**Panel Composition**

1. Principal Investigator (PI)
2. Two further members chosen by the PI

Additional external panel members may be added when the post is part of a joint project/initiative with another University or organisation.

The Head of School will be added as a silent panel member for all research recruitment exercises.

Please ensure where possible the Committee is of mixed gender.

Liaise with the Convener to set closing/interview dates, panel and advertising details in order to place the advert.

Liaise with Finance to check the funding.

Once confirmed the advert will be posted.

**Please note, that all panel members must have completed the mandatory online recruitment training prior to shortlisting.**

**Key**: **Convener (PI) – Orange, Recruitment Team - Blue**

Send advert and further particulars to vacancies@ including external cost centre (available from Finance).

Provide all Panel members access rights to the Recruitment portal (Engage) to allow them to view the applications.

Convene the shortlisting meeting with the panel to discuss the selection of candidates. Shortlisting may be done online or offline depending on the preference of the panel.

Once the shortlist has been decided the convenor sends an Interview Details form to vacancies@. This should include details of any presentations and the shortlisted candidates.

**For Teams interviews –**

Issue **Teams** invites to the candidates in strict adherence to the timetable and to allow access control on the day of interviews.

**For in person interviews (by exception) –**

Arrange rooms, equipment for any presentations and catering as appropriate.

**For Teams interviews (the norm) –**

Prepare the timetable, issue **initial** invites to candidates and request references. Once candidates have confirmed attendance the final timetable will be circulated to the panel.

**For in person interviews (by exception) –**

Prepare the timetable, issue invites to candidates and request references. Once candidates have confirmed attendance the final timetable will be circulated to the panel.

Liaise with candidates regarding travel and accommodation as appropriate.

Recruitment will notify unsuccessful candidates and provide feedback if requested (based on information from the Convenor) but **it is best practice for convenors to notify unsuccessful candidates who are internal to their own School.**

Prepare interview questions and hold interview.

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Verbally offer the post to the successful candidate as soon as possible after the interviews to agree start date and salary.

Once offer has been verbally accepted by the successful candidate, inform unsuccessful **internal** candidates and provide feedback.

Submit completed Details of Appointment form to vacancies@ along with interview notes from the panel.

In order to prepare offer paperwork the Recruitment team will obtain pre Right to Work information, request outstanding references, proof of salary (if required) and obtain final sign off from Finance that the funding can support the offer.

If appropriate notify reserve candidate(s) of the outcome of their interview.

Inform all unsuccessful candidates of the outcome of their interview and provide feedback if requested (based on information from the Convenor).

Issue the formal offer of employment and notify the Convenor when the offer has been accepted.

If required, send details to the HR Immigration team to initiate the visa application.