

**ROYAL HOLLOWAY
UNIVERSITY OF LONDON**

PERSONNEL DEPARTMENT

Recruitment and Selection Process Checklist

Please note that detailed guidance notes and procedures written in accordance with current legislation and College policies should be referred to at each step.

Responsibility of the Department

Responsibility of Personnel

Pre- recruitment & authorisation procedures

Complete Rec1/EstabC.
Prepare job description, person specification and draft advertisement copy (all posts must be advertised internally as a minimum).

Confirm funding and obtain authorisation by submitting Rec1/EstabC to either Resources Sub Group or Finance Department.

Liaise with Personnel and chair of the interview panel to approve panel members (see attached sheet for composition of panel members according to type of post).

Liaise with Department and chair of the interview panel to agree interview date and panel members to ensure compliance with equal opportunities principles.
Agree testing/presentation requirements (see attached sheet for protocol regarding presentations).
Book venue(s) for interview and testing or presentation.

Liaise with Personnel regarding final advertisement copy, which should include the interview date and testing date (where applicable) and to agree further particulars. Adverts will **not** be placed unless this documentation is completed in full.

Place advertisement in appropriate media.

Initiation & administration of the recruitment process

Process CV's if made directly to the Department

Process application forms and/or CV's
On closing date send applications to Department inclusive of short-listing form.

Short listing & interviewing

All members of the interview panel should carry out the short listing.

Prepare interview schedule.
Prepare invite letters.
Request references.

The short-listing form must be completed and returned to Personnel.

Prepare interview pack and send to panel.

Appointment process

Chair of interview panel to complete interview decision form and return to Personnel. Chair of interview panel must liaise with Personnel to agree who should contact the successful and unsuccessful candidate(s).

Prepare formal offer letter of employment.
Prepare reject letters.

COMPOSITION OF INTERVIEW PANELS ACCORDING TO POST TYPE

The composition of all panels should be in accordance with the College's Equal Opportunities Policy. All chairs of interview panels must have attended equal opportunities training by 1st April 2003.

ACADEMIC POSTS

Chair or Readership

For established Chair or Readership appointments the Head of Department and Dean should propose the names of the panel members to the Principal (who will chair the panel) for approval. These should include:

The Principal
Three external advisors including one from within the University of London
The Dean of Faculty
The Head of Department
A Senior Academic* from the recruiting department
A Senior Academic* from another department

*Senior Academic should preferably be Professorial and must be at least the grade of the post being interviewed for.

Other Academic appointments

The interview panel should comprise of:

A Vice-Principal (Chair of the Panel)
The Dean of Faculty
The Head of Department
A Senior Academic* from the recruiting department
A Senior Academic* from another department

*Senior Academic should preferably be Professorial and must be at least the grade of the post being interviewed for.

ACADEMIC-RELATED POSTS

The interview panel as a minimum should comprise of:

The Head of Department (Chair of the Panel) (or appropriate nominee)
The Line Manager
A member of another department who is either a service user or has appropriate knowledge of the duties of the post.

The Director of Resources should confirm the composition of panels for ALC5/6 appointments.

RESEARCH POSTS

The interview panel should comprise of:

The Head of Department (Chair of the Panel)

The Principal Investigator and future line manager of the appointee.

One other member of the department.

SECRETARIAL, CLERICAL, TECHNICAL AND MANUAL POSTS

Interviews for such posts should either be chaired by the Head of Department or relevant Line Manager. Other panel members should be senior to that of the post being filled. It would normally be inappropriate to have more than 3-4 people on the interview panel for this type of post.

PRESENTATION PROTOCOL

Departments should make their own internal presentation arrangements. A member of staff who has attended equal opportunities training must chair the presentation panel. All candidates must be informed of the nature of the presentation when invited for interview.

The chair of the presentation panel must attend all the presentations and be available to feedback to the interview panel. If it is deemed desirable and is practical the chair of the presentation panel could also be a member of the interview panel.