

University of London

Human Resources Department

Service Level Descriptions

Recruitment

The Objective of the Service

To recruit and retain high-quality and appropriately qualified staff in all areas of Goldsmiths in an efficient and cost effective manner.

HUMAN RESOURCES WILL:

- Make best use of and train departmental staff in the E Recruitment system

Prior to Advertising:

- Where necessary, advise on policy and procedures to be followed
- Advise on recruitment methods eg workshops, psychometric testing, assessment centres
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- Advise on choice of media and associated timescales
- Undertake job analysis/evaluation as necessary, especially in relation new posts
- Advise on salaries where supplements are necessary
- Advise on format of job descriptions and person specifications
- Review and amend draft advertisement for legality, economy and adherence to 'house style'

- Ensure website gives access to full information about Goldsmiths, the job, terms and conditions, process and application methodology

Advertising:

- If print media to be used liaise with Advertising Agency to place advertisement in next available issue
- Advertise all posts internally on the HR recruitment web site
- Place advertisement on other electronic media

Prior to Interview:

- On notification from the recruiter, invite candidates for interview within 3 working days of request
- Provide all members of the appointing committee with access to copies of application forms, if relevant, for longlisting and shortlisting candidates

Post Interview:

- Contact candidates who are unsuccessful at interview within 3 working days of notification
- Process claims for reimbursement of travel expenses within 7 days of Receipt
- Issue letter of appointment no later than 2 working days after notification
- Ensure the appointee receives health clearance, references, CRB checks, Asylum and Immigration check and any other necessary clearances and checks
- Advise department of any problems
- Request an assessment of the recruitment process
- Ensure all documents relating to recruitment process are stored and filed

What we need from the Recruiting Department:

Prior to Advertising:

- Early notification of recruitment so that appropriate advice can be given

- Identify recruiter to be responsible and available for contact throughout the process
- To agree with HR, in advance, a timetable for the process i.e advertisement date, closing date, interview date
- To agree with HR the constitution of the appointing committee
- Provide electronic versions of the request, draft advertisement, job description, person specification and further particulars of the post on the e recruitment system

Prior to Interview/Selection Centre:

- Shortlist candidates for interview promptly and in accordance with timetable and criteria set out
- Advise HR Services of any unavoidable delays

Post Interview:

- Ensure that the Chair of the Appointing Committee completes documentation and records, including appointment notification
- Retain all shortlisting/interview notes
- Where agreed, contact unsuccessful interviewees by telephone within two days of interview for feedback
- Provide feedback on the recruitment process

September 2009

Version 2 on 2.9.09