**Checklist for Getting your Vacancy Approved**

|  |  |
| --- | --- |
| **Action** | **Completed** |
| Is the vacancy a permanent, fixed term, a replacement or new role? |   |
| Please disclose if the vacancy is a maternity leave or long-term sickness cover? |   |
| Is the vacancy to cover a secondment? |   |
| Is it an extension to a fixed term contract? |   |
| Is it an increase in hours on a current contract? |   |
| Is it a new or an extension of payment of acting up responsibilities?  |   |
| Is it a casual engagement? |   |

|  |  |
| --- | --- |
| **Action** | **Completed** |
| Why is the resource required? |   |
| What is the impact to the university if this is not filled? Why is this essential? |   |
| How does the role fit with the department and wider university strategy |   |
| What is the timeframe for having someone in said position? |   |
| What alternatives have been considered? |   |

|  |  |
| --- | --- |
| **Action** | **Completed** |
| The budget implications of recruiting this role on the current and future years |   |
| Folder code to be used |   |
| Is the role externally funded? |   |
| What is the business case to justify the requirement for the role? |   |
| Any other financial and people implications of recruiting this role? |   |

**Checklist for Recruitment Process**

|  |  |
| --- | --- |
| **Action** | **Completed** |
| Unique selling points for the role/ department/ school |  |
| Your budget and cost code for recruiting (advertising, relocation, interview expenses etc.) |  |
| Targeted advertising for your consultant to explore i.e. professional bodies/journals |  |
| Key information you would like included in your advert  |  |
| Shortlisting date |  |
| Dates your available to interview |  |
| A potential start date |  |

**Checklist for Internal Applicants**

|  |  |
| --- | --- |
| Action  | Completed |
| Please login to your HR Connect self-service page via the quick links on the intranet (this will open a new window.) |  |
| Once signed in, click on the ‘current vacancies’ tab on the right-hand side of the self-service page. |  |
| This should take you to a new job search page. Scroll down the page and click the green ‘search’ button. |  |
| Once your search is complete, click on the ‘job title’ for example ‘Lecturer in Accounting’ to access that position and click on the ‘Apply’ online. |  |
| Please read all the instructions on the ‘Job Application summary’ page and then complete the online application form. |  |
| Please ensure that you complete all the information on the application summary page and make that all the marked symbols turn green once completed. |  |
| Ensure all your personal information/ education details are correct and up to date such as address, mobile number, professional qualifications, PhD, teaching qualifications etc. |  |
| Once you have completed the application form, click ‘apply’ and then then ‘submit.’ |  |
| Once submitted, you will obtain an email form us to confirm that your application form has been received.  |  |