

**Recruitment Process incorporating Web Recruitment (Phase 1, 2, 3 and 4)
 Assistant / Research / Academic Related Staff**

Department HR and Clinical School HR

Department HR (DHR)

Clinical School HR (CSHR) csrecruitment@medschl.cam.ac.uk

1 Department HR send PD33 to Grading and Reward for formal grading (relevant approvals need to be in place*). For research posts, a generic PD33 should be used.

6 Once an **offer*** is ready to be made to a candidate, DHR will email offer checklist to CSHR along with RTW and relevant checks (PhD certificate, NMC etc) CSHR will request references at this point using WRS and send formal regret letters (via WRS) to those unsuccessful. HR4 requests will be approved by CSHR.

6a * Should the department make a verbal offer/email offer, it is imperative the offer is conditional upon satisfactory references and screening checks (as appropriate).

2 A CHRIS 1 is generated upon formal grading. This should be sent with the completed pre-recruitment checklist with Further Particulars and advert text. The completed checklist should be Clinical School HR (CSHR).

7 A formal offer letter will be sent to candidate along with supporting documentation (eg CHRIS 22, OHQ) by CSHR. If a Disclosure Scotland, Research Passport, DBS check is needed, the application form will be sent out by CSHR (unless otherwise discussed with departments). The HR21 will be completed by CSHR and sent to the department for approval.

3 CSHR will post the advert within **2 working** days of receipt and provide vacancy reference to DHR. At this stage, Web Recruitment will be updated to incorporate the relevant permission levels agreed by the Department.

8 Upon receipt of all satisfactory documentation, CSHR will complete the appointment on WRS which will prompt HR to issue contract of employment. A copy will be sent to DHR.

4 The applications for the post can be viewed regularly by the DHR via Web Recruitment or at the closing date. This preference can be noted on the pre-recruitment checklist.

9 Once the appointment has been completed on WRS, the recruitment process is complete and the job / personal file will be sent to DHR to maintain locally.

5 DHR will forward the applications to the relevant Line Manager for shortlisting. CSHR will then send regret letters to those unsuccessful. DHR should request that candidates bring proof of right to work (RTW), evidence of qualifications and professional membership for interview for verification. The interview invitations are usually administered by the DHR.

10 A Welcome letter should be issued by DHR and a local induction set up, University card and email account requested.