



NEWNHAM COLLEGE

C A M B R I D G E C B 3 9 D F

Name of Policy:	RECRUITMENT AND SELECTION POLICY
Date of Approval	March 2022
Approval Authority	Bursar
Date of next review	March 2023
Administrator:	B Gafney; HR Manager

1. Purpose and Scope

- 1.1. This policy provides a framework for the College to administer recruitment and selection processes and procedures for non-academic staff (both employees and workers) in an open, fair and transparent way.
- 1.2. This policy applies to anyone directly employed by the College as a member of non-academic staff, including those on fixed-term contracts and workers (meaning those contracted on a casual basis).
- 1.3. This policy is not contractual, and the College may amend it at any time. Anyone found to be in breach of this policy, or abusing the spirit of this policy, may be liable to disciplinary action under the provisions of the Disciplinary and Dismissal policy.
- 1.4. This policy is subject to the College's Equal Opportunities Policy and to the Data Protection Statements, both available on the College's website.

2. Policy Statement

- 2.1. Newnham College aims to attract, recruit and retain the most talented staff across all areas of professional activity in order to support the fulfilment of its objectives as a world-class educational institution. This policy sets out best practice across all areas of recruitment activity and provides clear guidelines within which all recruitment activity will take place.
- 2.2. A recruitment and selection process identifies the need for a job, defines the requirements of the position and the job holder, advertises the position, and selects the most appropriate person for the job.

3. Process - Identification of a vacancy

- 3.1. A vacancy may arise as a result of growth or change, or if an employee leaves, retires, or is away on a long-term basis. Whatever the circumstances, the Head of

Department or Line Manager (referred to as simply “Line Manager” throughout the rest of this document) should normally undertake a full analysis of the nature and needs of any post. Recruitment of an existing post may not necessarily lead to an exact replacement. The analysis should include:

- a) The tasks of the job and, if the role exists, whether these need to be different.
- b) The education level, skills, experience and personal attributes needed to perform the role effectively.
- c) Full consideration of the implications for other post-holders within the relevant department or team.
- d) The spine point at which the post should be advertised.
- e) Whether the role is part-time or full-time and/or could be carried out effectively as a job-share arrangement.
- f) If a fixed-term post is being considered, what is the justification for this and how long should the contract be for.

3.2. Normally, any increase to the establishment will need to be discussed with and agreed by the Bursar.

3.3. In the case of recruiting cover for an employee taking maternity leave, a job may be advertised once official notification of the pregnancy has been received by the Human Resources (HR) Manager. Official notification is the Mat B 1 form which indicates the expected due date. The role will be advertised as “temporary for maternity cover”. No indication of the length of the contract can be given because there is no obligation on the part of the employee to indicate when or even if she plans to return to work until eight weeks before she wishes to return.

3.4. Casuals, known as “workers”, are those who can be called upon when required and may be contracted on a “no mutual obligation” basis. A worker agreement rather than employment contract is used. The College may hold a list of workers who wish to work on a casual basis or can advertise in the same way as advertising for fixed-term and permanent jobs.

4. Process - Advertising a job

4.1. As a rule, all permanent and fixed term contracts will be advertised on the College and University websites and may also be advertised more widely. Exceptions include:

- 4.1.1. where the appointment is recent, and the appointee resigns. In such a case, in the first instance, further consideration of the applicants who originally applied may be given without further advertising needing to take place and

