

Roles and Responsibilities of those involved in Recruiting and Selecting staff

Throughout the recruitment and selection process there are many colleagues who work together to ensure the process runs smoothly.

The main lead on any recruitment activity will be the **Recruiting Manager** who is responsible for:

- Completion of PCM, Further Particulars, Job Description and Person Specification
- Ensuring post is evaluated
- Liaising with HR Services to get post advertised (in certain areas by way of a local co-ordinator)
- Acting as informal contact for enquires
- Arranging short-listing meeting
- Informing HR Services of unsuccessful candidates
- Arranging interviews/inviting successful candidates to interview
- Confirming outcome of interviews/selection process to successful/unsuccessful candidates
- Following up references
- Liaising with HR Services to issue offer of employment

However, support is available to recruiting managers at both local and University level and an overview of assistance available is provided below:

Human Resources

HR colleagues are of course available to support recruitment managers on central process and general recruitment and selection advice.

HR Services:

- Provide a platform for the advertising of job vacancies and for candidates to make on-line job applications through a variety of media and liaising with our advertising agency TMP
- Advertise vacancies within the framework of the University's policies on recruitment and selection i.e. redeployment procedure, Two Ticks, positive action, Athena Swann
- Help to manage the candidate database by reflecting selection decisions made by the recruiting manager back to the candidates through the on-line portal
- Assist with the administrative arrangements for the offer of appointment to the chosen candidate including the preparation of the contract of employment and other joiner documentation.
- For candidates from outside the EEA this involves checking the immigration status and where appropriate applying to the UK Home Office for a Certificate of Sponsorship
- Advise on a wide range of queries from managers, prospective applicants and appointees concerning the recruitment and selection processes outlined above
- Process claims for interview expenses

HR Services can be contacted on hrservices@manchester.ac.uk or 0161 275 4499 (internal extension 54499)

At a local level, the **HR Partner** for the area will also be available to:

- Support the process and in particular, to support Recruiting Managers or local co-ordinators with any 'themes' or issues that become apparent in the area. For example, they may be able to organise localised training should training needs become apparent.
- Provide advice on workforce planning considerations and design of new / revised roles
- Liaising with HERA team for evaluation of new / revised roles
- Advice on process and additional considerations where the applicant is a redeployee
- Provide advice on selection techniques
- Advise on, or be involved in any complex recruitment activity

Your HR Partner contact details can be found at

<http://www.staffnet.manchester.ac.uk/theguide/index.htm?page=contact&id=RegSec->HR->HRFacPSS>

Also, throughout the University there are many non-HR colleagues significantly experienced in recruitment and selection who are able to use this expertise to support less experienced colleagues in their own areas through the processes. The benefit of local experienced recruitment advice, compared to that of HR is the colleague's experience of local, School and Faculty based processes (of which there are many!).

The type of support such colleagues may be able to provide includes:

- Provide advice on completion of PCM's
- Provide local School / Faculty examples of Adverts and Further Particulars to ensure consistent message about School / Faculty aims.
- Provide advice on school and faculty approval routes and processes
- Provide advice on any local (admin) support that may be available
- Provide advice on the use of JobTrain
- Provide short listing templates and advice on completion of form
- Provide advice on selection processes that have taken place through School / Faculty to ensure consistency of approach.
- Provide advice on the appointment / referencing processes in accordance with local procedures

If you are uncertain as to whether there is any such support available you can contact either your HR Partner, Head of School Administration or Department Head in the first instance.