

# 19 Steps to Hiring at Edinburgh Napier University

## SAF



### 01. Staff Authorisation Form

Hiring Manager raises SAF for approval to recruit & attaches role profile. HR Partner supports if new role profile.

Approved SAF goes to Recruitment for allocation to Talent & Resourcing Consultant.

## SOC Assessment



### 02. SOC Code Assessment

One SAF is assigned to T&R Consultant, the SOC Code will need to be assessed with UKVI Advisor to assess if the position meets government requirements for sponsorship.

## Briefing



### 03. Manager Briefing

Once your SAF is approved, the T&R Consultant will go through a Recruitment Briefing with the HM.

## Job Advert



### 04. Job Advert/Campaign

T&R Consultant gathers content, dates and cost for the campaign/advert from Hiring Manager and HR BP.

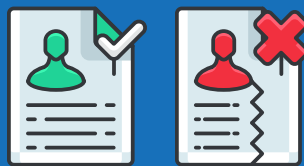
## Live Campaign



### 05. Live Campaign

T&R Assistant goes live with the adverts on all of the relevant job boards.

## Longlist



### 06. Longlist

T&R consultant will carry out an initial Longlist screening once the advert has closed.

## Shortlist



### 07. Shortlist

HM plus one panel member will select their shortlist to interview from Longlist sent.

## Stage One



### 08. Stage One

**Regret** all candidates nominated by HM

**Hold** all candidates nominated by HM

**Invite** all candidates nominated by HM

## Interview



### 09. Interview

T&R Assistant arranges First Stage Interview (This may be Final depending on the Grade).

Allow 7 days notice to candidates.

## Outcome



### 10. Interview Outcome

Panel decide on who the appointable candidates are following the interview and send the Rating Matrix/Feedback and Appointment from to T&R.

## Offer



### 11. Offer

Identify preferred candidate from the Appointment Form.

T&R Consultant to verbally offer the candidate and send follow up email with details.

## Unsuccessful



### 12. Regret

T&R Assistant send regrets to unsuccessful candidates.

T&R Consultant offers feedback to candidates, if requested.

## PES



### 13. Pre Employment Screening

T&R Consultant enters the appointable candidate's details on Security Watchdog for Reference checks process to begin.

## Conditional Offer



### 14. Conditional

T&R Consultant send appointment from to HRS.

Once Start Date is agreed, HRS issue the Conditional Offer via DocuSign

## UKVI



### 15. VISA Process

Once the offer has been signed, the T&R consultant will introduce the candidate to the UKVI Advisor, if required.

UKVI Advisor works with candidate to complete Visa process.

## Checks



### 16. RTW & PES

HRS Assistant or T&R Assistant complete right to work checks.

Security Watchdog verify complete reference checks.

## Unconditional Offer



### 17. Unconditional Offer

HRS issue letter via DocuSign.

## Onboarding



### 18. On boarding & Induction

Successful candidate starts.

Induction process to be followed by HM.

## Start



### 19. Beginning of employment

Successful candidate reports for their first day.

IT access should be granted and Staff Card will be created.