

Vetting Process for Staff Working in the Biological Services Facility (BSF) – Process A (Post being advertised on Jobtrain)

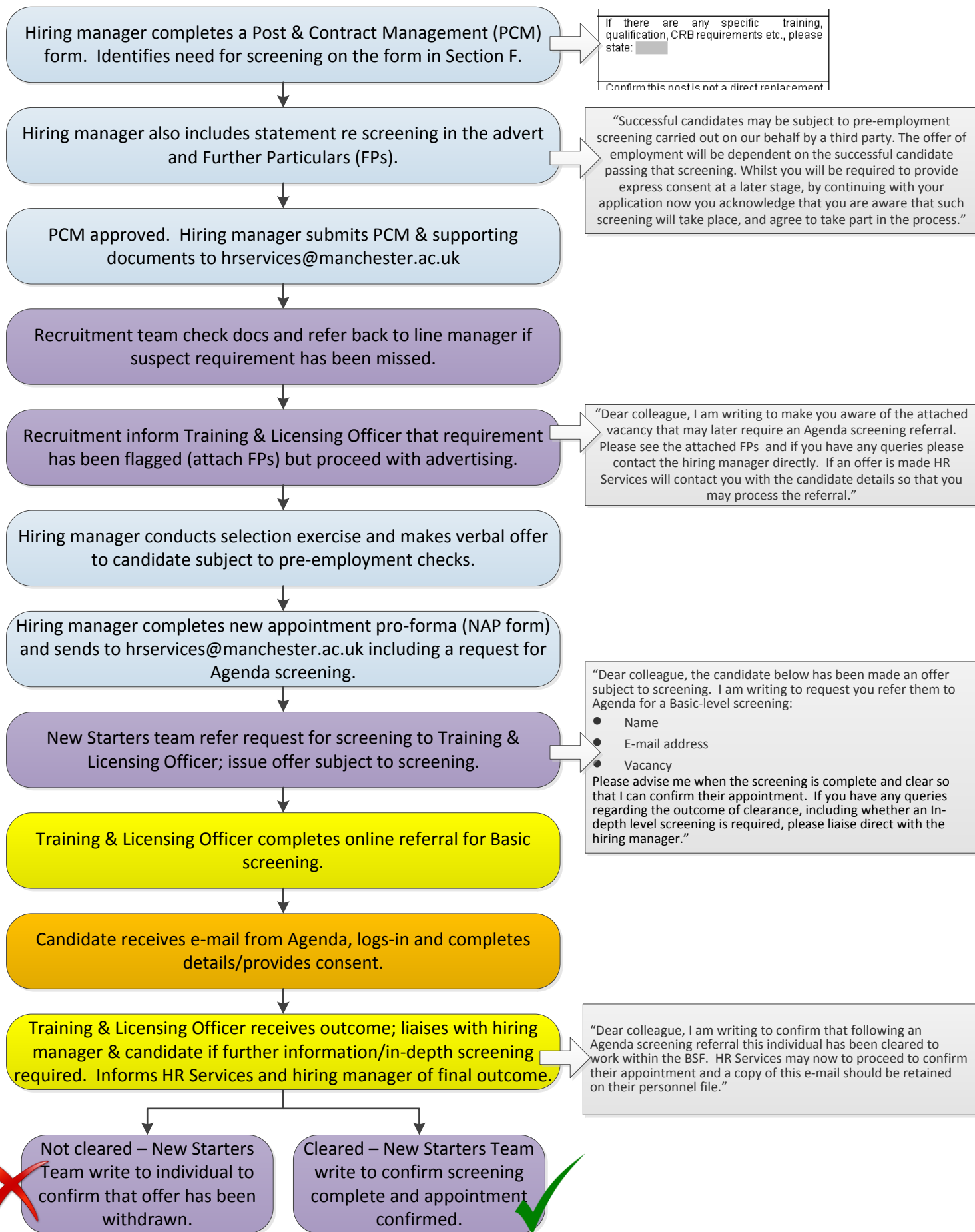
KEY:

Hiring Manager

HR Services

BSF Training & Licensing

Candidate



Vetting Process for Staff Working in the Biological Services Facility (BSF) – Process B (Post not being advertised)

KEY:

Hiring Manager

HR Services

BSF Training & Licensing

Candidate

Hiring manager completes a Post & Contract Management (PCM) form. Identifies need for screening on the form in Section F. PCM approved.

If there are any specific training, qualification, CRB requirements etc., please state: _____

Confirm this notice not a direct replacement

Hiring manager completes new appointment pro-forma (NAP form) and sends together with PCM to hrservices@manchester.ac.uk including a request for Agenda screening.

New Starters team refer request for screening to Training & Licensing Officer.

“Dear colleague, I am writing to request you refer the below-named employee to Agenda for a Basic-level screening:

- Name
- E-mail address
- Position


Please advise me when the screening is complete and clear so that I can progress their appointment. If you have any queries regarding the outcome of clearance, including whether an In-depth level screening is required, please liaise direct with the hiring manager.”


Training & Licensing Officer completes online referral for Basic screening.

Employee receives e-mail from Agenda, logs-in and completes details/provides consent.

Training & Licensing Officer receives outcome; liaises with hiring manager & employee if further information/in-depth screening required. Informs HR Services and hiring manager of final outcome.

“Dear colleague, I am writing to confirm that following an Agenda screening referral this individual has been cleared to work within the BSF. HR Services may now proceed to confirm their appointment and a copy of this e-mail should be retained on their personnel file.”

 Not cleared – New Starters Team write to hiring manager to confirm appointment cannot proceed.

Cleared – New Starters Team write to confirm appointment. 

Basic Screening includes:

- ID confirmation
- Current Address Confirmation
- Animal Rights Connection Check (ARC)
- Sanctions and Politically Exposed Persons Check

Turnaround is estimated to be 2 working days from when candidates provide consent and all required details. Cost of the check will be covered from BSF funds.

In-Depth Screening **will only be required if something is flagged as part of the basic check** and includes:

- Identity confirmation
- 5-year Address History Check
- 5-year Employment History Check
- Internet and Social Media Search
- Employment Gap Analysis
- Basic Criminal Record Check
- Sanctions Searches

Turnaround is estimated to be 8 working days from when candidates provide consent and all required details. Cost of the check will be covered from BSF funds.