- 4.1.2. where a fixed-term role becomes permanent, and the current incumbent has a good employment track record doing the job. They may be offered the permanent role first without advertising it.
 - 4.2. The College may use a number of methods of advertising in order to attract the widest possible range of well qualified candidates. This may include advertising locally and nationally on job finding websites or by circulating to interested groups and parties who might encourage application for specific vacancies.
 - 4.3. External advertisement is not a requirement for short-term and casual appointments. Speculative applications, students, agencies or recruiting consultancies may be used in these circumstances and also in cases where all reasonable steps have been taken to fill a post by advertising and these have proved unsuccessful. Recruiting Managers (i.e. in the main the Line Manager who is seeking to fill a vacancy) will discuss with the HR Manager before pro-actively contacting or responding to an agency or recruitment consultancy.
 - 4.4. The advert will contain the job title, proposed salary, closing deadline and give an indication of when interviews are likely to take place. Normally written by the HR Manager and approved by the recruiting manager, the advert will also contain links to the job description/specification, application form, equal opportunities monitoring form and instructions on how to apply.
5. **Process - Job descriptions and person specifications**
 - 5.1. All posts have a **job description with person specification attached**. There is a template document at appendix (a). The former describes the job so that applicants are clear about the requirements, whilst the latter identifies the qualifications, training, relevant experience, skills and aptitudes needed to carry out the job effectively. Both will be used in the short-listing process to measure the suitability of candidates for the position in question.
 - 5.2. Criteria not on the job description and person specification will not be introduced at any subsequent stage in the recruitment and selection process, so recruiting managers need to be thorough in their thought processes regarding their requirements for the job.
 - 5.3. The job description and person specification will indicate if a job share can be considered.

5.4. All jobs are subject to the candidate providing proof of their right to work in the UK. Applicants will be asked at the point of interview to provide evidence of this in accordance with UK legislation. Eligible forms of evidence are:

- A UK or Irish passport
- A national passport plus evidence of pre-settled or settled status
- Other valid documentation showing indefinite leave to remain (ILR)

5.5. Where the right to work in the UK cannot be evidenced, a visa will be necessary, however not all jobs are eligible. More information is available from the HR Manager.

5.6. For some jobs the College will also ask for evidence of certain qualifications on which a candidate's application might rely. Copies of original documents will be taken on the day of interview.

5.7. In the case where a candidate is subsequently unsuccessful in being made an offer of a job, all copied documents will be destroyed in line with the College's data protection statements.

5.8. Some jobs may be subject to a satisfactory enhanced check from the Disclosures and Barring Service (DBS); job descriptions will indicate where this is relevant.

5.9. Subject to the provisions of the Rehabilitation of Offenders Act 1974 we ask for details of any unspent convictions, cautions, reprimands, warnings or bind-over to be declared, and details disclosed. Possessing a criminal record will not necessarily debar a candidate from consideration for a job.

6. Process - application

6.1. The appointment of all employees will be made on merit and in accordance with the provisions of employment law.

6.2. Application for all jobs is by the submission of a completed **application form** (see appendix b) by the published closing deadline. Normally, this will be in digital format, submitted as an attachment to an email.

6.3. Receipt of applications are acknowledged by the HR Manager and candidates are informed that they will be contacted again only if they are successful in being short-listed for interview.

- 6.4. Normally, the College will not offer feedback to a candidate who was not short-listed for interview.
- 6.5. In order to ensure consistency of information supplied by a candidate as part of an application, College policy is not to receive an application for any vacancy by *curriculum vitae (CV)* alone, although candidates may include a CV as part of their application for a vacancy if they so wish.
- 6.6. The application form includes the opportunity for the candidate to declare a conflict of interest. This might take the form of a close personal/familial relationship with a current member of staff. Such relationship will not bar the applicant from working at the College, except where they may be directly line managed by, or may have direct authority over, said family member. This would present a risk which is not acceptable to the College unless an alternative to the reporting structure can be reasonably found.
- 6.7. All applications will be accompanied by an **Equal Opportunities Monitoring form** (see appendix c). All questions have the “prefer not to say” option. This provides an opportunity for applicants with a disability to make a disclosure and data from it allows the College to monitor equal opportunities and provide anonymised statistics. This form is not used as part of the selection process.
- 6.8. Those wishing to apply as a job share must identify their job partner before applying and submit a joint application.
- 6.9. For permanent and long-term fixed term contracts, a recruitment panel will be convened consisting normally of two or three people. The panel will be chaired by the recruiting manager and include the second in department where there is one, and the HR Manager. Members of staff holding a post at the same level as the job being recruited to, and the out-going member of staff if the recruitment is a replacement, will not serve as a panel member but may be involved in the process in other ways.
- 6.10. For short-term fixed-term jobs and the recruitment of workers, interviews and/or meetings with candidates may be managed by the recruiting manager, supported by the HR Manager.
- 6.11. All staff involved in selection and interviewing will receive training.

