

Recruitment and Selection Policy and Procedure

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Recruitment and Selection Policy

1. Objective

This Policy aims to achieve the appointment of highly talented staff, through the following objectives:

- 1.1. To support the recruitment, retention and development of people of the highest calibre to contribute to the University's mission and corporate objectives.
- 1.2. To consider the skills, abilities, knowledge and aptitude needed in order to carry out a particular job role.
- 1.3. To assess candidates against the skills, abilities, knowledge and aptitude needed to carry out a particular job role.
- 1.4. To maintain a centralised service approach to the recruitment and selection of staff.
- 1.5. To ensure that the recruitment and selection process is fair and transparent, free from bias, prejudice and discrimination.
- 1.6. To describe the processes and procedures to be followed to ensure equality and consistency in approach.
- 1.7. To maintain best practice and compliance with Employment and Equality legislation.
- 1.8. To aim to develop a workforce which reflects the diversity in society.

2. Application

The principles of this Policy / Procedure apply to appointments (permanent and fixed term) for all staff up to, and including, Grade 9. Separate arrangements will be made for the appointment of staff above Grade 9. For Professorship and Conferment Arrangements, Readership and Conferment Arrangements and for Teaching Fellowship and Conferment Arrangements, although these are dealt with outside this Policy, the Procedure will be applied as appropriate for recruitment and appointment. The probation period will also apply in these appointments.

3. Training

Mandatory training will be carried out for Chairs and Panel members involved in interview panels in the recruitment and selection procedures, to ensure a common understanding and application of the Policy / Procedure. This training will include equality and diversity. Existing Chairs and Panel members, who have been trained, will not need to undertake refresher training but will be provided with updates on any changes to either the Policy and/or procedures as necessary.

4. Review

This Policy / Procedure is in line with legislative requirements and will be subject to review following legislative changes, or at any time by members of the Joint Committee of representatives of University management and representatives of the recognised trade unions.

Recruitment and Selection Procedure

1. Authorisation to Recruit

Schools and Departments will seek authorisation to start the process for recruitment and selection to posts from the University Staff Monitoring Committee, which comprises the Vice Chancellor's Executive and the Director of Human Resources.

1.1. Monitoring Process

The Monitoring form for Vacancies (see Appendix 1 for current form) must be completed in full and signed by the Dean / Director, following discussion where necessary with the contact HR Manager. It should be sent to the HR Systems and Information Team in HR (email: monitoring@tees.ac.uk) as soon as possible, but no later than ten calendar days before the scheduled Staff Monitoring Committee.

Before a post is authorised by Monitoring Committee for recruitment, the School or Department will have prepared a job description and person specification. A job description details the purpose, tasks and responsibilities of the post and a person specification sets out the key skills and responsibility levels needed (see Appendix 3 for templates).

There are standard formats for the job description and person specification, and the contact HR Manager for each School / Department will map the detail of particular roles to the standard format from HERA assessment. For ICT roles, in addition, the criteria from the Skills Framework for the Information Age will be taken into account.

The grade and agreed progression for each post must be confirmed through the University's role analysis scheme (HERA).

When submitting the Monitoring form, the School or Department must detail the panel members to be invited to attend the short listing and interview panels and have the option to suggest an external panel member.

1.2. Monitoring Fast Track

All requests must be submitted to the Staff Monitoring Committee for approval.

2. The Recruitment Process

2.1. Consideration for Redeployment

In the first instance all approved vacancies will be circulated to all staff registered as requiring redeployment for initial consideration. This process should take one week to complete. If redeployed staff have planned holidays they should notify the relevant HR Manager to avoid missing out on opportunities. Please refer to the Redeployment and Pay Protection Policy for further details.

2.2. Constitution of Interview Panels

For posts up to Grade 8b, there will normally be three panel members (gender balance of panel will be taken into account) and will be determined by the School / Department in consultation with the contact HR Manager / HR Administrator. The panel will normally be chaired by the Dean / Director of the relevant School / Department (or nominee), and the Chair will be accompanied by one other member of staff of the relevant School / Department and the external panel member (which may be a non University employee). For all roles at Grade 9 or above, a member of the HR Department will also be part of the panel. A member of the Vice Chancellor's Executive or nominee will chair the panels for Grade 9.

