

School of GeoSciences Recruitment Guide



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Under most circumstances all new or replacement posts must be advertised, as a minimum internally within the University. Should you have any reason for wishing to NOT advertise a position, you must contact School HR to determine if this is feasible. **Do NOT make any offers or commitments to potential candidates until you have discussed the matter with School HR.**

1. Recruitment Contacts and Resources

School Contacts:

Administrative Services Manager: Katie Jeffrey (Grant Inst. Room 341), ext 50 7737,
katie.jeffrey@ed.ac.uk

- General Recruitment and HR inquiries
- Oversees recruitment process for all vacancies

Senior Administrative Assistant (HR) : Emma Blacklock (Grant Inst. Room 344), ext 50 3424,
Emma.blacklock@staffmail.ed.ac.uk

- Manages recruitment process for all vacancies (as directed by Administrative Services Manager)
- Short-listing processes
- Interview processes
- Induction support

Administrative Secretary: Claire MacDonnell (Drummond. School office) ext 51 4636
Claire.Macdonnell@ed.ac.uk

- Short-listing processes
- Interview processes
- Induction support

University of Edinburgh Recruitment Manual

The University of Edinburgh has a webpage on good practice for recruiters, which we encourage all recruiters to review:

<http://www.ed.ac.uk/schools-departments/human-resources/recruitment/recruiters-guide>

2. Creating and Advertising a Position

2.1 Creating a Vacancy

A vacancy is only created under two circumstances:

1. Where funding is available in a research grant to employ a researcher.
2. A position has been approved by SPARC and at College level.

2.2 University of Edinburgh Talent Register

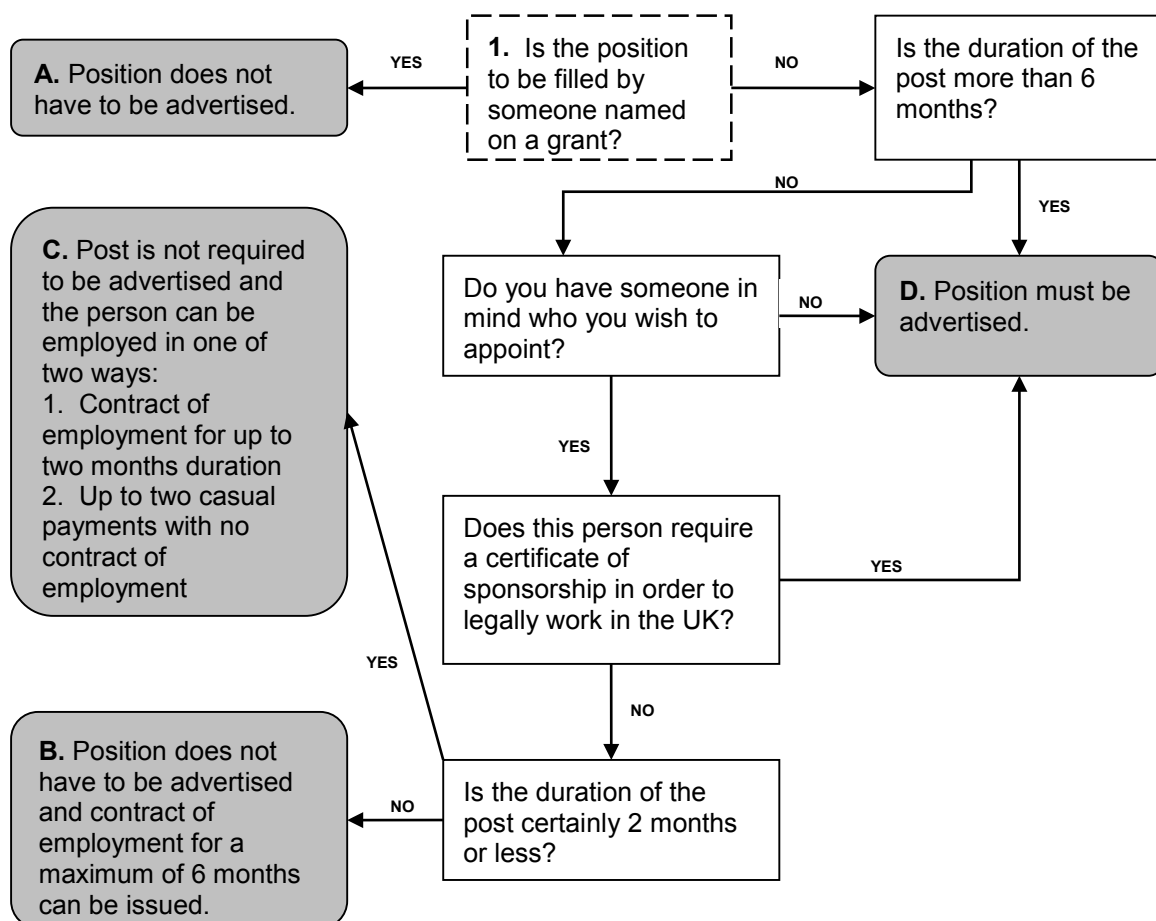
The University Talent Register provides details of staff who are available for deployment to those recruiting within the University. As part of the University's redeployment process and in order to keep

talent within the University and meet the University's legal obligations to "at risk staff", all recruiters must review the Talent Register to determine if there are qualified staff already within the University who may be suitable for a position. **The Talent Register must be consulted before advertising the post and all candidates who might meet the job's essential requirements should be invited for interview.** If any staff at risk of redundancy apply for a position following advertisement (and make you aware that they are at risk), they must be given priority over other candidates and offered the job if they meet the essential requirements. If you identify a qualified candidate on the Talent Register prior to advertisement, you may appoint them without advertising the position. However, this does not eliminate the requirement to write a job description and have the position graded. You can find more information about the Talent Register here:

