**RECRUITMENT REQUEST FORM**

**SECTION 1 – INSTITUTE/DEPARTMENT DETAILS**

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| --- | --- | --- | --- |
| **Institute/Department** |  | **Recruiting Manager** |  |
| **Ext No** |  | **Email** |  |

**SECTION 2 – VACANCY DETAILS**

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| --- | --- |
| **Job title**  |  |
| **Staff category and grade of post**  |  |
| **New or replacement post** | New / Replacement |
| **Previous post holder (if replacement)** |  |
| **If new, please provide the HERA role code and point score****(Please send a copy of the JD to the HR Business Partner for grading)** | Role code:Point score: |
| **Is the role** * **Permanent or**
* **Fixed Term/Temporary/Agency/Interim**
 | Permanent / Fixed Term /Temporary / Agency / Interim  |
| **If fixed term provide expiry date, or duration of fixed term period if no fixed expiry date** |  |
| **If part time, specify hours per week**  |  |
| **If post holder is on an academic contract, please indicate which cost centre the post is aligned to**  | 101 (Clinical Medicine) / 112 (Biosciences) |
| **Will the post holder be employed on an academic contract that is teaching only, research only or teaching and research***Research only should be used for those contracts where the primary academic employment function is research only, even though the contract may include a limited number of hours teaching (up to 6 hours per week or pro-rata for part-time staff). Teaching and Research applies to contracts that include 6 or more hours of teaching per week (averaged over the number of actual teaching weeks) as a minimum (pro-rata for part-time staff) and the remaining contract hours as research only* | Teaching / Research / Teaching and Research / Not Applicable |

**SECTION 3 – FUNDING DETAILS**

|  |  |
| --- | --- |
| **Salary Scale** |  |
| **Funding authorisation** | **(Finance/JRES) to complete**:Name:Signature:Date: |
| **Pro-type** | **Sub project code** | **%FTE** |
|  |  |  |
|  |  |  |
|  |  |  |
| **Date of RRC approval** |  |
| **Please complete below for Research Posts** |
| **Grant Holder** |  |
| **Grant awarded by** |  |
| **Does funding body need to approve CV of appointee** | Yes / No |
| **Maximum grant funded salary permissible (*NB requests to pay above this amount need JRES approval)*** |  |
| **Is the cost of advertising covered by grant direct costs** | Yes - charge to grant No - charge to 10546-10 |
| **(FOR ALL POSTS) please provide a budget cost code if you wish to advertise in more than one publication:** |  |
| **Please note that starting salaries above the third incremental point of the relevant grade require approval, which may be sought prior to the role being advertised or at the time of appointment. Resourcing Review Committee have delegated approval for higher starting salaries to the Directors of Finance and HR&OD.** |

**SECTION 4 – ADVERTISING DETAILS**

**All posts will be automatically advertised for a minimum of two weeks on the SGUL website and jobs.ac.uk unless specified otherwise.**

|  |  |
| --- | --- |
| **Name of preferred publication/journal for advertising** |  |
| **Start date of advert** |  |
| **End date of advert (2 weeks to 1 month after publication)** |  |

**SECTION 5 – DISCLOSURE AND BARRING SERVICE (DBS)**

Some posts within SGUL may require a DBS/criminal convictions check. The level of check required will vary between posts and the recruiting manager will need to make this assessment. [Click here for the DBS policy](https://www.sgul.ac.uk/about/governance/policies/staff-only-policies/disclosure-and-barring-service-dbs-policy). **Please note that the recruiting manager will need to make an assessment for each individual post.**

Please indicate if the vacant post:

|  |  |
| --- | --- |
| **Has contact with children and/or vulnerable adults*****(See DBS Policy for Summary of Regulated Activity)*** | [ ] Children [*(Summary of Regulated Activity relating to Children)*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/739154/Regulated_Activity_with_Children_in_England.pdf)[ ] Adults [*(Summary of Regulated Activity relating to Adults)*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/739152/Regulated_Activity_with_Adults_in_England.pdf)[ ] Both Children and Adults |
| **Has contact with Hazard Group 3 Biological Agents** | Yes / No |
| **Has contact with Radioactive High Activity Sealed Sources (HASS)** | Yes / No |
| **Following your assessment of this post, please indicate the level of check, if any, required:** | [ ]  **No check required**[ ] Standard[ ]  Enhanced DBS Check[ ]  Enhanced Check for Regulated Activity (Children)[ ] Enhanced Check for Regulated Activity (Adults)[ ] Enhanced Check for Regulated Activity (Children and Adults) |

**SECTION 5 – SHORT LISTING DETAILS**

*Short listing must be conducted by a minimum of two people, one of whom should also be on the interview panel.*

|  |  |
| --- | --- |
| **Name** | **Email address** |
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| --- | --- |
| **Date shortlisting will be complete:** |  |

**SECTION 6a – INTERVIEW DETAILS**

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| --- | --- |
| **Date of interviews**  |  |
| **Venue of interviews** *(please provide full location details)* |  |
| **Commencement time for interviews**  |  |
| **Will the selection procedure incorporate a selection Test or Presentation?** | Yes / No If yes, please give brief details  |
| **Informal Visit?** | Yes / NoIf yes, please give brief details |
| **Lunch break? (if applicable)** | Yes / No If yes, please give brief details |
| **Details of who the candidate will report to** | Name:Telephone: |

*It is recommended that interviews should be a minimum of 30 minutes in duration. Therefore interviews will be booked at* ***40-minute intervals****. 30 minutes for the interview and 10 minutes for note taking etc. Please advise us if you would prefer longer intervals.*

**SECTION 6b – INTERVIEW PANEL MEMBERS**

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| --- | --- |
| [ ]  | St George’s expects recruitment panels to include representation from different ethnic backgrounds (as well as genders). The [Fair Recruitment Specialist Initiative](https://www.sgul.ac.uk/about/equality-diversity-and-inclusion-edi/about-edi-at-st-georges/race-equality/fair-recruitment-specialist-initiative) enables hiring managers to meet this expectation. If your recruitment panel is not already diverse in terms of ethnicity, please tick this box to confirm you agree for HR to request for a Fair Recruitment Specialist to join your panel. *(Please note this depends on the availability and capacity of the Fair Recruitment Specialists, who are volunteers.)*  |
|  | If you are not requesting a Fair Recruitment Specialist to join your panel, please outline the reason here (*e.g., your recruitment panel is already representative*): |

***PLEASE NOTE THAT ALL SHORTLISTING AND INTERVIEW PANEL MEMBERS ARE EXPECTED TO HAVE UNDERTAKEN ‘UNCONSCIOUS BIAS IN THE WORKPLACE TRAINING’ (online or face to face) WITHIN THE LAST 3 YEARS. Please see the University’s website for further information.***

Please also indicate whether panel members have attended the Recruitment and Selection and Inclusive Practice Workshops within the last 3 years

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title**  | **Department / Institute (or address and telephone number if external)** | **W/shop?** |
|  |  |  | Yes / No |
|  |  |  | Yes / No |
|  |  |  | Yes / No |
|  |  |  | Yes / No |