

Recruitment Procedure – Research Funding

New Research Assistant/Associate recruitment from a Research Grant

Once you receive notification that your research award has been successful, Claire in our local TRM Team will process your award and initiate the recruitment process.

Once this has been completed, the TRM Team will notify the Psychology Admin Team (Lindsay, Andrew, Katie, Courtney) who will provide the PI with a generic Job Description Template to edit. The Admin Team can also advise on appropriate grade/grades for advertising.

At this stage you will need to put together an appointment committee. For an RA or Technical post, this should be the PI and one other person. (**All** committee members must have completed the University Recruitment & Selection training). You also need to put together a proposed timing for the process and indicate an interview date which should be around 3 weeks following the closing date of your post. The admin team can advise on appropriate timescales. All research posts should be advertised for a minimum of 4 weeks. This will allow you to appoint someone requiring sponsorship for a visa. You should also consider where you would like your advert to appear. As a minimum all posts will appear on the university website and Jobs.ac.uk. This information should be noted on the recruitment form and the Admin Team will collate the information and complete the recruitment form on behalf of the PI.

HR will send the appointing committee all applications submitted by the closing date. You will be asked to complete the Shortlist Form and Interview Request Form. Psychology Admin can assist you to complete this paperwork. Short-listed candidates should be given a minimum of two weeks' notice to attend for interview. If necessary, candidates may be interviewed by skype.

Once the interview has taken place, please complete the Interview Recommendation Form and Interview Assessment Form for each candidate.

Key Recruitment Contacts for any questions you may have:

INP/PSY Admin:

Psychology Admin (psychology-admin@glasgow.ac.uk)

Claire Gallagher (Claire.Gallagher@glasgow.ac.uk)

Morag (Morag.Wallace@glasgow.ac.uk)

Local Resourcing Contacts:

MVLS – Gary Kyle (Gary.Kyle@glasgow.ac.uk)

S&E – Peter Blyth (scieng-recruitment@glasgow.ac.uk)