<http://www.ed.ac.uk/schools-departments/human-resources/recruitment/talent-register>

2.3 Is Advertising Required?

Under most circumstances all new or replacement posts must be advertised. The flowchart below indicates when a position is required to be advertised:



A. If a person is named on a grant, the position does not have to be advertised. However, a job description must still be written and graded. In addition, a certificate of sponsorship application must be made if the prospective employee is not legally entitled to work in the UK, which can be a lengthy process. Further information on the process of creating a contract of employment for a person named on a grant can be found in **section 5**.

B. If a position will be of less than 6 months' duration and you have someone in mind whom you wish to appoint, then advertising is not required as long as the prospective employee is legally entitled to work in the UK and does not require a certificate of sponsorship. A job description must be written and graded. Further information on the process of appointing an individual on a contract of employment for less than 6 months can be found in **section 6**.

If there is any possibility of the position being extended beyond 6 months, it is strongly recommended that the vacancy be advertised. A position which has not been advertised will not be extended beyond a maximum total duration of 6 months.

C. If a position will last for a maximum of 2 months and you have someone in mind whom you wish to appoint, then advertising is not required as long as the prospective employee is legally entitled to work in the UK and does not require a certificate of sponsorship. The individual may be appointed in one of two ways:

1. Contract of employment for 2 months or less. Please refer to section B above for information on how to appoint an employee on a contract of less than 6 months.
2. Employment on a casual basis for a maximum of 2 consecutive payments.

Information on employing individuals on a casual basis can be found in **section 7**.

D. If a position will be advertised (refer to flowchart to determine if advertising is required), please refer to **Section 2.4** and onward for information on the advertisement, recruitment, interview, and selection processes.

2.4 How to advertise a post

Provide the Senior Administrative Assistant (HR) with the following information:

- Job title
- New or replacement post (if replacement post, provide the name of the previous post holder)
- Funding source for the post (provide codes where necessary: cost centre/account code/job code)
- Start date
- Duration (and end date if applicable)
- Full-time or part-time (if part-time, provide the number of hours)
- Line manager
- Location (specify building)
- Intended grade
- Anticipated short-listing and interview dates (to be included with Job Advert where possible)
- Short-listing and interview panel members

In addition, please provide information about:

- Desired closing date for applications:
 - **For grades 1-5**, the expectation is that we will be able to fill the post with someone from within the EEA. These posts will be advertised for a minimum of 2 weeks.
 - **For grades 6-10**, the post should be advertised for 4 weeks or more in case the only suitable applicant will be from outside the EEA. However, you can reduce the period to 2 weeks if you are confident the post will be filled from within the EEA. In the latter case, you must discuss this with the Administrative Services Manager who will get approval from College HR.
- Where the position should be advertised.

- All jobs are advertised for free on www.jobs.ed.ac.uk and with Job Centre
- Research and academic positions are advertised for free on www.jobs.ac.uk
- Please specify if you wish to advertise in any other media source (e.g. Nature, New Scientist, etc.). **NB: if the post is funded by a research grant, the grant will be charged for advertisement costs; for School funded posts one free advertisement is permitted in any publication.**

2.5 Short Advertisement, Job Description and Further Particulars

You will need to draft:

- a short advertisement of **maximum 250 words**
- a job description using the appropriate template for a support or research post.

For the job description, please refer to the UoE Grade Profiles found here:

<http://www.ed.ac.uk/schools-departments/human-resources/pay-reward/promotionsgrading/documents-guidance>

The Administrative Services Manager can provide you with guidance and the appropriate template, as well as an example of a similar previous JD which can be helpful.

The JD must outline the Main Responsibilities of the post and should give the candidate an accurate impression of what will be expected of them.

It must also include a “person specification”, which outlines Essential and Desirable criteria which a candidate should possess with regard to their knowledge, skills and experience for the post. It is important that the Essential and Desirable criteria are appropriate for the post and accurately defined as these will be used to ensure that the job is graded correctly, help candidates to highlight their most relevant experience and skills, and will determine whom you can shortlist. The Essential and Desirable criteria will also form the selection criteria at the short-listing meeting and at interview.

The Senior Administrative Assistant (HR) will add standard UoE Further Particulars including information on Application Procedure, Pensions, Eligibility to Work, etc., and standard information about the University, School, will automatically be added by HR.

2.6 Short-listing & Interview (Panel Members and dates)

The Administrative Services Team will aim to organise the selection panel and short-listing and interview dates prior to the job description being finalised so that you can specify the anticipated date or week of interviews in the job advertisement. This makes it more likely that your candidates will be able to attend on the selected date.

