



## UNIVERSITY OF SUSSEX AND YOUR REED RECRUITMENT TEAM

### ABOUT US

The University of Sussex and Reed Talent Solutions entered into partnership in summer 2021. Reed now administers the recruitment and payroll process for casual and temporary roles at the University. This includes casual and temporary roles undertaken by students and graduates.

If you have previously worked in a casual or temporary role at the University, please be assured that terms and conditions (including pay rates) for workers match those offered previously and are aligned to the University's rates of pay. Processes – including payroll – are improved through this arrangement, resulting in faster onboarding and payment.

To find student and graduate roles at the University (and elsewhere), please continue to browse the University's [CareerHub jobs board](#). You may also choose to register with the Reed Talent Pool for potential future roles. This means that, should you apply for a University role, your application can be processed more quickly. It also means we can contact you about short assignments where posting a vacancy to CareerHub/external job boards may not be feasible (due to swift turnaround).

### NEXT STEPS

- If you would like to apply for a specific vacancy, please apply via the job advertisement, or if you wish to join the Talent Pool for future opportunities, contact us at [TalentPool.UOS@reed.com](mailto:TalentPool.UOS@reed.com). You will then receive a link to register.
- So that we can process payments to you, you will need to provide:
  - o Your name
  - o Email address
  - o Residential address
  - o Date of birth
  - o National Insurance number ([www.gov.uk/apply-national-insurance-number](http://www.gov.uk/apply-national-insurance-number))
  - o Bank details (for payroll purposes)
  - o Right to work (passport and visa, if applicable)
- We have a legal duty to check your right to work. You will receive a verification link from us:
  - o You will need to provide a scanned passport;
  - o We will also ask you to upload a 30 second video of you holding your passport picture page next to your face to verify your ID.
- Once you are registered with Reed, you will be able to access your information and update your availability. It is important you keep your availability up-to-date, as shorter assignments will be assigned on the basis of the availability you have registered.
- If at any stage you decide you do no longer wish to be informed about new opportunities, you can submit a data deletion request in line with GDPR.

### USEFUL CONTACTS

Should you have any general enquiries, then please email us, the Reed Student Recruitment Team. We manage all vacancies and are on hand to assist you: [TalentPool.UOS@reed.com](mailto:TalentPool.UOS@reed.com)