



Recruitment tips for Section 9

Contents

Starting salary policy.....	2
Eligibility to work	2
Review periods	2
Induction	2

Starting salary policy

Once you have found your successful candidate, you will need to make a decision about what salary should be offered to him/her. Normally, offers should be made at the lower end of the scale (within the first 2 increments) unless the candidate has skills, qualifications and experience that exceed the essential requirements of the post. If you feel that the candidate should be made a higher offer, you will need to make a business case to HR to explain why a higher offer is needed in this case. Please have a look at the [starting salary policy](#) on the HR website for more information about how to make a business case and what information needs to be included.

Eligibility to work

All staff need to demonstrate their right to work in the UK before their first day of employment. UK and EEA nationals can demonstrate their right to work with a passport, and other non-EEA nationals can demonstrate their right to work with a visa or biometric residence card which states that they have permission to work in the role that they have been offered. Candidates are asked to state their eligibility to work on the application form when they apply. If you are unsure as to whether a candidate has the right to work in the UK, please contact your HR Adviser in the first instance.

Review periods

New appointments should always be offered subject to successful completion of a review period. The review period ensures that the new starter receives the support and guidance they need from day one to succeed in their role. Band 1-7 roles have a 6 month review period and band 8-10 roles have a 12 month review period. Academic staff have Interim and Major Review, normally within 8 years of their start date. For more information on [review periods](#) and [Interim and Major Review](#) for academic staff, please see the HR website or speak to your HR Partner.

Induction

A thorough induction helps the new employee get off to a great start. You may wish to think about what the new person will need before their first day in order to start work, for example a desk, phone, PC and any other equipment or IT access. Think about whether you can nominate someone in the team to act as a buddy to show the new person around and/or go for lunch with them on their first day. A warm welcome will help to calm any nerves or worries and help make a good impression. You may also want to consider the following:

- Who are the key contacts that the new employee should meet? Can these meetings be put into the diary early?
- Have you got an up-to-date team structure with names to help with introductions?
- Have you got any materials that the new starter could read when they join to help them get a better understanding of the team and/or the role, for example, job description, department strategy, team objectives etc.
- Remember to explain the School's Health and Safety Policy to the new person, as well as go through the evacuation procedure in cases of emergency.
- Cover the basics, such as who to report to, where to go on the first day, what are the local sickness procedures, annual leave, lunch times etc.

- What are the key things the new person needs to learn in order to do the job? Who could train them and how should these sessions be planned? Think about getting these sessions put into the diary early so that other team members can plan their time accordingly.
- Remember to ensure that your new starter attends the Flying Start Induction Programme (monthly for professional services staff) or the induction for academic and research staff run by TLC each September.

For more information on [planning an induction](#), please see the HR website.