

Clinical School Recruitment Team Service Timelines

Overlap Posts

This can take up to 48 hours to process as the new positions are processed via CHRIS and RAS overnight.

Adverts

Upon receipt of a fully complete pre-recruitment checklist, adverts will be sent for publication within two working days of receipt by the Recruitment Team. The advert will appear on the University website within several hours although it may take at least 48 hours to appear in external online publications.

Amending an Advert

This can take up to 24 hours to process as each advertising source and Further Particulars will need to be contacted/amended separately.

Receipt of Applications at Closing Date

All applications will be sent to the department the next working day. A selection grid will also be included.

Interview Invitations

Invitations to interview will be processed within one working day (if received after 3pm, they will be processed the day after).

Unsuccessful candidate

The Recruitment Team will reject applicants not short-listed for interview within one working day (if received after 3pm, they will be processed the day after), unless the department requests otherwise.

Conditional Offer (and associated documents)

Offer letters will be sent to the preferred candidate by the Recruitment Team within one working day (if received after 3pm, they will be processed the day after) after receiving a complete offer checklist.

The Recruitment Team will contact a candidate after 5 working days if an offer acceptance and/or any supporting documents have not been received from a preferred candidate.

Research Passport Applications

Upon receipt of a fully completed application (including the departmental signatories and associated certified ID checks) the Recruitment Team will process the application within five working days.

Screening Checks (Security (including Agenda for animal sites) and Basic Disclosure)

Upon receipt of all necessary documentation including written consent from the new starter, the Recruitment Team will process the application within two working days (if received after 3pm, they will be processed the day after).



UNIVERSITY OF CAMBRIDGE

School of Clinical Medicine
Recruitment Team

Updating WRS with the new starter

The Web Recruitment System will be updated as soon as all paperwork and checks are in progress and satisfied (this does not include references) which starts a process for a contract of employment administered by the HR New Appointments Team.

Job / Personal Files

The Recruitment Team will send job /personal files to School departments electronically within 1 week of entering new starter information on the CHRIS system.