

Staff recruitment guidance

To be used in conjunction with the and the staff recruitment information at:-

[Recruitment guidance : Business Services and Resourcing Team : Human Resources : University of Sussex](#)

and the 'Recruitment and Selection Guidance' document that is circulated by HR with job applications

1. MAH School staff recruitment budget

The School has an annual budget of £4,000 for advertising, interview and relocation expenses

2. Interviews, travel and expenses

In the interests of fairness and equitability, it is preferable for all interviews for a post to be held in the same format for all candidates; i.e. all in person or all via Zoom or Teams. It is, however, acknowledged that there will be occasions when this may be difficult to arrange.

With rail, the most economical class of travel (including taking advantage of all types of 'saver' tickets) should be used. The University will fund private car, motor cycle and bicycle travel on University business at the HMRC approved mileage rates. For further details, please refer to the University's policy on [expenses](#)

Any travel expenses from overseas candidates for interview/selection events must be authorised in advance. Human Resources will check with the Recruiting Manager and let the interviewee know the situation. The School is normally able to contribute a maximum of £200 per candidate towards overseas travel and hospitality expenses.

3. HR contact email address for recruitment operations:

recruitmentadministration@sussex.ac.uk

Note that there is no named contact

4. For advice and guidance, including 'right to work' confirmation before making a verbal offer and the appropriate grade point for appointment, contact the MAH HR team:

Hradmin.mah@sussex.ac.uk

Note that there is no named contact

HR will share a Box folder containing the job applications, Recruitment and Selection Guidance and forms (e.g. interview schedule) with the Recruiting Manager once the job advert closing date has passed