If the interview date and panel are not known before the job is advertised, then they should be organised as soon as possible after the job is advertised. Ideally both the shortlisting and interview panel should consist of: (i) the same people, and (ii) a mixture of males and females. The panel should consist of at least two people.

At least one member of the selection panel should have undertaken the UoE Recruitment, Selection and the Law course which is available as an e-learning course. If only one member has taken the course, this person should preferably be the Chair (this may or may not be the PI / Line Manager for the post). Please refer to the link below to register for the recruitment course (“Recruitment and Selection and the Law”).

<http://www.ed.ac.uk/schools-departments/human-resources/learning-development/devopportunities/e-learn-courses/under-recruit>

2.7 Job Grading

The job will be graded using the job description that you provide, unless the job is a direct replacement for someone who has left. Grade 6 and 7 research posts are graded within the School; all other posts are graded by the College HR office, which can take up to 14 days.

2.8 Once the Job is Advertised

Once the job advertisement is live, the Administrative Services team will notify you of the closing date. **All applications must be submitted online through the University eRecruitment system.** Do not accept any applications directly; please ask the applicant to follow the University application procedure and complete an online application on the www.jobs.ed.ac.uk website.

2.9 After the Closing Date

Once the advertisement has closed (at 5 p.m. on the closing date), the staff member accepting applications will send you and the other interview panel members a full set of the applicants' documentation together with a "Shortlisting Report" and list of Rejection Reason Codes. The Shortlisting Report contains a list of all the candidates who applied for the post. They will also provide the "short-listing scoring matrix" form that lists the Essential and Desirable criteria to assist with the short-listing process.

2.10 Late Applications

The deadline for applications is 5 p.m. on the closing date. **Late applications cannot be accepted as all applications must be made online via the UoE e-Recruitment system.**

3. Shortlisting and Interviews

- Never shortlist before the closing date.
- The Administrative Services Team will assist with setting up the selection panel and short-listing meeting if not already done (see section 2.6 for more information).

3.1 Shortlisting Meetings

Best practice is for the selection panel to meet in person to agree on a shortlist, but it is usually acceptable for this to be done by correspondence if necessary.

3.2 Reviewing Applications

The selection panel should use the person specification and list of Essential and Desirable criteria written in the job description as a guide when shortlisting. The Essential and Desirable criteria should be compared to the applicants' experience and skills and the requirements of the job. The "short-listing scoring matrix" form will assist in identifying the most suitable candidates for the role.

One person (the Panel Chair or PI / Line Manager) must record brief reasons why you did not shortlist the unsuccessful candidates.

The Shortlisting Report must be completed with relevant Rejection Reason Codes and returned to the Administrative Services Team for rejections to be made. These codes are required for updating applicant statuses in the e-Recruitment system and must be entered prior to any appointment being made.

Important note on shortlisting:

If your applicants include candidates who are from outside the EEA (see Appendix A for a list of EEA countries) you must be aware that a Certificate of Sponsorship (CoS; previously referred to as a work permit) will have to be obtained. The UoE application form, completed by the candidate, will indicate if an applicant requires permission to work in the UK. In most cases, a CoS can only be obtained for jobs where at least a first degree is essential and some specific experience/skills are required. It is unusual to be granted a CoS for roles below grade 7 unless they are highly specialized. Therefore, you are advised to only shortlist candidates who will require a CoS if you think it is realistic that a CoS could be obtained for the job and that there are no other suitable candidates from within the EEA. As mentioned in section 2.4, if you wish to hire a candidate from outside the EEA, then the post must be advertised for 4 weeks. If the post was not originally advertised for 4 weeks then you may be required to re-advertise in order to hire a non-EEA candidate and obtain a CoS.

3.3 Unsuccessful Candidates – Before the Interview

Out of common courtesy, all candidates who are not granted an interview will be notified. The Administrative Services Team will inform these candidates that their application was unsuccessful.

3.4 Arranging the Interview

Once you have determined your shortlist of candidates, please forward this list to the Administrative Services Team who will invite candidates to interview using standardized wording provided by HR.

Please provide the following information (if not already determined):

- Interview date
- Time
- Preferred building and room
- Duration of interview
- Interview panel members
- Will a presentation be required? If so, provide additional details so candidates can be prepared. Will you require the candidates to use any AV facilities i.e. laptop or data projector?
- Will the candidate be given a tour? If so, who will provide the tour?

Important note on required documentation to bring to the interview:

By law, the University is required to see original documentation providing proof that a candidate is eligible to work in the UK. Refer to Appendix B to see a complete listing of the documentation requirements. For positions requiring a relevant degree, we are also required to see the candidate's degree. Candidates will be notified of the requirement to bring their degree and proof of eligibility to work in the UK when they are invited to the interview.

3.5 Telephone and Video Conference Interviews

If a candidate cannot attend an interview in person, we recommend that the interview be conducted by video conference so you could confirm that the person to whom a job is offered is the person whom you interviewed. If the applicant is from overseas and will require a certificate of sponsorship, then a video conference interview is mandatory. It is acceptable for eligibility to work in the UK documents to be scanned and emailed in the first instance and for these be sent to the recruiting manager before interview. During the Skype or video conference interview the scanned documents received must be verified.

