College of Science and Engineering Recruitment Decision Tree (Standard)

**KEY**
- RSA: Research Support Administrator
- ARCP: Agresso Research Costing and Pricing
- HM: Hiring Manager
- HMC: Hiring Manager Checklist
- JD: Job Description
- LRC: Local Resourcing Coordinator
- SR: Staff Request
- E-Rec: E-Recruitment

**OWNER**
- Hiring Manager
- Local Resource Co-ordinator
- Central Recruitment Team
- Central Onboarding Team
- School contact

**Identify need to recruit**
- Define Role
- Seek financial approval
- Consultation on HMC and JD

- Direct / named?
  - Yes: PI provides CV and 2 references to LRC
    - Contacted by LRC, make provisional room booking / catering arrangements
  - No: Make revisions, return to LRC

- SR raised
  - Yes: SR approved?
    - No: NOT FURTHER ACTION UNTIL APPROVED
    - Yes: Vacancy created on E-Rec,
      - LRC uploads JD plus confirmation of grading and HM and direct/named paperwork if applicable

- Direct / named?
  - Yes: Selection appointment process to be followed
  - No: LRC Pass to On-boarding process to be followed

**Contact:** scieng-recruitment@glasgow.ac.uk
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Re-deployment register?
- Yes: CRT Set up access
- No: HM checks register

Recruitment resourcing plan approved?
- Yes: Candidate appointed?
- No: Return to LRC for revisions

Vacancy moved to advert. CRT manage candidate queries

Submit shortlist data to hiring committee

Shortlisting grid and interview request form completed
- Yes: CRT Pass to On-boarding
- No: HM revises and returns to LRC

CRT reject candidates, back to recruitment plan for review and confirmation of new re-advert plan

Proceeding to interview?
- Yes: Issue invitations to shortlisted candidates. Confirm action to LRC and update as required
- No: Proceeding to interview?

Issue invitations to shortlisted candidates. Confirm action to LRC and update as required

Grade 6 plus?
- Yes: LRC Confirm on interview
- No: Take up references, make travel arrangements copying in LRC

LRC Confirm on interview

Circulate draft Interview paperwork to LRC

Papers confirmed as correct?
- Yes: Revise catering and room booking if required
- No: Revise catering and room booking if required

Timeline

Same day as invitations
1 day after invitations sent
2 days after invitations sent
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1. **No later than 2 days from receipt of paperwork**
   - CRT reject candidates.
   - Either return to the shortlist of candidates or return to recruitment plan for review.

2. **Review papers, Appointing?**
   - LRC passes papers to CRT.
   - HM completes and returns to LRC.
   - LRC passes papers to CRT.
   - Communicate outcome to candidates.

3. **Grade 6 plus commence expenses reimbursement process as required.**
   - Provide feedback to candidates on request, possible HM input.
   - HM completes and returns to LRC.
   - Communicate outcome to candidates.

4. **HM confirm selection compliant?**
   - Recruit plan reviewed, approved?
   - Circulate Interview paperwork copying in LRC.
   - Communicate outcome to LRC to review.

5. **HM contact URC and School contact to URC to review.**
   - Arrange for additional Skype/VC facilities if required. Revise catering and room booking if required.
   - HM contact URC and School contact to URC to review.

6. **2 days after interview**
   - 5 days prior to interview.
Negotiations with the candidate

Verbal Offer made, inform LRC

Offer accepted?

Yes

Inform LRC, Resident worker?

Yes

Send completed offer document to Onboarding team

Onboarding team review document for checks, PVG

Contract created and emailed to candidate along with PVG if required. Inform LRC

Required references in?

No

Chase and update LRC

5 days from start of negotiations

No

Update LRC for confirmation of revised offer / move to reserve.

HM input may be required

Update LRC / HM on requirement

start date is provisional based on visa issue date

No

Inform LRC

Yes

Yes

Yes
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1. acceptance received in 7 days?
   - No: Chase and update LRC
   - Yes: Communicate acceptance to LRC and HM

2. Working permissions secured and verified?
   - No: Initiate UKVI sponsorship process
   - Yes: Log candidate onto HR Core

3. Visa secured and verified?
   - No: Inform LRC and await confirmation of action to be taken
   - Yes: Send email confirming staff number copying in LRC and HM

4. SC confirms local induction arrangement, IT set up and work space allocation copying in LRC

5. Final check made on weekly call that set up has been competed

6. Day one arrangements created

7. Probation schedule devised
   - Yes: Candidate reports as planned?
   - No: INFORM LRC IMMEDIATELY

PROCESS COMPLETE