

## **Recruitment and Selection – Quick reference Checklist**

Please note this is a quick reference checklist and should not be used as a substitute or alternative to reading and familiarising yourself with the University's Recruitment and Selection Procedure and completing the designated Training Course available on the Training Schedule.

### **1. Role Review**

It is crucial to develop an accurate Job Description and person specification at the start of the process as this underpins your shortlisting and interviewing criteria.

#### **You should:-**

- ✓ Consider the role duties and Essential / Desirable Criteria for the Job
- ✓ Write up a Job Description and Person Specification
- ✓ For a new role - seek advice from your HR Officer to evaluate and confirm it's Grade
- ✓ For a role located outside of the UK - further legal guidance (funded by the School/Department) will be needed through HR and Finance to review Tax arrangements and liabilities prior to commencing any recruitment.
- ✓ For Secondments - discuss with your HR Officer who can provide guidance on additional considerations and arrangements required.

#### **Tips**



Sample Job Description /Person Specification templates are available for guidance on the HR Web page

<https://www.bangor.ac.uk/humanresources/systems/JobDescriptions.php.en>



Guidance on setting Welsh Language requirements can be found on the HR Web Page

[https://www.bangor.ac.uk/humanresources/policies/recruitment/recruitment\\_flowchart\\_EN.pdf](https://www.bangor.ac.uk/humanresources/policies/recruitment/recruitment_flowchart_EN.pdf)



### **2. Approval to Recruit**

You'll need approval from your Executive, Finance and HR before the role can be advertised.

#### **You should:-**

- ✓ Speak to your School / Department administrator for support to enter your request onto the Talent link System giving full details on the role including the Advert Text, College/Dept information and full Job Description and Person Specification

★ Your HR Officer will review any individuals on the University's redeployment register. Anyone appearing to meet the essential criteria will be shared with you for consideration before the role is advertised in line with the Redeployment Policy.

<https://www.bangor.ac.uk/humanresources/policies/employment/Redeployment%20Policy.pdf>



### **3. Advertising**

Posts will be advertised internally on the Bangor University Jobs site. Externally advertised roles are always placed on the Bangor University Job Site, the job centre site (and jobs.ac.uk for Academic and Professional roles).

#### **You should:-**

- ✓ Consider the duration of an external advert.
- ✓ Consider if you wish to advertise the role in other publications, sites and HR can support you to find out schedules and costings. Cost will need to be funded from your school / department budget.
- ✓ Ensure that any contact(s) listed for enquiries are available during the advertising period to respond to requests from candidates for further information.
- ✓ Internal only vacancies will only be open to individual with a Bangor University Contract of employment (not students or individuals paid through blue forms)
- ✓ Posts will be offering Part Time, Job Share unless an objective justification for 1 FTE only can be provided.

4.

#### Interview preparations (during advertising)

Looking at your essential and desirable criteria you'll need to assess, in advance of the interviews, how you are going to measure each candidate against these requirements. Consider what can be assessed through discussion and evidenced at interview and what might be verified through a practical assessment or presentation.

#### You should before the interviews:-

- ✓ Decide who will sit on the interview panel (4 – 6 maximum) ensuring gender balance.
- ✓ Where the role is permanent/full time and student facing i.e. lecturer, student admin ensure student involvement in the interview / assessment process.
- ✓ Plan how you are going to assess your essential / desirable criteria
- ✓ Agree a set of questions to best explore your criteria and/or a presentation topic
- ✓ Identify criteria for scoring to be used consistently by all panel members
- ✓ For Welsh Essential posts make provisions for simultaneous translation facilities
- ✓ Arrange a date for a pre interview meeting to brief all panel members, agree who will chair, provide paperwork and discuss final interview arrangements.



Guidance on Panel representation can be found on the HR Web Page

[https://www.bangor.ac.uk/humanresources/policies/recruitment/recruitment\\_interview\\_panels\\_EN.pdf](https://www.bangor.ac.uk/humanresources/policies/recruitment/recruitment_interview_panels_EN.pdf)



5.

#### Shortlisting

Once the advert is closed, you will need to speak to your local departmental administrator to arrange for application forms to be downloaded from talent link for your review and arrange for more than one person to complete the shortlisting.