7. Process – short-listing and interview

- 7.1. During the period that the job is being advertised and following the closing deadline, all applications and recruitment materials will be made available to the panel by the HR Manager via the use of SharePoint. Hard copy documents will not be made available. Short-listing will be undertaken by at least two members of the panel, including the Chair. All materials will be kept confidential to the panel, will be handled in a secure manner and form part of the interview pack which will be kept in line with the College's data protection statements.
- 7.2. Those involved in short-listing must:
 - a) Base their decisions on the agreed, objective criteria set out in the job description and person specification, considering **only** those criteria that could reasonably be assessed from a written application.
 - b) Use the short-listing checklist to record the decision-making process and file them in the digital folder on SharePoint.
 - c) Confirm to HR the final list to invite to interview.
- 7.3. The HR Manager will draw up an interview schedule to be agreed with the Chair and contact the short-listed candidates by email, inviting them to attend an interview.
- 7.4. The invitation will ask if any reasonable adjustments connected to a disability need to be made for the day of the interview and HR will be responsible for carrying out such request.
- 7.5. If any candidate cannot be available at the allotted time, an alternative time may be offered, but if none can be found and/or they are not available on the date of interview, normally, only if the panel is unable to appoint on the day, will they be offered an alternative date/time.
- 7.6. Normally, interview days will broadly follow the same pattern and include:
 - a) the opportunity for a brief tour of the College conducted by a member of the relevant department within which the job will be based.
 - b) a task/in-tray exercise, overseen by another member of the department within which the job will be based and
 - c) the formal panel interview.
- 7.7. Candidates will be notified in the invitation to interview if they are expected to undergo a short task as part of the selection process and will be told if any

preparation is necessary. If it is, clear instructions will be provided in the letter of what they will be expected to prepare and to what level.

- 7.8. For higher profile jobs, there may be a series of one-to-one or group meetings with staff and relevant stakeholders to provide candidates with further information about the post and give the opportunity for a wider range of employees to be involved in the selection process.
- 7.9. Interview questions will be determined in advance by the Chair of the panel in liaison with the HR Manager and will be designed to explore information in the candidate's application as it relates to the criteria in the job description and person specification and to their career goals and aspirations.
- 7.10. Members of the interviewing panel should be welcoming, make candidates feel at ease and provide adequate opportunity for them to talk about why they consider themselves the right person for the job.
- 7.11. Each member of the panel will make an assessment of the answer to each of the agreed questions and make brief notes to explain the judgments reached on the question sheet. These will normally be completed at the end of each interview to aid the memory and ensure objectivity. A scoring system may be used.
- 7.12. The Chair of the panel or the HR Manager will allow the candidate to ask questions and make sure they are familiar with the relevant terms and conditions of employment.
- 7.13. The Chair of the panel or the HR Manager will confirm the candidate's notice period and let them know approximately when they can expect to hear the panel's decision.
- 7.14. Time will be allowed at the end of the interviewing schedule for the panel to deliberate, receive any informal feedback from other members of the team, and to assess the results from the task.
- 7.15. All interview materials will be returned to the HR Manager.

8. Process – Conditional job offer

- 8.1. Once the panel has reached agreement, the HR Manager will telephone the successful candidate and make a conditional job offer. The HR Manager will make it clear that the offer is subject to the receipt of references deemed acceptable by the College, and a successful probation period, and, where

relevant, a DBS check the College deems satisfactory. The HR Manager will also re-confirm the salary level for the job.

- 8.2. Except as in 8.4, unsuccessful candidates will be contacted by the HR Manager as soon as possible following a verbal acceptance of an offer.
- 8.3. Where feedback is requested by unsuccessful candidates the HR Manager will provide this verbally over the phone, basing any comments on notes taken by the panel members at the interview and any results of selection tasks taken on the interview day.
- 8.4. Where an internal candidate has been interviewed and has not been successful, the Chair of the panel will inform them and give them some verbal feedback.

