

## 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](mailto:hr@ndcls.ox.ac.uk).

### Timing

- Vacancies would usually be advertised for 30 days minimum (to comply with the UKVI regulations and accommodate any delay in adverts going live).
- Internal applicants only /secondment recruitments can be advertised for a shorter (2-3 week) period.
- If you wish an interview date to be included in the advertisement, please alert the recruitment 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 to 9 would usually require a 3-month notice period before starting in their post.

### Prior to advertising

- Starting a recruitment:** Once a completed Recruitment Order Form, accompanied by a draft advertisement (no more than 300 words), a full job description with essential and desirable criteria and completed vetting and occupational health screening forms (all available from <https://rdm.medsci.ox.ac.uk/intranet/personnel-and-development/ndcls-recruitment>) are emailed to HR, who will check the advert and JD to ensure compliance 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.

- Pre-employment screening:** As stated above, an Occupational Health Hazard Checklist and a Security Screening form should be returned completed to [hr@ndcls.ox.ac.uk](mailto: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 and submitted to support the staff request. Please note the University 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 <http://www.learning.ox.ac.uk>. Composition of the panel should be detailed on the Recruitment Order form available at <https://rdm.medsci.ox.ac.uk/intranet/personnel-and-development/ndcls-recruitment>
- Adverts:** HR will liaise with you as to where this post will be placed (usually Opportunities at Oxford, Jobs.ac.uk, Universal Jobmatch, Indeed.co.uk). 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>). If you have not completed the Recruitment Order Form in full, we will be missing necessary information (see Point 1 above) which risks delaying the recruitment process.

**Please note:** if you wish to place branded or enhanced recruitment adverts in Nature publications, charges to research grants will apply (further details on prices available from [hr@ndcls.ox.ac.uk](mailto:hr@ndcls.ox.ac.uk)). However Medical Sciences departments are able to use a text-only recruitment advertising service with Nature publications. An annual fee for this has been organised by the Divisional Office such that MSD departments will not be charged for this service.

Vacancies will never be placed on Fridays to ensure that the required minimum period of advertisement specified by the UKVI is firmly adhered to.

- 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 a minimum of 30 days 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 OxFile. If a paper print is required, please contact [hr@ndcls.ox.ac.uk](mailto:hr@ndcls.ox.ac.uk). Shortlisting decision forms should be duly and clearly completed to avoid unnecessary delays. 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 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.
- 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 decide to change the location, time or date of the interviews, please notify HR at the earliest opportunity so that candidates can be given accurate directions.
- Right to Work in the UK:** All invited candidates will be asked to bring proof that they are eligible to work in the UK. HR will greet candidates and photocopy ID.
- References:** HR will obtain references for the shortlisted 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](mailto:hr@ndcls.ox.ac.uk) for details of NDCLS' policy on interview and travel expenses.

## Appointing a candidate

- **Successful candidate:** Once the panel has chosen the person they wish to recruit, the **chair must fully complete the Chair Person report** enclosed in the interview folder, detailing the offer (name of successful candidate, salary offered, prospective start date) and return it to HR 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 folders** to HR (in compliance with the Data Protection Act 1998)
- **Formal Offer:** HR will send out a formal offer letter accompanied by any security application forms, and a link to Occupational Health will be provided to the successful candidate to complete their pre-employment assessment. The appointee is required to accept the post in writing.
- **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 (OUSS), 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).

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**Monitored HR email address**

[hr@ndcls.ox.ac.uk](mailto:hr@ndcls.ox.ac.uk)

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**Deputy Administrator - HR**

Michaëlla Smart

[michaella.smart@ndcls.ox.ac.uk](mailto:michaella.smart@ndcls.ox.ac.uk)

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**Part-time HR Officer**

Helen Oldham

[helen.oldham@ndcls.ox.ac.uk](mailto:helen.oldham@ndcls.ox.ac.uk)

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## Links:

NDCLS website:

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

University recruitment process:

<http://www.admin.ox.ac.uk/personnel/recruit/recruitproc/processsummary/>

University guidance on redeployment:

<http://www.admin.ox.ac.uk/personnel/recruit/recruitproc/redeployment/>

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

[https://learningrp.nsms.ox.ac.uk/public\\_html/seminars.php?page=3&cat=az](https://learningrp.nsms.ox.ac.uk/public_html/seminars.php?page=3&cat=az)

University policy on data protection:

<http://www.admin.ox.ac.uk/dataprotection/policy/>

