



University of Essex

Quick Guide

To Recruitment and Selection

Why it matters..

The University is committed to building a core staff with the skills, attitudes and knowledge we need for the future. Recruitment is a critically important way of building our capacity and capability to achieve the aims of our Strategic Plan which includes an ambitious growth agenda. Undertaking the recruitment and selection process in the most effective way will ensure that we are selecting the right individuals to join our University putting us in the best possible position to meet both operational and strategic level objectives.

The recruitment process is also an ideal opportunity to set out the core values of the University to which members of the University community subscribe when joining us. The recruitment and selection process works in two ways: it is an opportunity for us to be clear about our expectations and for the individual applicant to understand what life as a member of our community is like.

Staff undertaking recruitment have a high level of responsibility. Decisions taken by selection panels will shape the future of our workforce and determine the success of our mission for years to come. We have a mutuality of obligation through the People Supporting Strategy to deliver this process in the most effective way for the University.

How it works

I am the hiring manager - what do I need to do?

1. Vacancy Arises

- Undertake Moodle training on recruitment and selection.
- Obtain the funding approval to recruit through Unit 4.
- If it is a brand new role, contact hrer@essex.ac.uk to arrange for the role to go through the [HERA](#) job evaluation process.
- Contact your [Resourcing Adviser](#) if you need support with the recruitment process.
- Read the [Resourcing Guidance and Framework](#), other relevant articles on the [Staff Directory](#) and [other relevant policies](#).

2. Preparing to recruit

- Arrange an interview date and panel, and seek approval of the panel composition, if required (Academic recruitment).
- Ensure that all members of staff involved in the recruitment process have been through the Moodle Recruitment and Selection training and the Chair has also completed Unconscious Bias training.
- Write a job description and person specification for the vacancy using the [University's templates](#) with a focus on behaviour, values and duties.
- Write a clear and concise [job advertisement](#) that reflects the job description and person specification.
- [Start a requisition on iTrent](#) and upload the job description and funding approval PDF.

3. Assessing Candidates

- Book rooms and put in place any other logistical arrangement for the interviews. Ensure the panel are aware of all arrangements.

- Agree (in conjunction with the Chair) the format for the interviews and selection method.
- Select candidates for interview (with other panel members) according to whether they possess the requirements identified in the person specification.
- Upload your completed shortlisting grid to iTrent.
- Ensure that the recruitment process is conducted in a fair and transparent way.
- For Professional Service posts – invite candidates to interview via iTrent at least 1 week before the date. For Academic and Research posts – ensure that you upload your interview plan to iTrent within the [advertised timescales](#).
- Carry out [right to work checks](#) during the interview process as appropriate.

4. Offer employment

- For Professional Service posts – contact your Resourcing Adviser prior to making the offer to the candidate. For Academic posts – either the Executive Dean or Vice-Chancellor (or their nominee) will approve the offer prior to it being made.
- Act in the strictest confidentiality and notifying People & Culture of any conflicts of interest.
- Manage the induction of the new employee.
- Complete the appropriate [online appointment form](#) and attach right to work documentation (if appropriate).

I'm on the Selection Panel – what do I need to do?

- Ensure you are aware of the [Resourcing Guidance and Framework](#), other relevant articles on the [Staff Directory](#) and [other relevant policies](#).
- Undertake Moodle recruitment and selection training.
- Review candidate applications on [iTrent](#).
- Question interview candidates in a fair and legislatively compliant manner.
- Take notes during each interview.
- Ensure all paperwork is given to the Chair at the end of the interview process.
- Treat all information gained through the selection process as confidential.
- Notify People & Culture or the Chair of any potential conflicts of interest.

I'm chairing a Panel – what do I need to do?

- Undertake the Moodle Recruitment and Selection and Unconscious Bias training.
- Ensure you are aware of the [Resourcing Guidance and Framework](#), other relevant articles on the [Staff Directory](#) and [other relevant policies](#).
- Ensure interviews are conducted in a fair and equitable way and in accordance with University policies and guidance.
- Ensure the panel has an agreed list of appropriate questions and the arrangements for asking them are well understood by panel members.
- Ensure that all panel members treat information gained through the selection process as confidential.
- Ensure that a member of the panel is designated to prepare or give feedback to candidates upon request.
- Notify People & Culture of any potential conflicts of interest of the panel members.
- Ensure the selection decision is demonstrably free from bias and discrimination.
- For professional services posts, discuss the offer with your [Resourcing Adviser](#) before contacting the successful candidate.
- For academic posts gain relevant approvals from the Executive Dean, Vice-Chancellor (or their nominee) for the offer before contacting the successful candidate.
- In all cases, make the informal offer. A formal offer in writing will be sent by the Resourcing Team once the appointment form has been received (and in the advertised timescales).
- Upload all interview notes and the interview decision grid onto iTrent once the process has concluded (or arrange for this to be done if you don't have access to the requisition on iTrent).
- Ensure that the relevant [online appointment form](#) is completed and right to work documents attached (as appropriate).

Who can I contact for more information and queries?

Each department and section of the University has a dedicated Resourcing Adviser located in the People & Culture Section.

You can contact your [Resourcing Adviser](#) by email at resourcing@essex.ac.uk

Contact develop@essex.ac.uk for support with this document. For more Quick Guides go to the [webpage](#).