



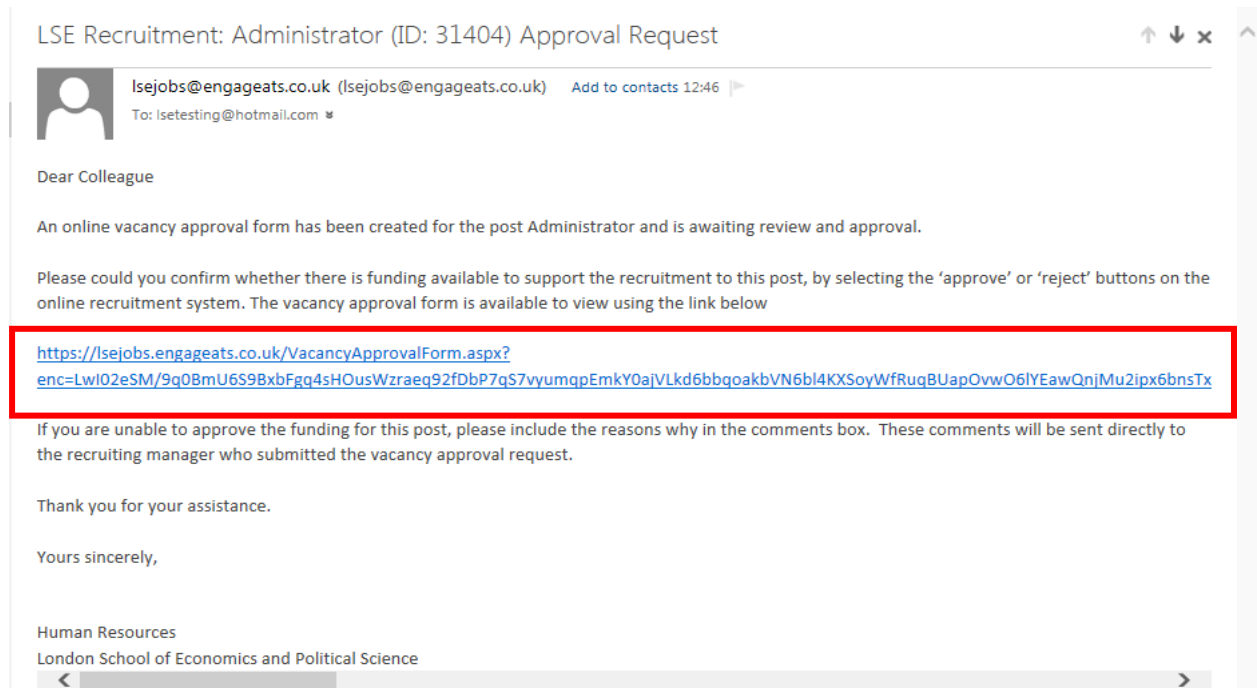
Approving a Request to Recruit

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Funding Approval

1. Once a request to recruit has been submitted, it initially goes to the funding approver to confirm that there is adequate funding in the budget to advertise the post.
2. The funding approver will receive a system notification telling them that there is a vacancy waiting for their approval via a link to the **Vacancy Approval Form**.



The funding approver should click the link to the form in the email notification. He/she will be asked to log-in to the system and then will be taken to the vacancy approval form. He/she will be able to view the vacancy details by scrolling through the form

If funding is available, the funding approver will enter their name and the date and click the *Approve* button.

22 Dec 2015 - Key Admin1	
Submit	22/12/2015 12:44:06
Approve	Select this option to approve.
Approve with comments	Select this option to approve and add comments.
Reject with comments	Select this option to reject.
Print	To download this form as a printable PDF file, click 'Print'.

3. If funding is not available, the funding approver will click the **Reject with comments** button.

22 Dec 2015 - Key Admin1	
Submit	22/12/2015 12:44:06
Approve	Select this option to approve.
Approve with comments	Select this option to approve and add comments.
Reject with comments	Select this option to reject.
Print	To download this form as a printable PDF file, click 'Print'.

4. The funding approver enters the reasons why the request has been declined in the pop-up box and clicks the **Reject with comments** button.

Reason

Please provide reason for rejection

Reason*

Reject with comments

5. The **Request to Recruit** will then be returned to the person who created it. He or she should then contact the funding approver directly to discuss the situation and any remedial action that is required before the post can be advertised.
6. If the funding situation is resolved, the **Request to Recruit** can be edited and re-submitted to the funding approver a second time.

HR Approval

Once the funding has been approved, the post will be sent to the next stage of the approval flow – HR Approval.

1. HERA Evaluation is required for all new professional services roles or professional services roles that have significantly changed. HERA Evaluation is not required for academic, research or LSE fellow roles that are based on the existing School role profiles.
2. The HR approver will receive a system notification telling them that there is a vacancy waiting for their approval via a link to the **Vacancy Approval Form**.
3. The HR approver will click the link to view the form and will be able to see the details that have been entered into the form by scrolling down.

Panel Member	<input type="text"/>
Is this panel member Male or Female	<input type="radio"/> Male <input type="radio"/> Female
Panel Member	<input type="text"/>
Is this panel member Male or Female	<input type="radio"/> Male <input type="radio"/> Female
Panel Member	<input type="text"/>
Is this panel member Male or Female	<input type="radio"/> Male <input type="radio"/> Female
Panel Member	<input type="text"/>

Will you be asking candidates to complete any other activities as part of the selection process? *

☒ Yes ☐ No

If yes, please give details

A test and a presentation

▲▼

Name of Previous Employee	<input type="text"/>
Research funding body	<input type="text"/>
Principal Investigator for Project	<input type="text"/>
Research Project Title	<input type="text"/>
Project ID number	<input type="text"/>

Pre-screen questions

Please specify any questions that are critical to the role that the candidate must answer to be able to apply for this vacancy. Please note, all candidates will be asked to confirm their eligibility to work in the UK.

Screen questions	<input type="checkbox"/> Do you currently have the right to work in the UK?
	<input type="checkbox"/> Are you proficient in written and spoken English?
	<input type="checkbox"/> Do you have fluent written & verbal skills in the language(s) as stated in the person specification?
	<input type="checkbox"/> Do you hold the qualification(s) that are stated in the person specification for this post?
	<input type="checkbox"/> Are you a current member of LSE staff, a current LSE student or a current agency worker?

22 Dec 2015 - Key Admin1	
Submit	22/12/2015 12:44:06
Funding decision - Key Admin1	
Approve	22/12/2015 13:36:11

Approve	Select this option to approve.
Approve with comments	Select this option to approve and add comments.
Reject with comments	Select this option to reject.
Print	To download this form as a printable PDF file, click 'Print'.

4. If HERA evaluation is required, the HR approver will conduct the evaluation to confirm the grade of the post.
5. If the outcome is as expected, the HR approver will select the **Approve** and the post will move to the next stage of the process.

22 Dec 2015 - Key Admin1

Submit

22/12/2015 12:44:08

Approve

Select this option to approve.

Approve with comments

Select this option to approve and add comments.

Reject with comments

Select this option to reject.

Print

To download this form as a printable PDF file, click 'Print'.

6. If further information is required in order to confirm the HERA evaluation, the HR approver will contact the person who submitted the request to discuss.
7. To return the vacancy back to the person who initiated it, the HR approver will click on the **Reject with comments** button.

22 Dec 2015 - Key Admin1

Submit

22/12/2015 12:44:08

Approve

Select this option to approve.

Approve with comments

Select this option to approve and add comments.

Reject with comments

Select this option to reject.

Print

To download this form as a printable PDF file, click 'Print'.