Before employment commences the individual must provide their original documentation in person which are to be copied, verified and sent to College HR.

We understand that in some circumstances the candidate may not have access to videoconferencing facilities or Skype. If this situation should occur and you wish to proceed with a telephone interview then this must be discussed with HR. It is very important that you are able to verify that the person you are interviewing is the same person to whom the job is offered, especially if a certificate of sponsorship is required. Failing to verify a candidate's identity during an interview could put other people employed by the University at risk of lying about a prospective employee's identity to the UK Border Agency.

3.6 References

References will be obtained prior to interviews if possible. Where an applicant has specified that they do not wish to have their references contacted before an interview, then we will honour their request. However, remember to ask the applicant during the interview if their referee can be approached after the interview.

The Administrative Services Team will contact the referees by email. Once all references (or the majority of references) are obtained they will be forwarded to the selection panel. In many cases references must be chased down so in some circumstances you will not have all references prior to an interview.

Where a reference can only be contacted by phone, we ask that the PI / Line Manager / Panel Chair contact the referee. Detailed notes should be made of the conversation and forwarded to the Administrative Services Team who will add this to the applicant's file.

Important note on references:

Two references must be obtained in order to appoint a candidate and one reference should normally be obtained from the candidate's current employer.

3.7 Interview Questions

Prior to the interview, the panel should draw up a list of interview questions and determine who will ask each question. To ensure fair treatment, the broad areas of questioning for each candidate should be the same and questions must relate to the actual requirements of the job. Interviewers should take care to avoid any questions which could be construed as discriminatory (e.g. questions about race, religious or political views, marriage plans, marital status, family intentions, children or domestic responsibilities). For example, you should not ask a woman whether she can make arrangements for looking after her children, nor should you ask minority ethnic applicants where they are from (see Appendix D for further information on the Equality Act 2010).

3.8 The Interview and Selection

The Administrative Services Team will provide the School of GeoSciences Interview Sheet (see Appendix C for sample) to record impressions during the interview. Under the Data Protection Act 1998 an individual has a right of access to personal data, which means a candidate may be able to obtain a copy of the interview notes. You should be mindful of this during the interview and refrain from writing any inappropriate comments or anything you would be unwilling for the candidate to read.

The School of GeoSciences Interview Sheet can found on the GeoSciences internal website.

After the interviews the selection panel will convene to discuss and agree on the successful candidate. It is usually a good idea to agree on at least one reserve candidate should the first choice decline the offer.

3.9 Selection of a non-EEA Candidate

If your preferred applicant is not from the EEA and requires a Certificate of Sponsorship (CoS), you must be aware that a CoS is usually only awarded if none of the other “home/EU” candidates were suitable for appointment. A CoS is not granted just because the candidate is the best in a field; you must be able to justify why they are the **ONLY** suitable candidate for the job. ***This justification can be requested by UK Visa and Immigration at any time during the employment of the migrant worker.***

When a non-EEA candidate is the successful candidate, the Panel Chair must write detailed notes about each candidate which are required for the candidate’s CoS application. These notes must be provided to the Administrative Services Manager and will be submitted to the UK Border Agency with the candidate’s CoS application. There is a template which you can amend and use as guidance when writing your summary notes of the applicants.

3.10 Unsuccessful Candidates – After the Interview

One person (the Panel Chair, PI, or Line Manager) should record brief reasons why the other interviewees were unsuccessful. Refer to the Rejection Reason Codes document for appropriate reasons. As you may be asked to provide feedback to unsuccessful candidates, you should keep some record of the reasons for the panel’s decisions.

Candidates who have been unsuccessful following an interview must be contacted after the interview and notified that they were unsuccessful. Often the Panel Chair, PI, or Line Manager will contact the unsuccessful candidates. Alternatively, you can ask the Administrative Services Team to do this for you; however, candidates often request feedback so it is usually preferable that this is done by someone on the panel.

4. Making an Offer of the Post

4.1 Conditions of Employment

Before contacting the successful candidate, the PI / Line Manager should contact the Administrative Services Manager to discuss the details of the proposed appointment (i.e. grade, salary, start date, CoS, etc). **DO NOT** promise the candidate a certain salary or start date without prior confirmation or approval from College HR.

The PI or Line Manager should check with the Administrative Services Manager to determine if a CoS is required. This will depend on nationality and/or current Visa status of the successful candidate, and if required may affect the possible start date.

Important: It is crucial that the job offered to the candidate is the same job that was advertised. You cannot offer a candidate a job at a lower or higher grade than what was advertised, even if the candidate is under or over qualified. This could be seen as unfair to others who are currently in a similar role. Furthermore, had the job originally been advertised at a higher or lower grade, you would have received a different pool of applicants. If you are hiring an overseas candidate, offering a job which deviates from the advertised position could invalidate the labour market test which is required for a certificate of sponsorship.

4.2 Offering the Post and Negotiating Terms

Once the terms on which the offer can be made have been confirmed, you should contact the successful candidate, usually by phone or email, to discuss the offer.