The grade of internal panel members will be at least the same as the vacancy being recruited to.

Please refer to the University Professorial Conferment arrangements for panel constitution for the appointment to posts of Professor.

2.3. Advertising

If the vacancy is not filled by a member of staff who needs redeploying, the advertisement should summarise the main requirements of the job, which are contained in the job description and person specification. The relevant HR Manager / Administrator will undertake a client brief of the recruitment campaign with the relevant School / Department. With assistance from the HR Administrator, the School / Department will write the job advertisement in the University's "house style" from the Job Description and Person Specification. The advertisement will be signed off, when agreed, by the relevant Dean / Director and passed to HR before advertising.

A School / Department may fill the vacancy on a short term basis for 6 months without advertising, but the vacancy must be advertised when required to be filled on a permanent basis.

It should be noted that where immigration restrictions apply the advertisement will indicate this.

2.4. Where to Advertise

Posts are either advertised as restricted or non-restricted.

Restricted posts are advertised internally, and only employees of the University, including agency staff working at the University, are eligible to apply.

Normally all support posts, up to and including Grade 6, will be restricted to University employees in the first instance. Other posts can also be restricted to University employees, however requests to restrict a post must be made to the Staff Monitoring Committee. This will apply where, for example, posts are being filled as part of a restructuring exercise where existing staff are being displaced or where roles are being offered as top-ups to existing posts or secondments.

Non-restricted posts are advertised on the University website and distributed around local 'free' networks. All non-restricted adverts will also be passed to Job Centre Plus in order to satisfy the immigration regulations, in relation to potentially appointing candidates who are non EU residents. Non-restricted Academic posts must also be advertised on jobs.ac.uk.

If a School / Department wishes to advertise in other media, incurring costs, a case should be made at the time of submission to Monitoring Committee.

The closing date for applications will normally be 10 working days from the advertised date, and the interview date will be agreed before the commencement of the recruitment campaign, and will be inserted in the advertisement.

2.5. Recruitment Consultants

Recruitment Consultants will only be used in exceptional circumstances. The use of recruitment consultants would always need VCE approval. All costs incurred will be charged to the School / Department's advertising budget.

2.6. Recruitment Literature

The School / Department will prepare the relevant recruitment literature in liaison with the contact HR Manager / HR Administrator and this will be available to all applicants as soon as the post is advertised.

2.7. Method of Application

Applications submitted without a completed application form will not be considered, except where the Redeployment Policy / Procedure applies.

Applications from interested candidates can be supplemented by a curriculum vitae providing the Teesside University application form has also been fully completed.

3. Shortlisting

- 3.1. Shortlisting will normally take place no later than 5 working days after the determined closing date. Late applications will not normally be accepted.
- 3.2. Human Resources will circulate the shortlisting documentation to the shortlisting panel within 3 working days of the closing date.
- 3.3. Where there is a high volume of applications for a particular post (normally above 75), Human Resources will normally undertake an initial sift of applications for the relevant School / Department, eliminating applications which do not meet any essential selection criteria.
- 3.4. Briefing notes for Chairs and Panel members will be included in the documentation. The shortlisting panel will, normally, be the same as the interview panel however, there must be a minimum of three panel members at the shortlisting panel.
- 3.5. No personal data relating to diversity information or criminal records will be sent to the shortlisting panel. However, Chairs of Panel will be made aware, in advance of shortlisting, by the contact HR Manager / Administrator that under the University's Two Tick and Mindful Employer initiatives, any disabled applicants meeting the essential person specification criteria will be offered an interview.
- 3.6. Shortlisted candidates will be subject to immigration control checks (for example: Certificate of Sponsorship or visa) and Chairs will be advised of the details in advance of the interviews.
- 3.7. Candidates must only be assessed by their application forms and references against the person specification for the role and all the essential criteria must be assumed to be fully met to justify shortlisting. Each panel member should ensure that they clearly identify where a candidate does not meet any of the essential or desirable criteria, and complete the shortlisting matrix contained in the shortlisting documentation (see Appendix 4 for current form).
- 3.8. All applicants (internal and external) must be assessed on the same basis.
- 3.9. The Chair of the shortlisting panel is responsible for collating the decisions of all members of the shortlisting panel and for resolving any divergence of opinion. The Chair will complete and sign off the shortlisting matrix, representing the agreed views of all the shortlisting panel members, and will liaise with the contact HR Manager / HR Administrator to progress to the interview stage.
- 3.10. The Chair will also complete the recruitment selection requirements form giving full details of the selection process required, any selection activity additional to the interview, including presentations, group discussions, task tests and refreshment requirements (costs to be borne by the School / Department). The relevant contact HR Manager / HR Administrator can advise on appropriate additional selection activities where necessary.

