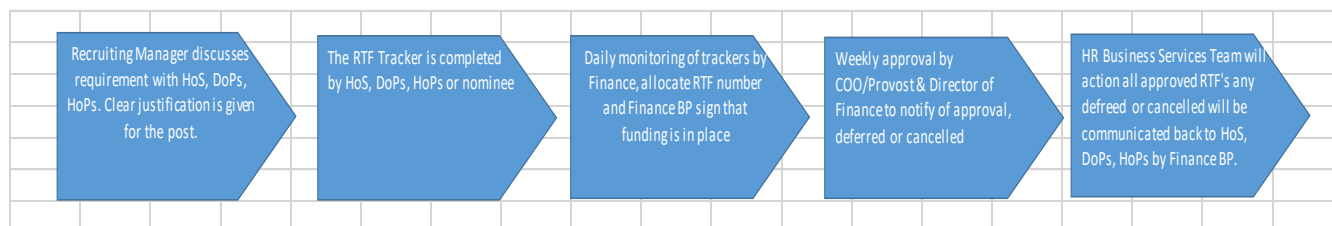


RECRUITMENT TRACKER GUIDANCE

Principles

1. A Tracker has been produced for each individual School / Division to replace all previous forms. This will enable a clear overview of all request to fill requirements. These will be managed daily by Finance and HR to ensure complete oversight of the process allowing at a glance view of status of recruitment, reducing e-mail and telephone enquiries.
2. Clear justification to support all requests must also be provided.

Process



1. The recruiting manager initiates recruitment by discussing their role requirement with the HoS, DoPs or HoPs
2. If the post is a job share OR split across 2 plus departments OR split between research funding and University funding, then the RTF will still be entered onto the Tracker.
3. A full explanation of the criteria and justification of the role must be given.
4. A DBS assessment must be carried out against each new post.
5. On a **DAILY** basis Management Accounting Services (MAS) will assign the RTF numbers, apply coding and notify Finance BP's by e-mail so they can check coding and add signature. They will also correspond with research finance if the post is split between the two areas.
6. The COO/Provost and Director of Finance will review the RTF's weekly and approve, cancel or defer RTFs.
7. If approved, the HR Business Services Team will action accordingly and the recruiting manager will be notified.
8. If deferred or cancelled, a clear explanation will be given, that will be available to the HoS, DoPs and HoPs.