

QMUL Recruitment Process Map

Request to Recruit

- Hiring Manager to ensure Advert text, Job Pack (Job Description and Person Specification) are up to date and graded.
- Hiring Manager to plan key recruitment activity dates (shortlisting and interview dates).
- Hiring Manager to submit new vacancy request on Oleeo for approval.
- Approval is a two tier process (Finance and FDO or equivalent for QM funded; School Manager and JRMO for Grant funded posts).
- Hiring Manager to check with the International Compliance Team if unsure if the position is sponsorable or not.

Advertising

- HR Recruitment team will review and publish the advert once request is approved.
- The advert will be advertised for a minimum of 14 days. You may wish to advertise for longer.
- Hiring Manager to ensure quality and quantity of applications are reviewed a few days before the closing date. If the advert requires extending, the Hiring Manager should request this at least 2 working days before the closing date.

Shortlisting

- When the advert has closed, the Hiring Manager and Shortlisters will be notified to commence the shortlisting process.
- Minimum of 2 shortlisters are required to review applications and must be gender diverse.
- There are two options for shortlisting:
 - 1) Hiring Managers to download application packs and circulate to shortlisting panel if shortlisting is to be completed offline (outside of system). Hiring Manager to complete shortlisting decision forms on Oleeo once offline shortlisting has concluded.
 - 2) All shortlisters to complete Shortlisting feedback forms in system if shortlisting in Oleeo.
- Applications to be scored against shortlisting criteria (taken from the person specification).
- Shortlisting decisions should be completed within 7 working days of advert closing in Oleeo.

Interview

- Interviews should be held within 2 weeks of completed shortlisting.
- Interview details (schedule and slots) must be entered by Hiring Manager on Oleeo.
- Hiring Manager must send interview invites to shortlisted candidates and unsuccessful candidates status should be changed to "rejected".
- Interviews must consist of a minimum of 3 interviewers on a panel.
- Interviews must include a gender diverse interview panel.
- Hiring Manager to confirm interview outcome of unsuccessful and successful candidates on Oleeo.

Conditional Offer & Pre-employment Checks

- Hiring Manager must create a "conditional offer form" and ensure all offer details are correct.
- Any salary discussions must be in line with the Recruitment and Selection policy.
- HR Recruitment Team will send conditional offer (subject to completion of pre-employment checks) and monitor the progress of these checks on Oleeo.
- Hiring Manager is responsible for checking and confirming the outcome of a candidate's qualification, references and professional registration pre-employment check on Oleeo.
- HR Recruitment Team to ensure Right to work (COS, manual etc) checks, DBS, Occupational Health are completed appropriately. Hiring Manager to conduct verification follow up checks.
- Hiring Manager can check progress of pre-employment checks on Oleeo via their Dashboard.

Unconditional Offer/ Starting

- Once all pre-employment checks are complete, start date discussion to take place between Hiring Manager and candidate. Once agreed, Hiring Manager to book start date on Oleeo.
- Hiring Manager to ensure follow up (in person or MS teams call) verification ID check is completed before the candidate starts and details of this is added on Oleeo.
 - Once start date is booked, Recruitment Team will send unconditional offer/contract of employment to candidate.
 - Once candidate has accepted the contract, Recruitment Team will process the new starter paperwork accordingly.
- Hiring Manager must inform the Recruitment Team if individual does not start on scheduled start date.