3.11. The Chair will co-ordinate and agree the format of questions for the Interview process. This can be done at the Shortlisting Stage or at the preamble of the Interview.

4. References

References will be taken up on all shortlisted candidates. Candidates are required to provide the names of two referees, one of whom should be the current or most recent employer, for external candidates, and current line manager for internal candidates. For student workers, the requirement is for one referee, normally a University, College or School Tutor.

Please refer to Professorial Conferment arrangements for reference requirements for appointment of Professors.

References will be taken up using a standard reference form (see Appendix 2 for pro forma).

Under the Data Protection Act, any reference will be shared with a candidate if requested.

All references received ahead of the interview will be handed to the Chair, for sharing at the end of the interviews in the final deliberation process. No offer of appointment, verbal or contractual, will be made until at least the reference from the last / current employer is received and is deemed to be satisfactory. If this is not received within a reasonable period of time, there may be a decision not to appoint to the post.

5. Salary Assessments

Salary assessments will be prepared for each shortlisted candidate by Human Resources, taking into account the criteria from the Framework Agreement. This information will be passed to the Chair of Panel for information only, not to be used, in any way, at the interview process.

6. Criminal Records Bureau (CRB)

If the post is subject to an appropriate CRB check, this will be approved at Monitoring Committee, and be communicated to candidates in the advertisement, and further particulars.

7. Interview Process

The interview will normally take place approximately 10 working days after the shortlisting date, and shortlisted candidates will normally be given a minimum of one week's notice of interview date.

The interview process will involve a formal interview to be supplemented with any additional selection activities where necessary. Interviews for all academic posts will require the candidates to deliver a presentation as part of their selection process. Areas of structured questioning (and questions to be asked) will be agreed in advance at the pre-meeting before interviews commence. These should be the same for each candidate and relate only to the job description / person specification. The questions asked will form a record of the recruitment process.

Each panel member should make a written assessment of each candidate, as they are interviewed, on the standard forms issued by Human Resources (see Appendix 5 for current form). The comprehensive notes of each panel member should be collated by the Chair and passed to Human Resources. The notes will be retained for 6 months following the interview.

After the last candidate has been interviewed, the chair will preside over a discussion on the comments and final ranking of candidates. The Chair will establish which candidate is the preferred choice of the panel. A recommendation to appoint the preferred candidate will be made on the recruitment report form, see Appendix 6 for current form. The completed form should include confirmation of who is to provide feedback to the unsuccessful candidates. This will normally be the Chair of the Panel. The feedback will relate to the decision taken against the job description / person specification.

The Interview Notes form provides an option to nominate a second choice candidate, deemed by the Panel to be appointable. Where other appointable candidates are identified by the interview panel, they, and any interested internal staff will be considered for suitable similar vacancies.

8. Pre-Employment Checks

All appointments will be subject to satisfactory references, a satisfactory CRB disclosure and immigration control checks, if appropriate. Any advice with regard to UK Border Agency Regulation requirements will be provided to the Chair of Panel by the relevant HR Manager.

For further information on the UK Border Agency please refer to their website:

<http://www.ukba.homeoffice.gov.uk/visas-immigration/>

All appointed employees will need to complete a Work Health Assessment Declaration (see Appendix 8 for current form) and invited to discuss with the Occupational Health Adviser any concerns they may have about their health in relation to the role.

Where an applicant answers yes to one or more of the initial health questions, a Work Health Assessment Questionnaire (See Appendix 9 for current form) needs to be completed.

