The purpose of the ‘Recruitment and Employee Changes Request Form’ is to ensure MSDO HR and MSDO Finance are aware of any change requests within a divisional team, and to ensure the budget is in place to allow for any future changes. Therefore, this form must be completed prior to confirming any change to the employee.

|  |  |
| --- | --- |
| Name of Person Completing Form |  |
| Job Title of Person Completing Form |  |
| Date Submitted to HR *(DD/MM/YYYY)* |  |
| Reason for Completing Form | New Vacancy  Replacement/Backfill  FTE Increase/Decrease  Grade Change |
| Has This Change Been Budgeted for This Financial Year *(August – July)* | Yes *(please provide email confirmation, from Edwin Kiarie, on submission of this form)*  No *(you will need to seek approval from Edwin Kiarie)* |
| **You may not need to fill out all sections of this form, please only fill out the areas that are required:**  [Please go section 1 – New Vacancy (replacement or additional headcount)](#_1._New_Vacancy)  [Please go to section 2 – Existing Employee – FTE Increase/Decrease](#_2._Existing_Employee)  [Please go to section 3 – Existing Employee – Grade Change](#_3._Existing_Employee)  [For all to read – Information Please Read](#_Information_–_Please) | |

***Guidance: If the drop down isn’t expanded, please click the arrow next to the section title to open the dropdown.***

# 1. New Vacancy (replacement or additional headcount) – Information Required for HR and Finance

|  |  |  |  |
| --- | --- | --- | --- |
| **Vacancy Details** | | | |
| Job Title |  | | |
| Line Manager of New Post Holder |  | | |
| Grade | 1 2 3 4 5 6 7 8 9 10 | | |
| Hours of Work | Full Time  Part Time  Hours per week:  FTE: | | |
| Hours of Work – Other Information | Other information *(e.g. remote working, on site working, set office days, split between office/home working etc)* | | |
| Contract Type | Permanent  Fixed Term  Contract duration (in months):  Secondment  Contract duration (in months): | | |
| If Fixed Term, Reason for Fixed Term *(Tick All That Apply)* | To cover temporary staff absence  To provide specialist expertise or experience which is required for a specific time or for a specific project  To develop a product or service for which the outcome and future need is uncertain  The post is intended specifically to provide a time-limited period of training or development  To work on, or provide specialist expertise or experience to, a research project which is dependent on an external research grant and for which there is no expectation that the work will continue beyond the availability of that external funding  Because the appointment is limited to the fixed period for which a valid visa or work permit has been issued | | |
| Disclosure and Barring Service (DBS) Required | Yes, a standard DBS is required for the postholder  Yes, an enhanced DBS is required for the postholder  No | | |
| Work With Hazards *(e.g. Sensitising Chemicals, Allergens, etc) or Safety-Critical Activities (e.g. Night Work, Driving a University Vehicle, etc.)* | Yes – please complete the “Hazard Specific and Safety Critical Checklist”. Found via this link:  [Additional, role-related checks | HR Support](https://hr.admin.ox.ac.uk/additional-role-related-checks)  No | | |
| Funding Codes *(including any splits)* | **Project/Cost Centre** | **Task/Activity** | **%** |
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| Approval From the Divisional Finance Manager (Edwin Kiarie) | Yes  No  *Please send a copy of the email confirmation with this form to HR. If no email confirmation has been received, the HR Operations Manager and MSDO Finance Manager will review this request in their weekly review meeting.* | | |
| **Advertising and Interview** | | | |
| Recruiting Manager *(Key Contact)* | Name:  Job Title:  Is this person the chair of the recruitment panel? Yes No  If no, provide details of the chair of the recruitment panel:  Name:  Job Title: | | |
| Has the Chair of The Recruitment Panel Completed Their Training? | Yes  No  *If no, training must be completed before shortlisting proceeds.*  [*Training management through CoSy | Build Digital Skills, Optimise Your Training Offer*](https://skills.it.ox.ac.uk/cosy) *“Recruitment and Selection for Chairs of Panels and Members”* | | |
| Proposed Method of Advertising *(please note that any Grade 4 post and above are automatically advertised on jobs.ac.uk for external adverts)* | University Website (internal applicants only)  University Website (both internal and external applicants)  University Website & Other publications (both internal and external applicants)  If other publications, please specify: | | |
| Include Discretionary Salary Range in Advertisement | Yes  No  *Discretionary range isn’t included as standard. If ‘yes’, please explain why and ensure the discretionary range is budgeted.* | | |
| Panel Members *(all panel members must be trained in recruitment and selection before sitting on panels)* | Name:  Job Title:  Email:  Gender: | | |
| Name:  Job Title:  Email:  Gender: | | |
| Name:  Job Title:  Email:  Gender: | | |
| Name:  Job Title:  Email:  Gender: | | |
| Name:  Job Title:  Email:  Gender: | | |
| Name:  Job Title:  Email:  Gender: | | |
| **Timeline and Interview**  *This section will be completed in partnership between the HR Recruitment Lead and the Recruiting Manager. HR will be in touch to complete this section of the form once the staff request has been returned from the central Reward Team and an HR Recruitment Lead has been assigned.* | | | |
| Advert Live From *(DD/MM/YYYY)* |  | | |
| Closing Date | 2 weeks *(minimum)*  Other, please specify:  *Please note, adverts cannot close on Thursdays due to patch works on the system. Adverts cannot close on the HR Leads non-working day, as they will be unable to send you the shortlisting pack.* | | |
| Shortlisting Date *(DD/MM/YYYY)* |  | | |
| Interview Process | How many stages of interview:  Please provide more detail about each stage below: | | |
| Interview Date(s) *(DD/MM/YYYY)* |  | | |
| Test/Exercise for Candidate | Yes  No  If yes, please provide more details: | | |
| Do you require HR attendance/support on the day of the interview? | Yes  No  If yes, what support do you require? *(meet and greet, test/exercise administration, panel membership etc.)* | | |
| Preferred Start Date of The Candidate *(DD/MM/YYYY)* |  | | |