9. Process – Formal offer of a job

- 9.1. All conditional job offers are confirmed in writing by the HR Manager who will confirm the terms under which the job is offered and the conditions which must be met.
- 9.2. New appointees will be asked to sign and return a copy letter indicating that they accept the post as set out in the offer.
- 9.3. A start date will be agreed, and the HR Manager will send out reference requests to the appointees nominated referees. Such requests will include questions about sickness absence since a job offer has been made.
- 9.4. Completed references once received will be stored on the appointee's personnel file and shared with the Chair if there are any issues.
- 9.5. On receipt of a signed offer letter the HR Manager will send out further information and starter forms to be completed and return by the appointee. A start date will be confirmed with what time they should arrive.
- 9.6. The HR Manager will prepare and send out the contract of employment in the case of permanent and fixed term employees and a worker agreement in the case of a worker to the new appointee in advance of their first day. The new appointee will send back a signed copy to the HR Manager, retaining a copy for their own records either by their start date or on their start date at the latest.
- 9.7. Information about starters will be sent by the HR Manager to relevant departments including IT.

9.8. The recruiting manager will be sent an **induction checklist** (see appendix d) for their new team member by the HR Manager for them to complete and return to HR.

Appendices:

- a) Job description and person specification template
- b) Application form
- c) Equal Opportunities Monitoring Form
- d) Induction checklist



Newnham College Job Description

Job Title:	
Reporting to:	
Significant working relationships:	
Place of work:	Newnham College and associated properties
Tenure:	
Hours:	
Salary:	
Holidays:	33 days including 8 public holidays
Pension:	The College offers membership of USS (Universities Superannuation Scheme) the employer contribution for which is currently 21.4%
General terms and conditions:	This post is subject to proof of the right to work in the UK and governed by the provisions in College staff handbook, policies and procedures which may change from time to time. Confirmation in post is subject to satisfactory references and the successful completion of a 6-month probationary period.
Main purpose of role/Overview:	

Main duties and responsibilities:

-

General

- To take part in the College's appraisal scheme and to undertake training as required.
- To be responsible for your own health and safety in the workplace.
- To comply fully with all the College's policies including health and safety, equal opportunities and data protection.
- To undertake any other reasonable request or duties, commensurate with this post.

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required and all are expected to work collaboratively to support the overall work of the College.

Newnham College is an equal opportunities employer

DATE

PERSON SPECIFICATION

(EXAMPLE ONLY – PLEASE ADAPT)

	Essential	Desirable
Qualifications, experience and background	<ul style="list-style-type: none"> • 5 GCSEs or equivalent, including Maths and English • Experience of working in any service-based sector where a strong customer focus and high degree of professionalism are key 	<ul style="list-style-type: none"> • Experience working with young people or in an education/campus environment • Experience of working in the security or hospitality sectors • First aider or willingness to train
Specific knowledge/skills (technical)	<ul style="list-style-type: none"> • Strong communication and influencing skills • Computer literate with Microsoft Office skills including Word, Outlook and Excel • Sound written and numerical skills • Excellent organisational and prioritisation skills 	<ul style="list-style-type: none"> • Knowledge of SALTO • Knowledge of the Kinetics software system
Personal attributes	<ul style="list-style-type: none"> • A willingness to work flexibly within a fast-changing environment • Ability to take instructions and then act appropriately on them 	

	<ul style="list-style-type: none">• Courteous, diplomatic and discrete• Helpful and friendly approach• Ability to work calmly and accurately under pressure• Ability to work well as part of a team and using own initiative	
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NEWNHAM COLLEGE

C A M B R I D G E C B 3 9 D F

APPLICATION FOR EMPLOYMENT

POSITION APPLIED FOR:	
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This application form is used to ensure that all the information we require is presented in a standardised format and promotes fairness and equality of treatment. If there is not enough space provided on the form, please continue on a separate sheet of paper. Each separate sheet submitted should state your name, the post applied for and the section of the form you are answering. Please complete each section and do not leave any blanks. If a section does not apply to you, please write N/A.

