

NUFFIELD DIVISION OF CLINICAL LABORATORY SCIENCES

Recruitment Process



To ensure compliance with the *Equality Act 2010* and University Integrated Equality Policy, the following procedure must be followed whenever a post is advertised (only exception being named posts on grants which are not advertised).

For any recruitment enquiries, please visit <https://rdm.medsci.ox.ac.uk/intranet/personnel-and-development/ndcls-recruitment> in first instance or email hr@ndcls.ox.ac.uk

Timing

- Vacancies would usually be advertised between 2 and 4 weeks (UKVI regulations no longer apply).
- If you wish an interview date to be included in the advertisement, please alert the HR team as soon as possible.
- A recruitment timeline will be emailed to the panel to confirm the different stages of the recruitment campaign. We usually allow 3 days for short-listing and a further week for interviews to be arranged. This allows candidates time to make arrangements to travel to Oxford and allows us to obtain references before the interviews.
- Please note interviews should take place at least one month before you expect the successful candidate to start work (to accommodate the [required pre-employment checks](#)). However most candidates applying for vacancies at grade 6 and above would usually require a 3-month notice period before starting in their post.

Prior to advertising

- Starting a recruitment: email to [HR](#) a completed **Recruitment Order Form**, a **draft advert** (no more than 300 words), a full **job description**, a **security questionnaire** and a **Hazards Checklist** (all available from <https://rdm.medsci.ox.ac.uk/intranet/personnel-and-development/ndcls-recruitment>). HR will check the advert and JD are compliant with the University recruitment policies and UKVI requirements.

NB: Required qualifications must be clearly presented under the essential criteria of the Job Description as well as cited in the advert alongside the post's principal duties. Further assistance can be provided.

- Pre-employment screening: As stated above, a **Hazard Checklist** and a **Security Questionnaire** should be returned completed to hr@ndcls.ox.ac.uk as soon as possible, as they form part of the JD and determine the level of screening required at the offer stage.
- Post and vacancy creation: HR will create a staff request within HRIS (University HR system), based on the above information, submitting the provided Job Description and uploading a management chart. When required a business case will also be prepared by NDCLS Finance to support the staff request. Please note Central Services estimates 10 days processing time to generate a post and vacancy number from a staff request submission, so it is crucial that HR receives your recruitment documents as early as possible.
- Interview Panel: the panel should be gender mixed, and **all panel members must have recently been university trained in recruitment**. Quick online courses (intro and refresher) in recruitment training are available at <https://pod.admin.ox.ac.uk/course-listing> via a SSO account. Composition of the panel should be registered on the **Recruitment Order form**.

- Adverts:** HR will automatically advertise vacancies on the University of Oxford, NDCLS and jobs.ac.uk websites). If panel members have a LinkedIn account, we would encourage them to use this professional network platform to advertise the link to the University vacancies page. The post will also be advertised on the RDM website (<https://www.rdm.ox.ac.uk/work-with-us/current-vacancies>). Please do let HR know if you would like to advertise on other professional networks. These should be specified on the **Recruitment Order Form**.
- Timeline:** HR will email the panel to confirm live adverts as part of the vacancy timeline, including proposed interview dates. It is important that the panel, at this stage alerts HR of any conflict with the proposed interview dates, in order to find alternatives.

Shortlisting

- Advert period:** In accordance with the University's procedures, one closing date will be advertised for both priority and other candidates. Unless otherwise specified in your recruitment order form, we will advertise your vacancy for 4 weeks from the first day of the advert going live.
- Shortlisting packs:** After the final closing date, the panel will be provided with shortlisting packs, using **OneDrive**. If a paper print is required, please contact hr@ndcls.ox.ac.uk. Shortlisting decision forms should be duly and clearly completed and returned to HR asap to avoid unnecessary delays (e.g. invitation letters and reference gathering). Please remember that under the *Freedom of Information Act 2000*, applicants (both successful and unsuccessful) can request copies of the shortlisting notes. It is very important that the shortlisting forms are readable and filled out consistently and professionally. In order to comply with the *Data Protection Act 2010*, it is **crucial shortlisting packs are deleted (downloads or email attachments) and paper copies shredded once the recruitment is completed**.
- Rejected candidates:** By courtesy, HR will consult the panel chair prior to writing to the applicants who were neither shortlisted nor put on hold, informing them they were not successful. We will however expect to contact any rejected candidates within two weeks of the shortlisting being finalised.
- Guidelines:** The shortlisting exercise should be carried out following [shortlisting guidelines](#).

Interview process

- Interview format:** The selection panel should agree the format of interview including whether presentations from candidates are required or selection tests used. All information should be supplied in good time to HR using the **Interview Profile Form** (available from [NDCLS Recruitment](#) pages).
- Room Booking:** Please contact the HR team as soon as possible to arrange a [room booking](#) in NDCLS, as our facilities do get reserved very fast. If you have to change the previously agreed location, time or date of the interviews, please notify HR at the earliest opportunity so that candidates can be given accurate directions.
- References:** HR will contact referees wherever permitted by the interviewed candidates. It takes at least a week to get references, particularly if we have a number of posts being advertised at once. We will endeavour to have two references per candidate by the time of interview. However, this is not always possible.
- Please contact hr@ndcls.ox.ac.uk for details of NDCLS' policy on interview and travel expenses.

Appointing a candidate

- Successful candidate:** Once the panel has agreed on the person they wish to appoint, the **chair must let HR know**, detailing the offer (name of successful candidate, starting salary level, prospective start date) with all relevant notes taken at the interviews and any scoring you may have done. It is important to let HR know whether you have already approached the candidate informally. If you wish to explore possibilities to appoint outside of the normal salary range where the discretionary range was not advertised, please contact HR **before** suggesting any such offer to the candidate.
- Shortlist Decision Form - Summary of Evidence:** is a mandatory document if you wish to employ someone who requires a visa, the form **must** refer to the selection criteria as well as a reason provided for the rejected candidates.

- After the interview: please return **all interview documents** to HR (in compliance with the *Data Protection Act 1998*)
- Formal Offer: HR will send out a formal offer letter accompanied by any security screening checks, a university card application and a link to Occupational Health will be provided to the successful candidate to complete their pre-employment assessment.
- Commencing an appointee: Once HR has received a signed offer from the appointee as well as proof of Right to Work and clearance from Oxford University Security Services (via HORUS) if required, a contract pack with an induction schedule will be sent to the new starter. **At this stage we expect line managers to define goals and objectives for their new staff to ensure an effective probationary review.**

Please note: we may experience some delays in receiving clearance from OUSS, resulting in temporarily reduced duties for new appointees until the screening is complete. This also applies to posts requiring an NHS Honorary Contract or a Research Passport (please email HR for more information).

Monitored HR email address

hr@ndcls.ox.ac.uk

Deputy Administrator

Jennie Charlton

jennie.charlton@ndcls.ox.ac.uk

Links:

NDCLS website:

<https://www.rdm.ox.ac.uk/intranet/personnel/forms/ndcls-recruitment>

University recruitment process:

<https://hr.admin.ox.ac.uk/recruitment-process>

University guidance on redeployment:

<https://hr.admin.ox.ac.uk/managing-and-ending-fixed-term-contracts>

University recruitment training (mandatory for chair of interview panels):

<https://pod.admin.ox.ac.uk/course-listing>

University policy on data protection:

<https://compliance.admin.ox.ac.uk/data-protection-policy>