To meet legislative requirements for health surveillance, if an applicant is to be appointed to any of the following roles, the Work Health Questionnaire would need to be completed prior to commencement to post:

- Dentists, dental nurses and dental technicians
- Nursery Staff
- Staff undertaking work on the fabric or services of buildings
- Night workers (in accordance with Working Time Directive)
- Caretakers/Cleaners
- Food Handlers
- Drivers
- Security Staff
- Technicians working in laboratories and workshops
- Other staff as notified to the University by statutory agencies

9. Probation Period

Probation will apply to new appointees to the University as follows:

- Academic Staff

When the member of staff is new to teaching in Higher Education or Further Education, or when the staff member has a significantly different role and responsibilities, a twelve month probation period will apply.

- Support Staff

When the staff member has a significantly different role and responsibilities, defined as no recent past experience of twelve months or more in the role, a six month probation period will apply.

A probation period will also apply to new appointees above Grade 9. Appendix 7 provides details of the operation of the University's Probation Scheme.



Monitoring Form – Vacancies

(For use with New and Existing Posts)

Monitoring No:	
Date:	
Position Ref:	

This form is only valid for use between: **1 September 2011 and 31 August 2012**

New Post

Replacement for Existing Post

School/Department/Unit:			
Job Title:		Grade:	
Permanent/Temporary: (if temporary please state the justifiable objective reason from the attached list)		Hours:	
Name of Employee: (for replacing existing posts)		Start date:	
		End date:	
Summary of the Request and Reason			
Funding Source: (including Project Code/Cost Centre)*			

* If funded externally, please attach details of funding approval.

1 **Why is it important for this role to be filled?**

2 **Can the work be absorbed by other members of the team, even where this may result in less critical tasks not being undertaken?**

Yes

No

If NO, please provide details.

3 **What options have you explored to restructure the activity in order to maximise resources?**

(a) e.g. redeployment from another area or internal promotion without the need for backfill.

(b) Is there scope for this activity to be supported centrally?

4 **Can this post be filled on a job-share basis?**

Yes

No

If NO, please indicate why a job-share is not appropriate

5 **If the post is recruited from within the School/Department/Unit, would the resulting vacancy require 'back filling'?**

Yes

No

If YES, please indicate your reasons for 'back filling'.

6 **If a part-time or term-time only post is requested, what was the basis for deciding how much resource was needed?**

7 **What impact can the post holder have upon the School/Department/Unit Business Plan?**

8 **What impact will the post holder have on ensuring the achievement of the University's objectives?**

9 **What, if any, would be the adverse effects if this request was not approved?**

10 **Is this post part of the establishment?**

Yes

No

If NO, please include documentary evidence to support this request.

11 **If this post is approved, are there any forthcoming circumstances that would enable the cost of appointment to be offset?**

e.g. Planned retirement without replacement, known resignation where the post will not need to be filled.

12 **Is the School/Department on track to meet its 1% efficiency target?**

Yes

No

13 **If the post requested is for an externally funded activity, has the project met full economic cost?**

Yes

No

Authorisation

Signed:

Dean / Director

Date:

Please Remember to Attach:

- Job Description and Person Specification (please note, that after approval at Staff Monitoring Committee these cannot be amended)
- Any additional relevant information

Additional Information (this section must be completed)

14 **Is a Criminal Records Bureau Disclosure Required?**

Yes

No

If YES, please state the reason for this.

15 **Who will be responsible for the day-to-day management of this post?** (i.e. take responsibility for signing holiday and sickness absences and carrying out the PDR process)

Name:

Job Title:

16 **If the post is approved, can you confirm that there is an existing work space together with associated resources; furniture, telephone and IT data access, etc?**

Yes

No

If NO, please indicate your resource needs, source of funding and as to whether these resources will be available by the start date of the new employee.

Recruitment Information

Panel members required to attend both short listing and interviews, including suggested external panel member if you have a preference.