PERSONAL DETAILS

Title:	Other Name(s):	Surname:	
Address:			
Mobile Telephone No:		Evening Telephone No:	
E-mail:		Work telephone number:	
May we contact you at work?		YES	NO

CURRENT EMPLOYER (or most recent employer if not currently employed)

Name and address of employer and nature of business	Job Title	From/to month/year	Current salary	Reason for leaving

Main Duties, Responsibilities and Achievements:

PREVIOUS EMPLOYMENT

Please give details of all previous positions held (**most recent first**) since completing your full-time education. *Please continue on a separate sheet if necessary.*

Name and address of employer and nature of business	Job Title, Key Responsibilities and Achievements	From/to month/year	Leaving salary	Reason for leaving

SUITABILITY FOR EMPLOYMENT

Please outline why you are applying for this post and describe how your skills, abilities, achievements and experience make you suitable.

ADDITIONAL INFORMATION

Please use this space if you wish to provide any other relevant information in support of your application for employment. (You can include here such factors as your interests, leisure activities etc)

EDUCATION AND PROFESSIONAL TRAINING

Please list all GCSEs, O-Levels, A-Levels, NVQs, Degrees and professional qualifications (most recent first). *Please note we may ask you to bring evidence of any qualifications listed to interview.*

Name of School / College / University attended	Qualifications Gained

WORK-RELATED TRAINING (Please list details of all relevant training courses attended.)

Date	Name of Course	Qualification Gained

Please tell us about your IT skills: (Please specify each software package used and your skill level, e.g. basic, intermediate, advanced, or qualification gained.)

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CONFLICTS OF INTEREST

Do you have any personal relationships with any current member of staff? *(this might include immediate family, close relationships/friendships, close business, commercial or financial relationships.)*

YES	NO	If yes, please give details:

LEGAL CONVICTIONS

If you have any unspent convictions, cautions, reprimands, warnings or bind-overs, please give details in the space below. If you have not, please indicate by writing N/A. (*Declaration subject to the Rehabilitation of Offenders Act, 1974*)

Please note that, in accordance with statutory requirements, for some positions, an offer of appointment may also be subject to a satisfactory Disclosure and Barring Service (DBS) check.

ELIGIBILITY FOR EMPLOYMENT IN THE UK

Employers are required by law to check that every person they employ is legally entitled to work in the UK.

If you are a British or Irish Citizen:

You need to provide your ORIGINAL, VALID PASSPORT (ie it must be current) as evidence. If you cannot provide this, then you need to provide BOTH the following documents:

A birth or adoption certificate, if it's from a court or register office in the UK, Channel Islands, Isle of Man or Ireland **and** a document showing your name and National Insurance number which must be from the Government or your previous employer. For example, a letter from the Department of Work and Pensions (DWP) or a tax document such as a P45.

If you are **not** either a British or Irish Citizen, you need to provide the following documents:

An EU passport (except Ireland), **and** a share code so we can do a check on either your settled or pre settled status (<https://www.gov.uk/view-prove-immigration-status>) **or**

A passport from outside the EU (including the EEA) and officially endorsed documentation showing you have leave to remain, reside, and work in the UK

DISABILITY DECLARATION

If you regard yourself as disabled* (within the definition below), please indicate in the space below any facilities or adjustments which you may require in order to give of your best at interview. If you do not regard yourself as disabled, please indicated by writing N/A.

* Disability Definition

The definition of "Disability" in the Disability Discrimination Act (DDA) is '**... if s/he has a PHYSICAL OR MENTAL IMPAIRMENT which has a SUBSTANTIAL and LONG-TERM ADVERSE EFFECT on their ability to carry out NORMAL DAY-TO-DAY ACTIVITIES**'. All four criteria must be satisfied to be deemed disabled under the DDA.

GENERAL INFORMATION

Have you been dismissed from any previous employment?

YES

NO

If yes, please give further details

Amount of notice you are required to give your current employer:

Please give details of any existing holiday commitments:

REFERENCES

Please give the names and e-mail contact details of two referees we can contact to provide information in support of your application. One of these should be your **current** employer. If you are not currently employed, please supply the name of your most recent employer. School or college leavers should give the name of a teacher or tutor.

