

**Glossary**

HERA – Higher Education Role Analysis  
 HRS – HR Services  
 NAF – New Appointment Form  
 PCM – Post Contract Management  
 RM – Recruiting Manager



Ask HR for help with HR-related queries, such as terms and conditions, pay, staff benefits, pensions, policies, equality and diversity, recruitment, training, and much more

**Useful Information**

Required Recruitment Training  
 Recruiting New staff

# University of Manchester Recruitment and Selection Process

This flowchart will take you through the recruitment and selection process.

It includes links to all relevant documents (after accessing a link please use the back arrow to return to the flowchart). Please allow up to 12 weeks in your planning for this process

(if you are dealing with a clinical appointment please liaise with your Head of School Administration with regard to additional requirements).

