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**How to manage flexible or hybrid working requests during recruitment**

We are happy to have discussions about flexible or hybrid working opportunities during the recruitment process. If a candidate asks about flexible or hybrid working during the recruitment process, managers should follow the guidance below.

For Hybrid Working:

* Share any information about current hybrid working arrangements in the team or any hybrid category that has already been assigned to the role.
* Explain any relevant local team rules around hybrid working that anyone appointed to the role would be required to work to.
* Ensure the individual is aware that hybrid working is generally informal at the University.

For Flexible Working:

Where a request if likely to impact upon terms and conditions of employment, such as requesting a job-share, or fewer / different working hours than advertised:

* Review the request in line with the operational requirements of the role.
* Reflect on the potential benefits or challenges of the request. How could any potential difficulties be overcome?
* Ask the candidate how they propose to manage the work within the working pattern suggested.
* Consider the key question – *can the role be effectively fulfilled within the working pattern proposed?*
* Consider if there will be any detrimental impact on the department or colleagues of the request.
* Provide a full explanation to the candidate if it is decided that flexible working cannot be agreed.
* Take advice from HR where appropriate.
* Feel empowered to suggest an alternative approach if the proposal from the candidate isn’t possible.
* Agree how any flexible working arrangement will work in practice, including reviewing them where appropriate.
* Confirm to the HR team any agreements made with candidates in order to ensure offer paperwork is accurate.

More information is available in the Flexible Working Policy and Hybrid Working Principles.