Recruitment Glossary

Roles

**Trained Interviewer** – This is the member of the recruitment panel who is responsible for ensuring the process is compliant with University recruitment guidelines and UKVI regulations. They are responsible for ensuring the legal requirements are adhered to by all panel members. The Trained Interviewer maybe responsible for and can lead the interview while it is taking place.

**Chair** – This is the member of the recruitment panel who is responsible for managing the interviewing process. They deal with the formalities of the interview such as introductions, outlining the structure and informing candidates of the University experience and expectations. The Chair maybe responsible for and can lead the interview while it is taking place.

**Panel Member** – Is a member of the recruiting team who is involved in the shortlisting and interviewing process. They have to submit their decisions on who they objectively believed were the suitable candidate to appoint for the role. The panel member needs to have relevant expertise and subject matter related to the role being recruited for.

**Convenor** - The individual responsible for processing the panel decisions on the online system. This in turn will process the candidates to their appropriate stages. This individual does not need to be the Trained Interviewer they can be a panel member or administrator.

**Administrator** - The individual responsible for accessing the online recruitment page with ‘view only’ access. This individual has access to the system for viewing vacancies in their department/ faculty, printing applications and exporting shortlisting scores.
**NOTE:** One individual on the panel can have more than one of these roles; you do not need to have one person for each role. For example the Chair of your interview can also be your Trained Interviewer and your Convenor. As long as you have more than 2 members on the recruitment panel individuals can have multiple roles.

**Candidate** - An individual either internal or external to the University applying for a job within the organisation.

### Advertising

**Advertising Request Form** - This form holds all of the information needed to publish your vacancy in terms of the position/contract details, members of the panel, interview times, the checklist of approval and supporting documents. This form needs to be filled out in full to be accepted.

**Further Particulars** - The documentation that outlines the terms and conditions of the job role and areas that a candidate maybe eligible for (i.e. pension schemes).

**Job Advert** - This is a brief description about the job role and is the first thing a candidate will see when choosing a job to apply for. This is where the department needs to describe the key elements of the job and make it engaging. It also holds key information surrounding the contract type, salary, interview and closing date and job title.

**Job Description** - This document outlines the job responsibilities, the purpose of the job as well as key information such as working relationships, job title and the effective date in which the Job Description was last updated.

**Person Specification** - This document has the attributes a candidate needs to be able to complete the job to a satisfactory requirement. It holds essential and desirable criteria which the candidate must evidence as recruiters will be assessing against this during the shortlisting stage.
**Job Hazard Identification Form** - This form outlines and hazards a particular job may have so the candidate is aware before applying for a vacancy and an candidate can use while assessing their occupational health clearance form.

**System**

**GMT** - Greenwich Mean Time, the time zone in which all vacancies will be published and closed by. Application deadlines are always Midnight of the closing date highlighted on the vacancy.

**BST** - British Summer Time, is advanced one hour forward of Greenwich Mean Time (GMT), so that evenings have more daylight and mornings have less. BST begins at 01:00 GMT on the last Sunday of March and ends at 01:00 GMT on the last Sunday of October

**Vacancy Alert** - This is an optional alert a candidate can activate to receive vacancy alerts about posts that match criteria they have chosen. The system will send emails to the candidate once matching vacancies have been uploaded. This will happen on a continuous basis.

**Holding Email/Offer Email** - This is email confirmation relating to the offer made by the Faculty/Department. This offer is subject to references if the position is Grade 6 or below.

**Offer to Bank** - An ‘offer to bank’ email is sent to Part Time Hourly Paid Lecturers who have applied to work for a particular faculty or faculties. This is not a contract of employment and does not guarantee them work with the University. Their details will be held by the faculty or faculties to which they have applied and will be contacted when work arises.

**Application Received** - This will outline to a recruiter that a candidate has submitted their application for review. The system will reflect if this is a new application (since you last logged in) and how many there are overall.
**Schedule for Regret** - A recommendation made by the recruitment panel after the initial shortlisting stage to inform Human Resources to send notification to a candidate stating they were unsuccessful.

**Schedule for Interview** - A recommendation made by the recruitment panel which informs Human Resources to send notification to a successful candidate. This then allows a candidate to choose an interview slot for the next stage in the process.

**Withdrew Application** - Candidate has withdrawn their application from the vacancy and can no longer be considered for the post.

**Save** - As a TI and Panel Member you can save your recommendations of each candidate whilst shortlisting onto the online system. These recommendations can be actioned at any point once candidate’s application is available. You have the ability to compare candidate scores by exporting all the data.

**Submit** - As a Panel Member and TI you can submit your recommendations to the Convenor using the online system or via robust paper notes. Only the Convenor can submit the final recommendations of the entire recruiting panel. Once recommendations have been submitted it will trigger actions for Human Resources to communicate regrets/offers to candidates; so it is important this stage is done after the closing date.

**Interview Confirmed** - This informs Human Resources that a candidate has chosen an available interview time slot so it can be put into an interview scheduled.

**Schedule for Offer** - This is the stage at which the Convenor will process the appointable candidate to on the system once they have verbally accepted the job offered. It is advised that the Trained Interviewer contacts the appointable candidate within 5 days of the interview.
Produce Offer Email – Human Resources will process the successful candidate to this stage once they have sent the holding/offer email.

Produce Contract and Acceptance Correspondence – Human Resources move the successful candidate to this stage once the contract of employment has been produced and has been sent to the new employee.

General Process

Ring Fence - This process is available to those at the risk of redundancy or coming to the end of a fixed term contract. It enables them to apply for a vacancy at the grade currently held and similar skill set. This happens prior to the vacancy being made available to candidates through the normal recruitment process. A vacancy can be in the Ring Fence stage for a maximum of 5 days.

Skills Audit Form - This form is submitted by an individual on the Ring Fence. This form gives individuals the opportunity to note down the skills and knowledge they have acquired in their current and previous job roles to see if there are any suitable vacancies for them to apply for prior to a job being advertised through the normal recruitment process.

Part Time Hourly Paid Lecturer (PTHP) - Part-time lecturers are paid for periods of actual tuition and certain specified additional non-teaching duties, such as staff meetings where the lecturer is required to attend. Part-time lecturing staff should prepare a scheme of work to be followed for the duration of the course, carry out enrolment duties and record registration of student attendance.

Fixed Term Contract (FTC) - An individual employed on a contract for a specific length of time and has a specific end date.
**Payroll Cut Off** - These are dates published by payroll to allow for the monthly payroll process. During this time updates to the HR system cannot be made. The dates can be found [here](#).

**Employee Self Service (ESS)** - The HR system allows members of staff to input their leave, sickness absence, view training completed and other personal information specific to the individual.