Current/most recent Employer:		Penultimate employer, College tutor or teacher	
Name:		Name:	
Position held in relation to applicant:		Position held in relation to applicant:	
Organisation:		Organisation:	
E-mail:		E-mail:	
May we contact this referee prior to interview?		May we contact this referee prior to interview?	
YES		NO	

DATA PROTECTION REGULATIONS

Newnham College is committed to protecting your personal information and being transparent about the information we hold about you. Our data protection policy and statements can be viewed on our website: <https://www.newn.cam.ac.uk/wp-content/uploads/2021/08/DPS-Job-Applicants-Staff-and-Senior-Members-2021-01.pdf>

DECLARATION

I declare that the information given in this application, including any supporting documentation, is correct and complete. I understand that any false declaration, misleading statement, or failure to disclose any relevant information may result in my dismissal if my application for employment is successful or cancel any agreement or offer of employment received. I understand that any job offer is subject to satisfactory references, my providing proof of my right to work in the UK and for some posts a satisfactory DBS check and/or medical check. I understand that confirmation in post is subject to the completion of a satisfactory probation.

Signed:

Date:

Thank you for your interest in employment at Newnham College. Please return your completed form to HRManager@newn.cam.ac.uk or post it to the HR Manager, Newnham College, Sidgwick Avenue, Cambridge, CB3 9HU.



NEWNHAM COLLEGE

C A M B R I D G E C B 3 9 D F

EQUALITY AND DIVERSITY MONITORING FORM

Newnham College is committed to treating all applicants on individual merit and to meeting the aims and objectives set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity. We need your help and co-operation to enable us to do this, but filling in this form is voluntary.

If you choose to complete this form, please return it as an attachment to an email with PRIVATE AND CONFIDENTIAL in the subject line to clare.smith@newn.cam.ac.uk who is not involved in the recruitment and selection process at the College. The information will be held in line with current data protection legislation and the College's data protection policy can be viewed at: <https://www.newn.cam.ac.uk/wp-content/uploads/2021/08/DPS-Job-Applicants-Staff-and-Senior-Members-2021-01.pdf>

Vacancy applied for:

Please tick the appropriate box

Do you consider yourself to be disabled* or to have a health condition?

Yes No Prefer not to say

If yes, what is the effect or impact of your disability or health condition on your ability to give your best at work?

Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the HR manager if you are a job applicant.

*** Disability Definition**

*The Disability Discrimination Act (DDA) states 'a person has a disability ... if s/he has a **PHYSICAL OR MENTAL IMPAIRMENT which has a SUBSTANTIAL and LONG-TERM ADVERSE EFFECT on her/his ability to carry out NORMAL DAY-TO-DAY ACTIVITIES**'. All four criteria in capitals in the above statement must be met to fall and therefore be protected under the DDA.*

Please turn over

<p>AGE:</p> <p>16 -24 <input type="checkbox"/> 25-34 <input type="checkbox"/> 35-44 <input type="checkbox"/> 45-54 <input type="checkbox"/></p> <p>55-64 <input type="checkbox"/> 65+ <input type="checkbox"/> Prefer not to say <input type="checkbox"/></p> <p>MARITAL STATUS:</p> <p>Are you married or in a civil partnership?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say <input type="checkbox"/></p>	<p>GENDER:</p> <p>Female <input type="checkbox"/> Male <input type="checkbox"/> Non-binary <input type="checkbox"/></p> <p>Prefer not to say <input type="checkbox"/></p> <p>GENDER REASSIGNMENT:</p> <p>Have you undergone or are you undergoing gender reassignment? Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say <input type="checkbox"/></p>
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<p>RELIGION or BELIEF:</p> <p>Buddhist <input type="checkbox"/> Christian <input type="checkbox"/> Please specify which denomination :</p> <p>Jew <input type="checkbox"/> Hindu <input type="checkbox"/> Muslim <input type="checkbox"/> Sikh <input type="checkbox"/></p> <p>No religion or belief <input type="checkbox"/> Prefer not to say <input type="checkbox"/></p>	<p>SEXUAL ORIENTATION:</p> <p>Bi-Sexual <input type="checkbox"/> Gay Woman/Lesbian <input type="checkbox"/></p> <p>Gay Man <input type="checkbox"/> Heterosexual <input type="checkbox"/></p> <p>Prefer not to say <input type="checkbox"/></p>
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ETHNIC ORIGIN

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong.