Name	Contact No

17 **Will this post be Restricted to Employees only?**

Please Note, all support posts below Grade 7 will be advertised internally only initially and Agency Workers will be classed as "employees" for the purposes of advertising posts

Yes

No

If Yes, please explain the reason for this restriction

18 **Does this post need to be advertised through alternative publications or websites?**

Please note that ALL vacancies will be advertised on the Teesside University Website and other FREE online sites (HEBP Colleges, Job Centre, NHS Trusts, Equality North East website, The Shaw Trust and The Diversity Group)

Yes

No

If YES, please provide the details below for where you would like to advertise:

Publication / Website	Estimated Cost

19 Budget code for advertising costs (if applicable)

Justifiable Objective Reasons for a Fixed Term Contract

- The post requires specialist expertise or recent experience not already available within the University in the short term
- To cover staff absence as appropriate (e.g. parental, maternity and adoption leave, long term sickness, sabbatical leave or secondment).
- the contract is to provide a secondment or career development opportunity (and the individual holds a substantive, permanent contract).
- input from specialist practitioners.
- where there is no reasonable foreseeable prospect of short-term funding (i.e. less than 4 years) being either renewed or other external or internal funding available or becoming available. Where the short-term funding has already been renewed, continued use of the fixed-term contract would need to be justified by objective reasons.
- where there are statutory limitations on the period of employment (e.g. visa/work permit) or contractual stipulations attached to the funding (e.g. some European funding is only available to support staff on fixed-term contracts).

Reference Request

Human Resources



Applicant's Name	<input type="text" value="<<formatted_name>>"/>	Applicant Reference	<input type="text" value="<<applicant_reference>>"/>
Vacancy applied for	<input type="text" value="<<vacancy_job_title>>"/>	Job Reference	<input type="text" value="<<position_reference>>"/>

If you are a current or previous employer please complete both **Sections A and B** in addition to any general comments or observations you may wish to make. If giving a personal reference, complete **Section B** only.

Section A: Current or Previous Employer

Applicant's current / most recent job title

Start date Leaving date

If left, please give the reason for leaving

Main duties and responsibilities

Did the applicant perform the above role to your satisfaction? Yes No

If you answered no, please provide details below:

Work Record - please tick the relevant box

In your view was the applicant's:	Excellent	Good	Satisfactory	Poor
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General attitude to work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relationship with colleagues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Would you re-employ this person? Yes No

If you answered no, please provide details below:

Section B: Suitability for the Role

A copy of the job details for the vacant post is enclosed to help you comment on the following aspects of the applicant's suitability for the post.

How long have you known the applicant?

In what capacity do you know the applicant?

Please comment on the applicant's personal qualities, by ticking the appropriate box

	Excellent	Good	Satisfactory	Poor
Communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trustworthiness / Honesty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do you feel that the applicant has sufficient previous experience, qualifications and skills to carry out the duties on the job description and person specification?

Yes

No

If you answered no, please provide details below:

Are you aware of any aspects of the applicant's conduct (including attendance and timekeeping), work or character which might affect job performance?

Yes

No

If you answered yes, please provide details below:

If you have any additional comments which you would like to make please provide these below.

Thank you for this reference. Please complete the section below

Name

Date

Signature

Your Contact Details
(Telephone and Email Address)

Name and Address of Company
/ Organisation (if applicable)

Templates for Job Description / Person Specifications

**Job Description**

Position Title:	
Position Number:	
Grade:	
Responsible To:	
Location:	
Job Purpose:	[This describes briefly the key focus of the role]

Duties and Responsibilities

- 1.
- 2.
- 3.

Person Specification

Position:

Department:

Competency	Role Specification	Evidence/Demonstration of meeting specification	Essential/Desirable
1.	The role holder is required to: •	Demonstrate/describe: •	
2.	The role holder is required to: •	Demonstrate/describe: •	
3.	The role holder is required to: •	Demonstrate/describe: •	
4.	The role holder is required to: •	Demonstrate/describe: •	
5.	The role holder is required to: •	Demonstrate/describe: •	
6.	The role holder is required to: •	Demonstrate/describe: •	

Shortlisting Matrix

Human Resources



<p>Job No:</p> <p>Post Title:</p> <p>Department/School:</p> <p>Chair of Panel:</p> <p>HR Contact:</p> <p>Interview Date:</p>	<p>To be completed by the Chair of the Shortlisting Panel</p> <p>Number of Candidates Shortlisted for Interview: <input style="width: 50px; height: 30px;" type="text"/></p> <p>Signed (Chair): _____</p> <p>Date: _____</p> <p>Checked (HR Manager): _____</p> <p>Date: _____</p>
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Please note that this form must be signed by both the Chair of the Shortlisting Panel and a member of HR.

