GUIDELINES FOR THE APPOINTMENT OF SUPPORT AND ACADEMIC-RELATED STAFF

SELECTING A PANEL

Panel chairs **must** have completed the University's online Recruitment and Selection training within the last four years, either for the first time or as a refresher course. However, **all** panel members should aim to have completed this course prior to shortlisting.

For further details, please visit the courses page or contact the Recruitment Coordinator, Melissa Fowler.

THE PANEL should contain *at least* three people of mixed gender (for academic appointments there must be at least seven people). If you are struggling to find a gender balance, please consult the **Recruitment Coordinator**.

All members of the panel must follow the guidance and codes of practice on the Personnel Services website which can be found at:

- http://www.admin.ox.ac.uk/eop/inprac tice/recruitment/recruitmentcodepracti ce/.

BEFORE SHORTLISTING

Unconscious Bias – panel members must have familiarised themselves with the notion of unconscious bias by reading through the Royal Society briefing prepared by Professor Uta Frith, FRS.

Conflicts of Interest – panel members must declare any conflicts of interest prior to shortlisting. They must also include these in the final summary report at the end of the recruitment exercise. Please refer to the University's Conflict of Interest policy for information.

JOB DESCRIPTION AND ADVERT

Once you are ready to advertise, please contact vacancies@maths.ox.ac.uk, who will be able to provide you with the most up-to-date job description template.

The completed job description must then be emailed to Maths Institute Vacancies for review. You should also aim to include a provisional advert text and the names of your recruitment panel as part of the email.

Upon receipt of the documents, the Recruitment Coordinator will then arrange a time to meet with you and discuss final edits to the advert, your recruitment timeline and a potential advertising strategy for the post.

THE APPLICATION PROCESS

Once the Recruitment Co-ordinator has placed the advert, panel members will be notified with a link to the live advertisement on the University and Maths web pages.

At this stage, panel members are strongly encouraged to share the vacancy with their professional network. This includes posting the vacancy details on any relevant *social media accounts, websites* or *mailing lists,* as well as word of mouth to any individuals they know may be interested.

Please note that once candidates have submitted their application to the e-recruitment portal, they should no longer be in direct contact with members of the selection panel. All further correspondence should be sent via the Recruitment Co-ordinator at vacancies@maths.ox.ac.uk. This includes sending interview invites, sending feedback and rejection letters to unsuccessful candidates, fielding queries and contacting referees (if necessary).

SHORTLISTING DECISIONS

Once the shortlisting meeting has taken place, please email Maths Institute Vacancies with a completed copy of the shortlisting decision form, and the names of the candidates you would like to interview.

The form must state the panel's decisions on shortlisting in each case, and these reasons **must** relate explicitly to the selection criteria. You must also clearly mark against each applicant name whether they are to be **shortlisted**, **held in reserve**, or **rejected**.

Alternative methods may be used, if preferred, as long as they are fair and can be applied consistently and systematically to help ensure the best candidates are selected for the next stage of recruitment and accurate records are kept. Further guidance on the shortlisting process can be found here.

OFFERING EMPLOYMENT

Once the panel have identified a successful candidate, the **panel chair/supervisor for the post** (if this is not the same person as the panel chair) should make contact with the candidate via telephone or email to offer them the position.

At this stage, a provisional start date for the position should be discussed. **Note for research positions that there should be no discussion of salary during this initial verbal offer of employment.**

Once the candidate has verbally accepted the offer, please send the candidate **name** and **start date** to Maths Institute Vacancies. A conditional offer letter will then be sent out to the candidate, including the details of any documents they must provide prior to appointment. The letter will also confirm the starting salary for the position, in line with the departmental policy on research salaries. For further information on this policy, please contact the Recruitment Co-ordinator.

Offers of appointment can only be signed by the **Head of Department**, **Head of Administration and Finance** or **Head of Faculty Services and HR**.

If you have queries or require further information, please contact:
Melissa Fowler (Recruitment Co-ordinator): (2)73518
Brenda Willoughby (Senior HR Officer): (2) 73525
Edyta Mielczarek (Administrative Assistant): (2) 73543

INTERVIEWS

Interviews should be arranged by emailing the Recruitment Co-ordinator with your list of shortlisted candidates, and instructions for the pre-interview exercise (test/presentation).

For overseas applicants, interviews should take place via **Microsoft Teams** or **Skype**, unless there is grant funding to support applicants travelling from overseas. Guidance on the interview process can be found at https://hr.admin.ox.ac.uk/selecting-candidates

If feedback is requested following an interview, it should be provided by a nominated person (usually the **panel chair**), and be objective, balanced and centred around the selection criteria for the position. Further information on how to give constructive feedback can be found at https://hr.admin.ox.ac.uk/offering-employment. Please note that all interview feedback must be emailed to Maths Institute Vacancies for review before it is submitted to the candidate.

RECRUITMENT REPORT

Following completion of the recruitment exercise, the **panel chair** must produce a **full report** on the recruitment exercise. A template report is available from Maths Institute Vacancies. The report includes **shortlisting** and **final selection decisions** which must relate explicitly to the **selection criteria**. It should also include any conflicts of interest (see 'Before Shortlisting' section above).

FOR VISA HOLDERS…

Should a **work visa** be required for the preferred candidate, the panel chair must complete an additional **recruitment decision summary form**. All recruitment documentation will need to be available on the candidate's compliance file which is open to inspection by the UKVI.

Visit the Staff Immigration Team website or email Maths Institute Vacancies to access the form.