Asian or Asian British

Bangladeshi Chinese Indian Pakistani Any other Asian background, please write in:

Black/ African/ Caribbean/ Black British

African Caribbean Any other black background, please write in:

Mixed/multiple ethnic groups

White and Black Caribbean White and Black African White and Asian

Any other mixed/multiple ethnic background, please write in:

Other ethnic group

Arab Other ethnic group, please write in:

White

British English Welsh Scottish Northern Irish Irish

Gypsy or Irish Traveller Any other white background, please write in:

Prefer not to say

ADVERTISING: Please tell us how you heard about this vacancy:			
Cambridge News (Newspaper)		College website	
Cambridge News (on-line)		jobs@cam.ac.uk	
Cambridge University Careers Service		Jobs.ac.uk	
Other (please specify)			

INDUCTION CHECKLIST

Name of employee:		Start date:	
Job title:		Department:	

Completion of this section is by the HR department:

	ACTIVITY	DONE
Pre-employment Admin	Check that application form is signed	
	Documents proving the right to work in the UK copied and filed	
	Signed offer letter received	
	Welcome letter sent (New Starter form, HMRC checklist, map, IT Matters)	
	Completed New Starter form and HMRC checklist received	
	2 x references requested	
	2 x references received and filed	
	Organise CRSid	
	Contract with job description issued	
	Copy of contract is received, signed and filed	
	DBS checks done (where appropriate)	
	Qualifications copied and filed (where appropriate)	

Completion of this section is overseen by the Line Manager, nominating different staff to assist as appropriate.

FIRST DAY	ACTIVITY	DONE
Organisation	Department orientation (introductions to immediate work colleagues, office, "buddy")	
	College orientation (dining hall, buttery, toilets, first aid point, health centre)	
	IT induction to set up access to systems and email (Member of IT)	
	Telephone system explained with links to appropriate lists (staff, telephone/email)	
	Bike/car parking information (Member of the Porters' Lodge)	
	Keys, pass activation and security measures explained (Member of the Porters' Lodge)	
Terms and conditions	Working time, including hours and arrangements for breaks	
	Probation period confirmed; set review times/dates	
	Staff Handbook and policies; Highlight annual leave and sick pay arrangements	
	Register with the HR Manager for the next session of internal Induction training	
Financial	Payment date and details for receiving digital payslips confirmed (Accounts Manager)	
	Pension arrangements (Accounts Manager)	
	Staff benefits explained (access to gym, childcare costs assistance,)	
	Staff meal account opened – contact Catering team	

This section is completed by the Line Manager and certain blocks of time may need to be allocated so that the employee can fulfil each element.

FIRST 2 WEEKS	ACTIVITY	DONE
Department and job	Review the job description with the employee	
	Hand over notes from previous incumbent (if available)	
	Introductions to wider contacts within the College and externally (if appropriate)	
	Overview of department's aims and objectives and how the role fits in	
	Overview of College and it's aims and objectives and how the work of the departments fits	
Health and safety	Health and Safety policy	
	Emergency exits and evacuation procedures	
	First aid facilities and accident reporting	
	Policy on smoking	
	Absence reporting policy and monitoring procedures	
Terms and conditions	Protective clothing issued (where appropriate)	
	Time to read Capability, Grievance and Bullying and Harassment policies	
	Time to read Disciplinary and Appeals policies	
	Time to read Performance Review and Development (PRD) policy	
	Confirm notice period and arrangements for terminating the employment contract	
Organisation	Opportunity to read through staff handbook and study the Organogram	
	Equal Opportunities policy	
	Staff code of conduct	
Training	Immediate training needs assessed	
	Arrangements for annual PDR	
	Data Protection Training: https://www.training.cam.ac.uk/event/3119669	
	Stay safe on-line: https://www.training.cam.ac.uk/event/3205446	
	Prevent training: https://www.training.cam.ac.uk/event/3119655	
	Equality and Diversity training: https://training.cam.ac.uk/event/2509581	
Unconscious Bias training: https://www.training.cam.ac.uk/event/2509496		

Date completed: _____

Employee name:		Line manager name:	
Employee signature:		Line manager signature:	

Once this form has been completed, dated and signed, please return it to the HR Manager where it will be filed on the employee's personnel file and the training logged as completed.

Thank you