#### You should:-

- ✓ Firstly, shortlist candidates using only your essential criteria listed to establish all individuals who meet all of these criteria.
- ✓ Where you are left with a high volume of candidates meeting the essential criteria you should then make use of your desirable criteria to further shortlist these candidates.
- ✓ Score on the basis of evidence and examples you can read only and be ready to illustrate your reasoning for scoring should a candidate enquire.
- ✓ Complete one shortlisting form and submit to HR, along with the details you have agreed for interviews. This form is available on the HR Website, <https://www.bangor.ac.uk/humanresources/forms.php.en#recruit>
- ✓ Remember you will need to ensure candidates receive at least 5 working days notice in advance of an interview, to provide suitable time to arrange time off, prepare and make arrangements for other commitment they may need to manage.

#### Tips



Do not add additional criteria or new requirements into your shortlisting- only use the advertised essential / desirable criteria.



Only candidates who meet all the essential criteria advertised should be invited for interview



Where only male candidates (from a mixed pool of applications) are shortlisted, HR Officers will review upon shortlist report receipt



6.

## Interviews

Interview packs can be obtained from your departmental administrator along with support in arranging interview translation facilities.

*Please note:- HR will contact permitted referees in advance of interviews in line with instructions given on individual applications. Department Administrators should not contact referees in the course of making interview arrangements.*

### You should:-

- ✓ Welcome candidates and explain the format of the interview to them.
- ✓ Open up with a general question to put the candidate at ease and commence the discussion
- ✓ Question and discuss in line with the areas agreed and keep notes detailing the replies provided for each candidate (refrain from noting any personal comments or observations which do not relate to the essential criteria being explored)
- ✓ Provide an opportunity for candidates to ask questions to the panel
- ✓ Explain next steps and how the candidate will be informed of the interview outcome.
- ✓ Complete the interview report and return to HR, this form is available on the HR Website,

### Tips



Agree you'll inform candidates within a few days of the interview to give the successful candidate time to consider your offer if needed.



You'll need to return one interview report form to HR after completing the process. This is available on the HR website <https://www.bangor.ac.uk/humanresources/forms.php.en#recruit>



7.

## Making an Offer

You can make a verbal offer to the successful candidate following completion of the interviews. Remember a verbal offer is binding.

### You should:-

- ✓ Only offer the role on the parameters agreed and advertised. i.e. Grade, duration, FTE
- ✓ Communicate that the offer is being made subject to successful completion of all pre-employment checks – this includes references, DBS, Visa requirements and right to work in the UK checks.
- ✓ Inform the candidate that an electronic outline offer will follow shortly for review and acceptance.
- ✓ Arrange with your local administrator for the offer details to be entered into the Talentlink system for HR to then issue the outline electronic offer.
- ✓ Once accepted, HR will then prepare and arrange for a Full contract of employment to be issued. Contracts will be prepared and issued even if all references aren't returned yet as the offer is subject to satisfactory pre employment checks.
- ✓ To comply with UK right to work rules, requiring the verification of original ID before paying individual, new starters must report to HR before their first day of employment or before 9.am on their first day of employment.

### Tips



Starting salary should be at the bottom of the grade. Where higher offers are requested, you should discuss with your HR Officer before agreeing.



If Visa arrangements or DBS Checks are applicable please contact HR before making an offer as timescales on how soon they can start, may differ depending on individual circumstances.



8.

### **Informing unsuccessful candidates**

Depending on the volume of candidates interviewed, you can select to inform candidates verbally that they were not successful or request that HR issue them with an email to confirm they were not successful.

#### **If informing candidates verbally you should-**

- ✓ Not feel pressured to provide immediate feedback when informing candidates of the interview outcome
- ✓ Agree a date to call them again to provide feedback from the panel and give yourself time to prepare factual bullet points on the Strengths and Gaps based on their interview.



9.

### **GDPR and Retention of Paperwork**

- Copies of Applications Forms and references should be disposed of utilising the University's confidential waste immediately after the interviews as master copies of these are retained within HR on the Talentlink System.
- Interview Notes should be kept for 6 months following the date of interview, after which they should be destroyed utilising the University's confidential waste.