It is important at this stage that you do not say you are offering them the post. Instead, you should say you will be “recommending that the University offers them the post”. This is for two reasons:

1. Only the University’s central HR team has the authority to formally offer a post.
2. Any offer is subject to various requirements such as satisfactory references, eligibility to work in the UK (i.e. appropriate UK entry clearance and CoS), etc..

Therefore, as a recruiter all you can formally do is recommend an appointment.

As long as the status of the discussion with the candidate is clear, you can informally discuss the start date, salary, etc. The starting salary will usually be on the bottom one or two points of the scale, unless there are good reasons (e.g. the applicant’s current salary level) for offering a higher point.

A note on salary scales: Salary scales can be found online at: <http://www.ed.ac.uk/schools-departments/human-resources/pay-reward/pay/pay-scales> An employee cannot be appointed at a salary which falls in the discretionary/contribution points. If you wish to appoint a candidate within the discretionary points, then you must discuss this with the Administrative Services Manager prior to offering the candidate a salary that falls within this range. Only in special circumstances can a salary be appointed in the contribution points and approval from College HR is required.

4.3 Acceptance of Offer

The successful candidate must accept the offer in writing, either by email or letter. Once you have informally received confirmation of the discussed offer details, please inform the Administrative Services Manager of the relevant details as discussed with the candidate, and a formal offer to be issued:

- start date
- end date (if applicable)
- salary.

Note: A formal offer cannot be made until two satisfactory references have been received.

4.4 Relocation Expenses

The University’s relocation policy is contained within the recruiter’s manual and can be found online here:

www.ed.ac.uk/schools-departments/human-resources/policies-guidance/a-z-policies

Although the relocation policy is determined by the University, relocation assistance is provided at the discretion of the School and will be considered on a case by case basis. It is important that prospective employees are not offered relocation assistance without first consulting Human Resources or The Administrative Services Manager. In order to be eligible for relocation assistance, the prospective employee must meet certain eligibility criteria and care must be taken as there may be tax consequences to the employee. Please note that relocation is not normally offered unless the position is an academic role (i.e. Lecturer position or higher).

4.4.1 Lectureship positions (and above)

Relocation expenses are typically provided for Lecturer positions (or higher) that are on grade UE08 or above and are School funded. The amount of relocation assistance provided for these positions is usually at a standard specified rate.

4.4.2 Positions funded by research grants

Relocation assistance may be provided to employees funded by a research grant. The cost of the relocation expense will be paid for from the research grant and not from the School. No offer of relocation assistance should be made without consulting The Administrative Services Manager.

4.6 Contract of Employment – EEA and Swiss Nationals (See Appendix A for list of EEA country members)

The Administrative Services Manager will forward on the terms of the contract to the College HR Office. The College HR office issues and prepares all contracts. Contracts are issued and prioritized by start date and in some cases a new employee may not receive their contract until a few days prior to starting (in some cases, after their start date). Once the contract is issued it will be sent to The Administrative Services Manager who will forward it on to the employee.

4.7 Contracts of Employment – Non-EEA Candidates

4.7.1 Certificate of Sponsorship (CoS) Application

If the successful candidate is a non-EEA national, then they will require a CoS (previously called a work permit). The College HR office will make an application for a CoS to the UK Border Agency.

The Administrative Services Manager will complete the CoS application form and **MUST HAVE** the below listed documents to accompany the application when submitting it to College HR.

1. Verified paper copies of all appropriate passport/ID documents which are required to be taken at the interview stage.¹
2. Verified paper copy of highest qualification which is required to be taken at the interview stage.[□]
3. Two employment references.
4. All applications shortlisted for interview.
5. All notes from the final interviews conducted.
6. For all candidates who were rejected, reasons why they have not been offered the post.
7. Completed “Shortlisting Report”.

No CoS application will be submitted until items 1-7 are supplied.

¹ Where a document is not in English or Welsh, the original must be accompanied by a fully certified translation by a professional translator. This translation must include details of the translator's credentials and confirmation that it is an accurate translation of the original document. It must also be dated and include the original signature of the translator.

The Senior Administrative Assistant (HR) will contact the individual if necessary for any additional supporting evidence required. Once all documents are complete they will be sent to College HR for processing.

College HR will make an online application for a CoS to the UK Border Agency. Once the CoS is assigned and CoS letter generated, College HR will mail it to the School HR team who will courier to the individual.

4.7.2 UK Entry Clearance

Once the individual has a valid CoS they must then apply to their relevant British High Commission / Consulate / Embassy in their home country for their UK Entry Clearance (also called a UK Visa) under the sponsored skilled worker category (Tier 2 General). It is the sole responsibility of the individual to apply for their UK Entry Clearance. If they require assistance or have any questions they should contact an immigration specialist. The University will not and cannot give advice on immigration and UK Entry Clearance issues.

4.7.3 CoS and Entry Clearance Fees

CoS application fees are paid for by the research grant for research grant funded posts and by the School for School funded posts. It is the employee's responsibility to apply/obtain and pay for their UK Entry Clearance (Visa).

Important Note: A non-EEA employee will not receive their contract until they arrive and show us their original UK Entry Clearance which will grant them the right to work in and enter the UK.

