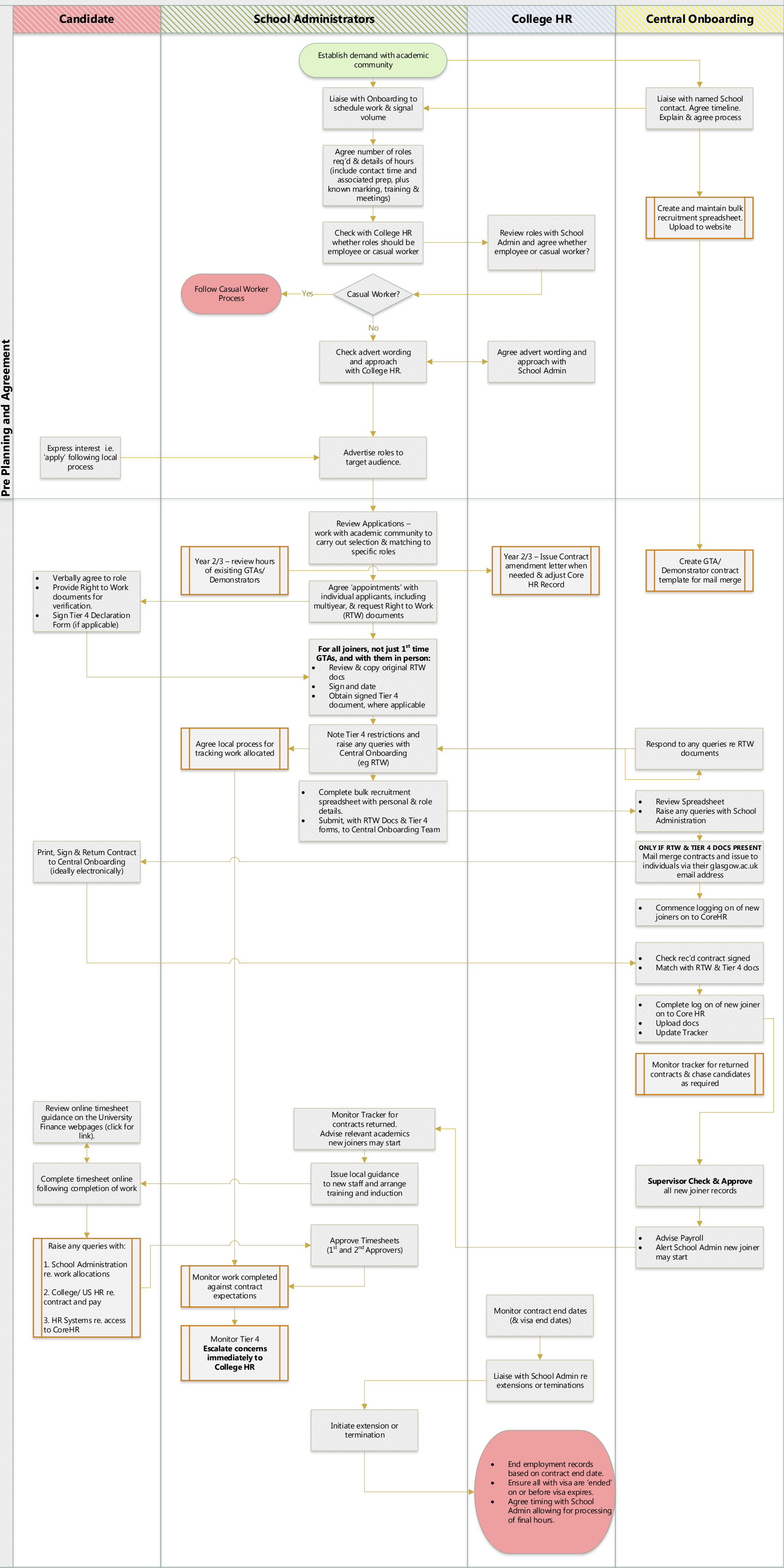


Bulk Recruitment (incl. GTA/Demonstrators) Recruitment Process



Indicative Timescales

- Day 1: Spreadsheet updated by School and shared with Onboarding team (send RtW docs)
- Day 2/3: Onboarding Team review details and raise queries
- By day 4/5: Onboarding Team carry out contract mail merge and issue via glasgow.ac.uk e-mail
- Days 5 to 10: Onboarding Team create employment records on Core HR system
- By day 12: Signed contracts returned (target date)
- Day 20: Onboarding finalise employment record; upload contract and Right to Work documents and approve record
- Day 21: Email GUID to GTA/ demonstrator and c.c. in named contact in School Administration

Timelines may vary due to volume spikes. Recruitment Onboarding Team will liaise with the school administration contact.