Edinburgh Napier Selection and Appointment Process – December 2021

	Academic				Professional Services			Research		Leadership	
Grade	**5**	**6**	**7**	**8-10**	**Up to 5**	**6**	**7 & 8**	**Up to 4**	**5 & 6**	**SLT**	**ULT**
Approach to Advertising	Adverts can be flexed between 3-4 weeks depending on the role				Minimum 2-week advert	Adverts can be flexed between 2-3 weeks depending on the role	Adverts can be flexed between 3-4 weeks depending on the role	Minimum 2-week advert	Adverts can be flexed between 3-4 weeks depending on the role	Minimum 4-week advert	
	Internal and External advert required				External advert preferred. Could advertise internally only when appropriate	Internal and External advert required		Could advertise internally only if appropriate.	Internal and External advert required	Internal and External advert required	
	External agency may be used if appropriate for hard to recruit skill sets					External agency may be used for niche/hard to recruit for skill sets.				External agency may be used if appropriate	
	Advertise internationally									Advertise internationally if appropriate	
Shortlisting	Head of Subject & Line Manager with Dean of School approving shortlist	DVC & VP, Dean of School & Head of Subject	DVC & VP, Dean of School & Head of Subject		Line Manager and other Line Manager or Peer	Line Manager And Head of Service	Head of Service and relevant SLT or ULT member	Line Manager and Line Manager or Peer	Line Manager plus either PI, Head of Subject or AP/Prof	Principal ULT Line Manager Director of People and Services Agency if used	
All shortlists must be inclusive and gender balanced or the position must be re-advertised. Minimum 30% representation of one gender – Written approval required from relevant ULT member if feel not appropriate to readvertise.											
Initial Conversion If required	Head of Subject	Dean or Head of Subject	Dean or Head of Subject		Line Manager	Line Manager	Line Manager	Line Manager / PI	Line Manager / PI	ULT Line Manager or Agency	Director of People and Services, Principal or Agency
Stage 1 interview	**Minimum of 3 on Panel** Dean of School Head of Subject and 1 other *(line manager, Head of Learning & Teaching or Head of Research)*	**Minimum of 4 on Panel** DVC & VP, Dean of School, Head of Subject and 1 other *(line manager, Head of Learning & Teaching or Head of Research)*	**Minimum of 4 on Panel** DVC & VP, Dean of School, Head of Subject and External Professor *(Head of Learning & Teaching, Head of Research or line manager)*	**Minimum of 5 on Panel** DVC & VP, Dean of School, Head of Subject, Head of Research and External Professor *(Head of Learning & Teaching, or line manager)*	**Minimum of 2 on Panel** Line Manager and 1 other *(Head of Service, another Manager or appropriate peer)*	**Minimum of 3 on Panel** Head of Service, Line Manager and 1 other *(Heads of Service or Appropriate peer)*	**Minimum of 3 on Panel** Director of Service, Head of Service and 1 other *(Heads of Service, SLT members or appropriate peer)*	**Minimum of 2 on Panel** Line Manager And 1 other *(Peer of Line Manager, PI or Head of Research)*	**Minimum of 3 on Panel** Line Manager, Head of Research and PI	**Minimum of 2 on Panel** Informal 'culture fit conversation' Line Manager and 1 other *(Director of People and Services, other ULT members)*	**Minimum of 2 on Panel** Informal 'culture fit conversation' Principal and 1 other *(Director of People and Services and other ULT Members)*
Campus Tour	N/a	Head of Subject	Dean		N/a	N/a	Line Manager	N/a	N/a	SLT/ULT Member	SLT/ULT Member
Stage 2 interview	N/A	Stage 2 interviews are encouraged to ensure full assessment of candidates take place. If a second interview is required there should be minimum of 3 attendance:	Stage 2 interviews are encouraged to ensure full assessment of candidates take place. If a second interview is required there should be minimum of 4 in attendance: DVC & VP,	Stage 2 interviews are encouraged to ensure full assessment of candidates take place. If a second interview is required there should be minimum of 5 in attendance: DVC & VP,	Not Required	Not Required	Stage 2 interviews are encouraged to ensure full assessment of candidates take place. If a second interview is required there should be minimum of 3 in attendance: Director of Service,	Not Required	Not Required if externally funded fixed term research role. If perm, please follow academic appointment process	**Minimum of 5 on Panel** Principal Line Manager Director of People and Services Member of ULT Court Member External	

		Dean of School, Head of Subject and 1 other (Line Manager, Head of Learning & Teaching or Head of Research)	Dean of School, Head of Subject and 1 other (External Professor, Head of Research or Head of Learning & Teaching)	Dean of School, Head of Subject, Head of Research and 1 other (External Professor, Head of Learning & Teaching or Line Manager)			Head of Service, and 1 other ((Heads of Service, SLT members, HR Partner or appropriate peer)				
All panels must be gender balanced and inclusive or they cannot proceed. Minimum 30% representation of one gender											
Referencing and Vetting	1. Identify Verification 2. Employment History Verification (this includes two reference checks and employment history up to previous five years) 3. Educational Document Check (Highest Higher) 4. Professional Qualification Document Check		1. Identify Verification 2. Employment History Verification (this includes two reference checks and employment history up to previous five years) 3. Educational Document Check (Highest Higher) 4. Professional Qualification Document Check	1. Identify Verification 2. Employment History Verification (this includes two reference checks and employment history up to previous five years) 3. Educational Document Check (Highest Higher) 4. Professional Qualification Document Check	1. Identify Verification 2. Employment History Verification (this includes two reference checks and employment history up to previous five years)	1. Identify Verification 2. Employment History Verification (this includes two reference checks and employment history up to previous five years) 3. Educational Document Check (Highest Higher) 4. Professional Qualification Document Check	1. Identify Verification 2. Employment History Verification (this includes two reference checks and employment history up to previous five years) 3. Educational Document Check (Highest Higher) 4. Professional Qualification Document Check	1. Identify Verification 2. Employment History Verification (this includes two reference checks and employment history up to previous five years)	1. Identify Verification 2. Employment History Verification (this includes two reference checks and employment history up to previous five years) 3. Educational Document Check (Highest Higher) 4. Professional Qualification Document Check	1. Identify Verification 2. Employment History Verification (this includes two reference checks and employment history up to previous five years) 3. Educational Document Check (Highest Higher) 4. Professional Qualification Document Check 5. Director Check 6. Criminal Check 7. Financial Check	1. Identify Verification 2. Employment History Verification (this includes two reference checks and employment history up to previous five years) 3. Educational Document Check (Highest Higher) 4. Professional Qualification Document Check 5. Director Check 6. Criminal Check 7. Financial Check

Additional Checks: The below checks are conducted on a role-by-role basis.
1. Professional Qualification Verification
2. Educational Qualification Verification
3. Online Media Checks
4. Director Check
5. Criminal Check
6. Financial Check
7. Overseas Criminal Check
8. Overseas Financial Check
9. DVLA Check
10. P.V.G.
11. B.P.S.S. Check