5. Person Named on a Grant

If a prospective employee is named on a grant then the post does not have to be advertised. Although the post doesn't need to be advertised there are a number of steps which need to be completed to ensure that the person receives a contract of employment.

1. A job description must be written as it is important that every employee has a clear understanding of what their job entails (see Section 2.5).
2. The job will be graded to ensure that the duties of the employee match a specified grade profile (see Section 2.7). This will determine the employee's salary which will be confirmed with Brendan Martin.
3. The employee must provide us with an acceptable form of ID which shows they are entitled to work in the UK (see Appendix B for a list of appropriate forms of ID).
4. A certificate of sponsorship (CoS) will be applied for if the employee is not legally entitled to work in the UK. In order to apply for a CoS for a person named on a grant the following documents are required:
 - verified passport / ID
 - CV
 - verified copy of employee's highest degree
 - copy of grant agreement or proof that the person is named on a grant
5. Once the CoS is approved, the employee will apply for their UK Visa. (see Section 4.7.2 and 4.7.3).

6. A contract of employment will be arranged by HR once the above steps are completed.

6. Contract Under Six Months

If a prospective employee will be employed for six months or less, with no possibility of extension, then the position does not have to be advertised. If the individual is not legally entitled to work in the UK then the position must be advertised. The following steps must be taken in order for HR to prepare a contract of employment.

1. A job description must be written as it is important that every employee has a clear understanding of what their job entails (see Section 2.5)
2. The job will be graded to ensure that the duties of the employee match a specified grade profile (see Section 2.7). This will determine the employee's salary which will be confirmed by Brendan Martin. Brendan will ensure that there is enough funding available to employ the individual.
3. The employee must provide us with an acceptable form of ID which shows they are entitled to work in the UK (see Appendix B for a list of appropriate forms of ID).
4. HR will prepare a contract of employment (see Section 4.6).

7. Casual Employment

If the prospective employee will be working for two months or less then they can be employed on a casual basis by completing a Form 100 (Agreement for Casual Workers). The form must be completed by the worker and signed by an authorised signatory and submitted to HR by the 3rd of the month for which the worker wishes to be paid. The worker will be paid at the end of the month with the regular pay cycle for staff. In order to be paid the worker must have their ID verified to prove that they are eligible to work in the UK.

8. Induction of the New Staff Member

8.1 Before Arrival

Prior to the arrival of the new staff member, the Administrative Services Team sends a New Start Notification email to advise on relevant details of a new member of staff's employment start and that action is required. This notification is sent to the following parties:

- School Administrator – for information.
- Finance Manager / Research Finance Administrator – notified for financial / research grant purposes.
- Health and Safety Manager – Arranges health and safety pack and induction.
- ITHelp@geos.ac.uk – Arranges computer with PI / Line Manager and ensures that UUN and password are available for first day.
- Geos.technical-support– Liaises with PI / Line Manager to ensure that desk/office space is available. Also ensures that keys are available on first day.
- Geos.technical-support– New employee must contact Brian Cameron to arrange photo.
- PI / Line Manager – must contact IT and Geos-technical-support to ensure that computer is purchased / available and that desk space is available.
- Admin staff member in applicable building – to create a pigeon hole.

The Administrative Services team send an Employment Start email to the new employee, with the GeoSciences staff induction booklet and a Card Services Form (to apply in advance for a Staff Card).

It is the PI / Line Manager's responsibility to arrange the induction of the new member of staff and ensure that the points on the induction checklist, available on the School website, are reviewed.

Important

It is the ***PI / Line Manager's responsibility*** to ensure that the following arrangements have been made prior to the new employee's first day of work:

1. Confirm first working day.
2. When and where the employee should meet you on their first day.
3. Ensure that desk / lab space and a telephone have been arranged with Graham Walker.
4. Ensure that a computer has been arranged with IT (either a school desktop or purchased on a research grant).

8.2 First Day

UK Entry Clearance for migrant workers: If the new employee is working under a certificate of sponsorship, we must take a copy of and verify their passport and UK Visa. On the employee's first day please arrange for them to meet with The Administrative Services Manager who will take a verified copy of their Visa and passport. HR will not issue the new employee's contract until their Visa has been verified.

1. Ensure that you are available to meet the new employee on arrival (or that you have delegated this task to someone else).
2. Welcome the new staff member and give them a brief description of the School and support services.
3. Introduce the new staff member to their colleagues and to relevant support staff.
4. Inform staff about their hours of work and lunch and coffee breaks.
5. Obtain office keys and building access from Graham Walker (if not already obtained).
6. Give the new member of staff a tour of the building and ensure that they are aware where the toilets, kitchen, fire safety exits, and coffee / lunch facilities are located.
7. Inform staff member of the location of their pigeon hole and post arrangements.
8. Assign a 'buddy' to the new staff member. An informal buddy is a person to look after the new staff member on a friendly, relaxed basis for the first month. The buddy should be someone within the School who can provide day-to-day help with settling in, dealing with informal matters and generally be a close point of contact for the new member of staff.
9. Meet with IT to obtain UUN and passwords, etc.