* Does candidate meet each criteria? Indicate ✓ or X

Candidate No & Name	Essential Criteria Number*															Desirable Criteria Number*										Yes/No	Reasons for Shortlisting/ Not Shortlisting
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	1	2	3	4	5	6	7	8	9	10		
	1																										
	2																										
	3																										
	4																										
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	3																										
	4																										

Interview Notes

Human Resources



Name of Candidate:	
---------------------------	--

Areas of Questioning	Met	Partly Met	Not Met	Feedback
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Any other comments:

Panel Member:	
Signed:	



Recruitment Report

Human Resources

Job No:			Monitoring No:/Date:		
Post Title:					
Department/School:					
Panel:					
Preferred Candidate:					
Contact Details:	Home				Work
	Mobile				E-Mail
Current Employment:					
Current Salary:					
Proposed Salary:					
Proposed Start Date:					
Reason for Choice:					
Probation:	Does Probation apply?				Yes/No
	Period:				

Chaired By:
(Signature)

Date

Approved By:
(Signature)

Date

Human Resources

Second Choice Candidate

Name:		
Comments: (on Interview and Selection test[s])		
Contact	Home	Work
Details:	Mobile	E-Mail

Comments on Unsuccessful Candidates

Name:		
Comments: (on Interview and Selection test[s])		
Contact	Home	Work
Details:	Mobile	E-Mail

Name:		
Comments: (on Interview and Selection test[s])		
Contact	Home	Work
Details:	Mobile	E-Mail

Name:		
Comments: (on Interview and Selection test[s])		
Contact	Home	Work
Details:	Mobile	E-Mail

Name:		
Comments: (on Interview and Selection test[s])		
Contact	Home	Work
Details:	Mobile	E-Mail

Name of person who will provide feedback:
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Agreed Questions

Human Resources



Post Title:	
Department/School:	

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Probation Scheme

1. Scope of the Scheme

- 1.1. Based on the criteria set out in paragraph 9 of the procedure, this scheme will apply only to new appointees to the University from 1 September 2012 of 12 months or more, not to employees moving sideways or for promotion within Schools / Departments or between Schools / Departments.
- 1.2. In a redeployment situation, the trial period that takes place is not covered by this scheme.

2. The Probationary Period

- 2.1. The normal probationary period will be 12 months for academic staff and 6 months for support staff, with a review period at the end of month 8, and at the end of month 4 respectively.

3. Purpose of Probation

- 3.1. An opportunity for new appointees to understand the University's mission and corporate objectives, and to be clear about what is expected of them to become effective in their new role. The probationer will use this period to demonstrate suitability for the position.
- 3.2. A period of time for the Line Manager, defined as Grade 7 and above for support staff and Dean for academic staff, to make a realistic assessment of performance and capability, to enable an informed decision to be taken on whether to confirm the probationer as a permanent staff member, or for continuing employment if the role is fixed term for more than 12 months. The Line Manager will provide all necessary training and information for the probationer to undertake all aspects of their role.
- 3.3. In the event of a dispute between Line Manager and an appointee on probation, the appointee on probation will have the right to be represented by a trade union representative or a friend not acting in a professional capacity.
- 3.4. All Policies / Procedures, including Discipline and Grievances, apply to appointees on probation.

