Recruitment and Selection process flowchart

Applicable to appointments for employees to paid on UoR payroll. Does not apply to the appointments of workers through Campus Jobs and agency workers through Master Vendor.

Candidate	Hiring Manager	HR Operations	HR Coordinator	ATS System	Department Administrator

VACANCY APPROVAL	Department/School raises SRF, follows approval process.	HR Ops pick up approved SRFs through hrapprovals.reading.ac.uk email account.			
SELECTION PREPARATION	HR Coordinator supports Hiring Manager to put together JD, PS and advert wording. Sends completed **Advert Requirements Form** to HR Ops. Hiring Manager decides on selection panel to participate in shortlisting and interviews.	HR Ops checks JD, PS and advert wording for equality and diversity, updates with salary scales/grading. HR Advisor ensures HERA job analysis where required.			
	HR Coordinator sets up Selection Panel. Arranges Shortlisting and Interview dates, books venues. Presentation title confirmed and venue booked, if applicable.	HR Advisor checks Redeployment Register – post placed on hold for 5 working days if suitable alternative.			
ADVERTISEMENT	After closing date, ATS sends auto-email to Selection Panel members to log into Jobtrain and shortlist applications.				
SHORTLISTING	Shortlisting meeting takes place. Hiring Manager completes shortlisting decisions on ATS.				
	All appointments in centralised process	**All appointments (Grade 7 and below) in Schools/Departments outside of centralised process**			
	HR Co-ordinator contacts via the ATS: 1. Shortlisted candidates to invite to interview, sends presentation title; 2. Referees to request references (where permission given)	Departmental Administrator contacts via the ATS: 1. Shortlisted candidates to invite to interview, sends presentation title; 2. Referees to request references (where permission given)			
	HR Co-ordinator 1. collects confirmation of attendance at interview. 2. coordinates video-conferencing or Skype interviews where required. 3. confirms final candidate list to Selection Panel one working day in advance of the Selection Day.	Departmental Administrator 1. collects confirmation of attendance at interview. 2. coordinates video-conferencing or Skype interviews where required. 3. confirms final candidate list to Selection Panel one working day in advance of the Selection Day.			
SELECTION DAY	HR Co-ordinator 1. Sets up presentation venue and interview room. 2. Meets and greets and collects ID and qualifications proof from candidates and uploads onto their candidate profile on the ATS.	Departmental Administrator 1. Sets up presentation venue and interview room. 2. Meets and greets and collects ID and qualifications proof from candidates and uploads onto their candidate profile on the ATS.			
	INTERVIEWS TAKE PLACE Selection Panel member(s) contact interview candidates with verbal offer or outcome. Selection Panel Chairperson updates ATS to confirm successful candidate and commence the offer process.				

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PRE-EMPLOYMENT CHECKS		HR Operations seek confirmation that the pre-employment checks have been completed.
OFFER OF EMPLOYMENT		HR Operations draw up the offer letter and contract of employment and forward to the prospective employee.
		Candidate completes necessary forms and presents original document to complete pre-employment checks. Returns Acceptance Form to HR Co-ordinator or HR Operations.
COMMENCE EMPLOYMENT		HR Operations transfer records from ATS to Trent and set up Candidate as an Employee on Trent.
		Hiring Manager receives notification of IT account (new employees to the University only) and passes to new employee.