10. Ensure that staff member arranges an appointment with Yvonne Cooper to have their photo taken for the School webpage.
11. Give the new staff member their copy of the GeoSciences Staff Induction Booklet.
12. If working in a lab ensure that all safety procedures, waste procedures, etc are explained and show the location of spill kits, eyewashes, safety showers, etc. Show copies of relevant risk assessments and other procedures / safety documents.

8.3 Within the First Week

Have a one-on-one meeting during which you will discuss the new employee's job and your expectations. It is a good idea to use the job description as a basis for discussion of tasks and responsibilities. Make clear the approach to work and the levels of performance and output that you expect. If appropriate, set objectives and targets for the first month / three months / six months. Use this meeting to identify any immediate training needs or system access requirements.

If the individual will be working in labs or on fieldwork, then ensure that you have introduced them to the Health and Safety Manager and Building Manager. Also ensure that any safety training requirements are identified and scheduled as soon as possible.

8.4 Within the First Two Weeks

Within the first two weeks you should discuss and explain the School structure and give a brief description of the School's operations, policies and procedures. The following list is a good starting point although clearly not all points will be applicable to all staff. The School Welcome guide for new staff, as well as the School website, contains more information on these and other issues which you may wish to discuss with new staff members.

School Operation and Structure

- Explain the role of support staff
- Explain the role of academic managers
- Explain the role of the Teaching Organization and arrange an induction course with the TO (for academic staff only)
- The decision making process and School committees (refer to <http://www.geos.ed.ac.uk/internal/governance.html>)
- School facilities

School Policies and Procedures

- How to apply for a research grant
- How to hire a PhD student
- Training opportunities (eg. MyEd courses)
- Health and Safety policy
- Appraisal and development review process
- Absence, annual leave, and sickness and absence policies
- Research ethics
- Promotions process
- Sabbatical application process
- Responsibilities of academic staff for: undergraduate, post-graduate, post-docs
- Freedom of information
- Time Allocation Survey

You should also agree to a schedule of regular meetings to review progress during the probation period (6 months for grades 1-5; 12 months for grades 6 and above). ***Please note we reserve the right to amend the information in this document at anytime in accordance with new legislation and University policy.**

APPENDIX A – List of EEA Country Members

EEA and Swiss nationals have the right to live and work in the United Kingdom. This is called the right of residence. They will only have the right of residence in the United Kingdom if:

- They are an EEA or Swiss national, and
- They are working in the United Kingdom; or
- They are able to support themselves and their family in the United Kingdom without the help of public funds.

European Economic Area

The European Economic Area (EEA) consists of Austria, Belgium, Bulgaria, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, the Republic of Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, the Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the UK.

Please note that citizens from Croatia are permitted to work as members of the EEA but require advance authorisation from the UK Border Agency, unless they are exempt.

Although Iceland, Liechtenstein and Norway are not members of the European Union (EU), their citizens have the same rights as EU citizens to enter, live in and work in the UK.

APPENDIX B – Proof of Eligibility to Work in the UK

Please refer to the UoE guidance on eligibility to work in the UK: <http://www.ed.ac.uk/schools-departments/human-resources/recruitment/eligibilityimmigration/recruiters-guidance/eligibility-work>

Proof of Eligibility to Work in the UK List of Original Documents

Under the terms of the Immigration, Asylum and Nationality Act 2006 the University is required to follow certain procedures aimed at the prevention of illegal working. Before a formal offer of employment can be made, the University must satisfy itself that the individual either has permission to work in the UK or has the qualifications and experience necessary to support an application by the University for a Certificate of Sponsorship for a foreign national. In order to meet its legal requirements the University has to see and verify original documents, as listed below, as proof of existing eligibility to work in the UK. If you do not have eligibility to work in the UK, please bring your passport with you.

LIST A (Part 1) - One document only required which confirms you have an on-going right to work in the UK (See note re citizens from A2 and A8 countries)

A passport showing that you are a British citizen, or have a right of abode in the UK.
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A passport or national identity card showing that you are a national of an EEA country or Switzerland.
A residence permit, registration certificate or other document issued by the Home Office or the UK Border Agency to you, as a national from an EEA country or Switzerland indicating that you have permanent residence
A permanent residence card issued by the Home Office or the UK Border Agency to you as a family member of a national from an EEA country or Switzerland.
A passport or other travel document endorsed to show that you can stay indefinitely in the UK, have the right of abode in the UK or have no time limit on your stay.
A Bio-metric Immigration document issued by the UK Border Agency indicating that you are allowed to stay indefinitely in the UK or have no time limit on your stay.

LIST A (Part 2) – Documents which confirm that you have an on-going right to work in the UK but where 2 documents are required (See note re citizens from A2 and A8 countries)
A document giving your permanent National Insurance Number and name. This could be a P45, P60, National Insurance card, or a letter from a Government agency.
AND ONE OF THE FOLLOWING:
A full birth certificate/adoption certificate issued in the UK, which includes the names of your (adoptive) parents.
A birth certificate/adoption certificate issued in the Channel Islands, the Isle of Man or Ireland.
A certificate of registration or naturalisation stating that you are a British citizen.
A letter issued by the Home Office to you which indicates that the you can stay indefinitely in the UK, or has no time limit on your stay.
An Immigration Status Document issued by the Home Office to you with an endorsement indicating that you can stay indefinitely in the UK, or have no time limit on your stay.