4. Scheme Procedure

- 4.1. Together with their employment contract, the probationer will be provided with a job description. In addition to this they will meet with their line manager, normally within their first four weeks of employment, and agree an initial set of priorities (as part of the Initial Development Plan), the delivery of these priorities will be monitored throughout the individual's probationary period and will be a key factor in determining the success or otherwise of the probation.
- 4.2. Throughout the probation period, work performance will be regularly assessed, with a review period at the end of month 8 for academic staff and at the end of month 4 for support staff.
- 4.3. The contact HR Manager will alert the Line Manager that a probationary review is due for completion after 8 or 4 months. The Line Manager will maintain records of the regular assessment, with agreed actions / review of agreed actions. A copy of the record will be given to the probationer and to HR.
- 4.4. After the final review at the end of month 8 or at the end of month 4, and where the Line Manager considers there has been unsatisfactory work performance, the Director of Human Resources will be consulted.
- 4.5. A meeting shall be convened involving the Dean of School / Director of Department and probationer. At the meeting the issues of concern will be explained to the probationer, who will have the opportunity to respond before a final decision is made on whether to recommend dismissal, or, in exceptional cases, an extension of probation. The recommendation will be sent to the Director of Human Resources who will then discuss the details of the case with the Vice Chancellor before the final decision to dismiss is made.
- 4.6. If the recommendation is dismissal, the member of staff will be given the requisite period of notice in their contract of employment.

5. Extension of Probation

- 5.1. In exceptional circumstances, a probationary period may be extended for 3 months maximum. Extensions of probation may be appropriate where there are concerns about performance late in the probation period, or where the individual's attendance at work during the probationary period has been limited, for example, due to sickness and there has therefore been little opportunity to assess them. The Line Manager should consult the contact HR Manager if consideration for such action is warranted.

6. Dismissal – Right of Appeal

- 6.1. A staff member will have the right of appeal against dismissal by writing to the Head of Legal Services within 10 working days of receipt of the dismissal letter. A panel, comprising 3 members of the Board of Governors appointed by the Chair of Governors or the Chair of Employment Policy Committee, will be convened to hear the appeal. The outcome of the

appeal will be sent to the staff member within 3 working days of the appeal hearing.

Salary Assessment/Probation Information

Human Resources

Job No:		Monitoring No/Date:	
Post Title:			
Department/School:			
Interview Date:			
Grade:			
Salary Minimum:	£	Salary Maximum	£
			(Contribution point £)
Probation Period:			

Candidate	Current Salary	Recommended Salary	Grade (For 7/8a/8b academic posts only)	Probation (Yes/No)
	£	£		
	£	£		
	£	£		
	£	£		
	£	£		

HR Action Only: Grade 7/8a/8b Academic Posts – if the salary assessment is for appointment within the Grade 7 part of the salary scale a HR Manager needs to advise the Chair/Line Manager.

The above recommendations are based upon the information provided by candidates and the University's agreed salary assessment policy.

Chairs are reminded that they must not enter into direct negotiations with candidates during interviews over salary levels.

The recommendations are intended as a guide for both the Chair and Candidates. Final salaries will be agreed by the Director of Human Resources/Vice-Chancellor/Deputy Vice-Chancellor and the Chair of Panel.



Work Health Assessment Declaration

Occupational Health

The purpose of this questionnaire is to assist Teesside University to meet its statutory duty to maintain a safe working environment for all employees and where necessary, to meet any obligations under the Equality Act 2010. We need to know of any health conditions or disabilities that may affect you so that we can identify any adjustments or support needs you may have and ensure that, where appropriate, these are in place for you at the commencement of your role.

Please tick either **A** or **B**, whichever applies to you:

- A **I would answer YES to one or more of the following questions**
- B **I would answer NO to all of the following questions**

1. Do you need any special aids/adaptations to assist you at work, whether or not you have a disability?
2. Do you have a medical condition or disability which may affect your ability to carry out the role?
3. Are you having or waiting for medical treatment of any kind at present? (includes medication)
4. Have you ever had any health problems which may have been caused or made worse by work?
5. Do you have any back, neck or joint problems causing difficulty with standing, walking, bending, lifting or stair climbing?

Please note, if you have ticked point A above, an additional questionnaire will be sent to you for completion.

I confirm that the declaration provided above is correct to the best of my knowledge and understand that by making a false declaration I could put myself or others at risk.

Name: _____ Date of Birth: _____
 Address _____
 : _____ Applicant Ref: _____
 Job _____
 Title: _____ Job Ref: _____
 Signed: _____ Date: _____

Please return to the Human Resources Department.

If you have answered yes to any of the above questions, a Work Health Assessment Questionnaire will be issued to you by the Occupational Health Adviser.

