**Managers Need to Know – February 2025**

As part of our commitment to continuous improvement, including optimising our time to hire, attracting high quality candidates and managing the University agency spend, an additional question has been added to the JobTrain details/approval form. This question will help us track and analyse the source of hire for each position.

When completing the form, you will now be asked to select your intended source of hire from the following options:

1. **Follow current advertised/non-advertised process** – The hiring manager will handle the recruitment process and Recruitment Operations will provide assistance as required. This option includes vacancies that are to be offered to candidates named on a research grant.
2. **Talent Acquisition support** – A Talent Acquisition Business Partner will take the lead in managing the recruitment process.
3. **Agency support** – An approved recruitment agency from the University’s Preferred Supplier List (PSL) will assist in sourcing candidates. A written justification in the job notes is required to explain the use of an agency.
4. **Internal move** – The candidate is already an employee within the University and is moving into a different role.
5. **Other 3rd Party** – Involves working with external programs or organizations to recruit candidates. Examples include partnerships with The Works, Job Centres, Apprenticeships, etc.

Your input is crucial in helping us identify the most effective recruitment methods and ultimately improve the overall hiring experience. We greatly appreciate your support in completing this new question.