Note: Citizens of Bulgaria and Romania (A2 countries) are permitted to work as members of the EEA but require advance authorisation from the UK Border Agency. Citizens of the Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia, and Slovenia (A8 countries) are permitted to work as citizens of the EEA.

LIST B (Part 1) Documents which confirm that you have a time limited right to work in the UK – One document only is required
A passport or travel document endorsed to show that you are allowed to stay in the UK and do the type of work in question, provided this does not require the issue of a work permit

A Biometric Immigration Document issued by the UK Border Agency indicating that you can stay in the UK and are allowed to do the work in question
A residence card or document issued by the Home Office or UK Border Agency to you as a family member of a national from the EEA or Switzerland

LIST B (Part 2) Documents which confirm that you have a time limited right to work in the UK – but where two documents are required
An Application Registration Card issued by the Home Office or the UK Border Agency stating that you are permitted to take employment.
An Immigration Status Document issued by the Home Office or the UK Border Agency indicating that you can stay in the UK and undertake the type of work in question AND A document giving your permanent National Insurance Number and name. This could be a P45, P60, National Insurance card, or a letter from a Government agency.
A letter issued by the Home Office or the UK Border Agency indicating that you can stay in the UK and undertake the type of work in question AND a document giving your permanent National Insurance Number and name. This could be a P45, P60, National Insurance card, or a letter from a Government agency.

APPENDIX C – School of GeoSciences Interview Sheet

School of GeoSciences Interview Sheet

Candidate Name:	Vacancy Reference No:
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Interview Date:	Interview Location:
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Interview Panel Members:

Essential Criteria:	Exceeds	Meets	Almost	Not Met	Notes/Remarks:
1					
2					
3					
4					
5					
6					
7					

Desired Criteria:	Exceeds	Meets	Almost	Not Met	Notes/Remarks:
1					
2					
3					
4					
5					
6					
7					

Summary:

Strengths:	Development Needs:
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General Summary:

Offer Checklist:

Assess the candidate against these questions	Strongly Agree	Agree	Disagree	Strongly Disagree
Fits the job – technically				
Motivated for – the role / University				
Interested in learning in the role				
Can meet all the candidate's needs: benefits, location, hours of work, training & development, career aspirations, etc				

Recommendation:

Offer:	On Hold:	Reject:
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Completed by:	Date:
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APPENDIX D - The Equality Act 2010 Guidance for Recruiters

The Equality Act 2010 consolidates and streamlines previous anti-discrimination legislation. It extends protection to nine protected characteristics; age, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation. It introduces some new measures that have implications for employers and, in particular, for recruiters. The main changes relate to discrimination definitions and questions about health or disability. The critical changes recruiters must be aware of are summarised below:

Important changes for recruiters / interviewers

- You cannot ask an applicant questions about their health in general or any disability they may have during the application process, at interview, or prior to making an offer.
- You cannot ask an applicant questions about their past sickness absence record as these count as questions that relate to health or disability.
- Reference requests must not seek any information with regard to the applicant's health, disability or absence from work. References which do provide information of this nature cannot be used to inform the selection / appointment decision.
- You cannot refer an applicant to an occupational health practitioner or ask an applicant to fill in a questionnaire provided by an occupational health practitioner before the offer of a job is made
- There are a limited number of exceptional circumstances where it is permissible to seek information relating to health or disabilities during the recruitment process. Advice on the use of such questions must always be sought from your HR team.
- It is acceptable to ask questions which will allow the candidate to advise us if they need reasonable adjustments either to make an application or attend for interview. e.g., *'If you require any assistance to take part in the interview (e.g. an accessible venue or signer), please let us know your requirements and we will make every effort to provide assistance.'*
- You may make a job offer on a conditional basis and ask relevant questions once the job offer has been made. In practice, even if a function is intrinsic to the job, the focus should be on the person's ability to do the job and any adjustments they would require to enable them to carry it out. There will therefore be very few situations where a direct question about a person's health or disability needs to be asked.
- If the person does have a health issue or disability you must consider the duty to make reasonable adjustments. If, with reasonable adjustments in place, the person could do the job and is the best person for the job then you cannot withdraw the offer.
- If, after taking reasonable adjustments into account, you determine they would not be the best person for the job, you may be able to withdraw the offer. If you believe you need to withdraw a conditional job offer you must contact your HR team for further advice.

What happens if I ask questions about health or disability?

A job applicant can bring a claim against you if: you ask health or disability related questions of a kind that are not allowed and, they believe there has been unlawful discrimination as a result of the information that they gave (or failed to give) when answering such questions.

Further information and resources

Advice and guidance can be sought on all matters from your [local HR team](#).

Further information can be found on the [HR website](#) and in the [Guidance for Recruiters](#).

The [Equality and Diversity website](#) is also a useful source of information.

The [EHRC website](#) and the [Equality Challenge Unit \(ECU\)](#) provide further guidance on both statutory regulations and good practice.

An expanded form of this note which outlines the full impact of the Equality Act 2010 for both staff and students is available [here](#).