pre-Employment Screening Checks including Right to Work check**

* + Identify who will perform the right-to-work and qualification check
  + Ensure the Right-to-work check is completed in accordance with the [Guidance for checking Right-to-Work](https://www.ucl.ac.uk/human-resources/working-ucl/hr-services/immigration/guide-right-work-checks)
  + Other requirements, such as security checks ([Appendix 8](https://www.ucl.ac.uk/human-resources/sites/human-resources/files/8_recruitment_selection.doc)) [health surveillance and job hazard identification](https://www.ucl.ac.uk/human-resources/health-wellbeing/workplace-health/what-we-do); [Disclosure and Barring Service (DBS) check](https://www.ucl.ac.uk/human-resources/policies/2017/nov/dbs-checks-and-criminal-convictions-policy), or verifying a professional registration, must be completed if it is a condition of employment for the job and before commencing employment.

**Unsuccessful interviewed candidates**

* + Recruiting Manager will ensure that unsuccessful candidates are informed either verbally or by email promptly following the selection decision.
  + Update the candidate status’ on the recruitment system and ensure an email is sent to confirm the decision, if not already sent.

**Conditional offer**

* + Send the conditional offer (template in ROME)
  + Update candidate status in ROME
  + Check right-to-work if not done at interview
  + Send reference requests [Appendix 6](https://www.ucl.ac.uk/human-resources/sites/human-resources/files/6_recruitment_selection.doc) or [Appendix 7](https://www.ucl.ac.uk/human-resources/sites/human-resources/files/7_recruitment_selection.docx) should be used.

**Contract request**

* + Liaise with your Departmental Administrator who will [raise a new contract request](https://www.ucl.ac.uk/human-resources/sites/human-resources/files/myhr_department_transactions_new_contracts_1.pdf) on Departmental Transactions and ensure that the [payroll deadline](https://www.ucl.ac.uk/human-resources/pay-benefits/payroll/pay-dates-and-cut-dates) is met.