If you have any queries or concerns regarding your health in relation to the proposed employment please contact the Occupational Health Adviser for further confidential discussion:

Occupational Health
 Teesside University
 Middlesbrough, TS1 3BA

Tel: 01642 342213
 Email: occupationalhealth@tees.ac.uk

Work Health Assessment Questionnaire



Occupational Health

Confidential to Occupational Health

Part 1: To be completed by Human Resources

I request that a work health assessment is undertaken for the purpose of safe job placement for the following applicant.

Applicants name:

Job title:

School/Department

Location:

Full time []

Part time []

Contracted hours []

Will the applicants' duties involve any of the following:

- | | |
|---|--|
| <input type="checkbox"/> Working with children/ vulnerable adults | <input type="checkbox"/> Working in a noisy area |
| <input type="checkbox"/> Handling chemicals | <input type="checkbox"/> Manual handling |
| <input type="checkbox"/> Working at heights | <input type="checkbox"/> Night workers |
| <input type="checkbox"/> Driving | <input type="checkbox"/> Dental staff |

Part 2: To be completed by the Occupational Health Adviser

Certificate of Medical Assessment

Fit for employment in the above post

Fit for employment in the above post with reasonable adjustments/restricted duties to post as noted

Medical assessment required

Contacting GP/Consultant for further information

Contacting employee for further information

Comment:

Name:

Signed:

Position:

Date:

Part 3: To be completed by the applicant

This work health assessment is to ensure as far as possible, that you are fit for the post you have applied for. Teesside University is an equal opportunities employer and recruits on the basis of ability and not perceived disability. If you have a health condition or disability, the information provided will enable reasonable adjustments to be considered in order to assist you to carry out the tasks of the role. The information you provide is confidential to Occupational Health. Please return in the envelope provided.

If you have any difficulties completing this form or wish to discuss any health issue in a confidential setting, please contact Occupational Health. Tel. 01642 342213

Teesside University is concerned about the health and safety of employees. All reasonable adjustments will be made in an effort to employ people who have medical conditions or disabilities. Failure to disclose, or the giving of false information could put yourself or others at risk. If at a future date, you experience any health problems which you feel may affect your work, it is essential that you report these to your manager.

Signed:
Date:.....

Personal details

Surname:	Forename:
Date of birth:	
Address:	Home telephone number/Mobile number
Postcode:	Day time telephone number:
Name and address of your General Practitioner:	

Please Note

It would help the Occupational Health Adviser if you would state if you consider yourself to have a disability or any other difficulty that may have a substantial effect on your day to day activities. This would enable appropriate advice to be given regarding support and adjustments within the workplace that would be of help to you on commencement of your post.

.....
.....

If you wish to discuss a disability in confidence, please contact Margaret McFee, Equality and Diversity Adviser. Tel. 01642 738459

Dental and Nursery Staff Only – Vaccination record	Yes	No	Dates
Medical written evidence needs to be attached with this form			
BCG			
Hepatitis A			
Hepatitis B			
MMR			
Polio			
Rubella			
Tetanus Toxoid			
Chicken Pox (Varicella)			
Other			

Please answer all of the following questions. If you answer **Yes**, please give additional details on page 4.

		Yes	No
1	Do you have any impairment that may affect your ability to work?		
2	Do you have any difficulty in standing, bending, kneeling or lifting?		
3	Are you having, or waiting for, any treatment or investigations of any kind at the moment?		
4	Are you taking any medication currently? If so, please give details on next page.		
5	Have you ever had any kind of skin conditions?		
6	Have you ever had any back injury or condition?		
7	Have you ever had any illness or health condition that affects your joints including pain, swelling or stiffness?		
8	Have you ever had any mental illness or psychological problems?		
9	History of blackouts, fits or epilepsy?		
10	Do you have any allergies?		
11	Do you have diabetes?		
12	Are you aware of any other medical conditions?		
13	Have you ever had any health conditions that may have been caused or made worse by your work?		

In this section please give details of the questions to which you have answered yes.

Details that may be useful include:

- 1. Duration of the problem?
- 2. When was this?
- 3. What type of treatment, if any, did you receive?
- 4. Were you admitted to hospital?
- 5. Does the condition continue to affect you in any way?

Question number	Details

Please continue on a separate sheet of paper if necessary.