The MSD HR team will seek confirmation from the MSD Finance team prior to proceeding with the recruitment process.

The completed form along with the following documents should be submitted to your MSD HR team and Finance team – [msdhr@medsci.ox.ac.uk](mailto:msdhr@medsci.ox.ac.uk) and [edwin.kiarie@medsci.ox.ac.uk](mailto:edwin.kiarie@medsci.ox.ac.uk)

Confirmation of approval from the Divisional Finance Manager (Edwin Kiarie)

Job description

Advert

Hazard and safety-critical activities checklist (if the role involves working with hazards or safety-critical activities)

# 2. Existing Employee – FTE Increase/Decrease – Information Required for HR and Finance

|  |  |  |  |
| --- | --- | --- | --- |
| **Existing Employee – FTE Increase/Decrease** | | | |
| Employee Name |  | | |
| Job Title |  | | |
| Line Manager of Post Holder |  | | |
| Current FTE and Hours of Work *(this information is on PXD)* | Current Hours per week:  Current FTE: | | |
| Requested FTE and Hours of Work | Requested Hours per week:  Requested FTE: | | |
| Reason for Request |  | | |
| Funding Codes *(including any splits)* | **Project/Cost Centre** | **Task/Activity** | **%** |
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| Date Effective |  | | |
| Approval From the Divisional Finance Manager (Edwin Kiarie) | Yes  No  *Please send a copy of the email confirmation with this form to HR. If no email confirmation has been received, the HR Operations Manager and MSDO Finance Manager will review this request in their weekly review meeting.* | | |

The MSD HR team will seek confirmation from the MSD Finance team prior to proceeding with the next steps relevant to this section of the form.

The completed form along with the following documents should be submitted to your MSD HR team and Finance team – [msdhr@medsci.ox.ac.uk](mailto:msdhr@medsci.ox.ac.uk) and [edwin.kiarie@medsci.ox.ac.uk](mailto:edwin.kiarie@medsci.ox.ac.uk).

Confirmation of approval from the Divisional Finance Manager (Edwin Kiarie)

# 3. Existing Employee – Grade Change – Information Required for HR and Finance

|  |  |  |  |
| --- | --- | --- | --- |
| **Existing Employee – Grade Change** | | | |
| Employee Name |  | | |
| Job Title |  | | |
| Line Manager of Post Holder |  | | |
| Current Grade *(this information is on PXD)* | Current Grade: | | |
| Requested Grade | Requested Grade: | | |
| Funding Codes *(including any splits)* | **Project/Cost Centre** | **Task/Activity** | **%** |
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| Approval From the Divisional Finance Manager (Edwin Kiarie) | Yes  No  *Please send a copy of the email confirmation with this form to HR. If no email confirmation has been received, the HR Operations Manager and MSDO Finance Manager will review this request in their weekly review meeting.* | | |

The MSD HR team will seek confirmation from the MSD Finance team prior to proceeding with the next steps relevant to this section of the form.

The completed form along with the following documents should be submitted to your MSD HR team and Finance team – [msdhr@medsci.ox.ac.uk](mailto:msdhr@medsci.ox.ac.uk) and [edwin.kiarie@medsci.ox.ac.uk](mailto:edwin.kiarie@medsci.ox.ac.uk).

Confirmation of approval from the Divisional Finance Manager (Edwin Kiarie)

Signed and agreed regrading application form

Current job description

Current organisation chart

Job description to be regraded

Comparator job descriptions

Please note, with grade changes – if a member of staff is moving between grade 5 and 6 – there will be a change in their contracted hours if they are full time staff. Additionally, they will be automatically enrolled onto the USS pension scheme.

* Grades 1-5 = 36.5 hours
* Grades 6-10 = 37.5 hours

# Information – Please Read

Once this form has been sent to MSDO HR and MSDO Finance, if required you may be advised to raise a RAR (Recruitment Approval Request). The RAR form can be found here – [RECRUITMENT APPROVAL REQUEST (RAR)](https://forms.office.com/pages/responsepage.aspx?id=G96VzPWXk0-0uv5ouFLPkUvw7B8RBN1BvcgCLAbQiapURThTM01HSlRLUVQyQzhVVE1EN0MxWVlJNC4u&route=shorturl).

RAR is a Finance led process, therefore, if more information is required, please contact [protocol@medsci.ox.ac.uk](mailto:protocol@medsci.ox.ac.uk).

# MSDO HR Operations Manager/MSDO Finance Manager to complete during review meeting

RAR required? (Please tick) Yes Not Required

RECR form reviewed by:

Date of review: