College of Science and Engineering Recruitment Decision Tree (Standard)

Contact: scieng-recruitment@glasgow.ac.uk

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

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

   - PI provides CV and 2 references to LRC
     - Yes: LRC makes provisional room booking / catering arrangements
     - No: Direct / named?
       - Yes: SR raised
         - Yes: SR approved?
           - Yes: LRC uploads JD plus confirmation of grading and HMC and direct/named paperwork if applicable
           - No: Selection appointment process to be followed
         - No: Make revisions, return to LRC
       - No: HM updates and returns to LRC with HMC

   - No: Make revisions, return to LRC

2. Contact LRC for JD guidance and templates
3. Define Role
4. Seek financial approval
5. Consultation on HMC and JD

6. Vacancy created on E-Rec,
   - LRC Pass to On-boarding process to be followed
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**Top Box:**
- Re-deployment register?
  - Yes: CRT Set up access
  - No: HM checks register

**Middle Box:**
- Recruitment resourcing plan approved?
  - Yes: Vacancy moved to advert. CRT manage candidate queries
  - No: Return to LRC for revisions consulting HM

**Middle Left Box:**
- Candidate appointed?
  - Yes: CRT Pass to On-boarding
  - No: No

**Middle Right Box:**
- Yes: Proceeding to interview?
  - Yes: Issue invitations to shortlisted candidates. Confirm action to LRC and update as required
  - No: CRT reject candidates, back to recruitment plan for review and confirmation of new re-advert plan

**Bottom Box:**
- HM revises and returns to LRC

**Timeline:**
- Same day as invitations
- 1 day after invitations sent
- 2 days after invitations sent

**Flow:**
- Issue invitations to shortlisted candidates. Confirm action to LRC and update as required
- CRT inform LRC of any known Visa requirements
- Availability issues, new date requests to consider
- Arrange for Skype / VC facilities if required
- Revise catering and room booking if required
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5 days prior to interview

- Circulate Interview paperwork copying in LRC
  - HM completes and returns to LRC
  - LRC passes papers to CRT
  - CRT reject candidates. Either return to the shortlist of back to recruitment plan for review

2 days after interview

- Conduct interview and communicate outcome to LRC to review
- HM confirm selection compliant?
  - Yes
    - HM completes and returns to LRC
    - LRC passes papers to CRT
    - Communicate outcome to LRC to review
    - Papers complete?
      - Yes
        - HM contact LRC and School contact to resolve on the day issues
      - No
        - Review papers, Appointing?
          - Yes
            - Communicate outcome to candidates
          - No
            - Arrange for additional Skype / VC facilities if required. Revise catering and room booking if required

- No
  - No later than 2 days from receipt of paperwork

- Grade 6 plus commence expenses reimbursement process as required

- Provide feedback to candidates on request, possible HM input
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5 days from start of negotiations

Negotiations with the candidate

Verbal Offer made, inform LRC

Offer accepted?

Yes

Inform LRC, Resident worker?

Yes

Send completed offer document to Onboarding team

No

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

Yes

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

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

3. Visa secured and verified?
   - Yes: Inform LRC and await confirmation of action to be taken
   - No: Inform LRC and await confirmation of action to be taken

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