**Exceptional Circumstances in relation to Advertising**

***No requirement to advertise externally***

Exceptionally it may not be required to advertise a role *externally.* If you think that your vacancy may fall under one of the categories below *please consult your HR Adviser for approval*.

**Internal ONLY:** When the recruiting manager believes that the role can provide a promotional opportunity or be successfully filled by an internal candidate, it can be advertised internally only.

**Three month rule:** Where a successful candidate leaves a role within three months of appointment, an appointable candidate from the original interview process can be offered the role without a new recruitment process being initiated. Any period exceeding three months will require the recruitment process to begin again.

**Ring-fencing:** This will be considered during periods of Managing Organisational Change when roles are at risk of redundancy and/or pay protection within a particular department. In addition, it may be considered for promotional opportunities within a Department if there is a clear business case to do so, i.e. Subject Group Leader opportunities.

***No requirement to advertise internally or externally***

There are very few circumstances where an advert (internal or external) may not be required.

**Redeployment:** Recruiting managers are required to consider all staff on the redeployment register prior to advertising vacancies and before considering any other applicants. To minimise or avoid redundancy senior management will always consider whether they can redeploy staff from redundant posts within the University or elsewhere. Recruiting managers are required to consider all staff on the redeployment register prior to advertising vacancies and before considering any other applicants. Please contact your HR Adviser to check the Redeployment Register to see if there is anyone suitable for your post.

**Named individuals with specific knowledge or experience to fulfil a specialist or zero hours contract /named individuals with particular skills for the completion of work on projects/tenders/recruiting casual staff:** Adverts may not be required however a properly constituted interview still needs to take place in line with the University's recruitment and selection process.

**Fixed-term to permanent contracts:** If a role holder has been on a fixed-term contract for more than two years (in the same role) and there is an identified business need supported by a Staffing Authorisation Form (SAF), consideration (with advice from the designated HR Client Partner) can be given as to whether the member of staff can be transferred to a permanent contract. However, if the role has been fixed-term for less than two years and there is a business need identified for the role to be made permanent, the role should be advertised (internally and/or externally), as the initial recruitment pool may have been restricted due to the fixed-term duration offered, as permanent opportunities are more attractive to internal and external applicants.

**Recruiting staff through an agency:** Agency – please view preferred supplier document.