Recruitment Advice for Managers

This guide is to provide an overview of the documents necessary to ensure Queen Mary meets our statutory obligations when recruiting new staff.

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## Recruitment Overview

The responsibility for recruitment and selection of new employees belongs to managers throughout Queen Mary University of London. We use the i-GRasp system as an authorisation tool to manage vacancies and as a means for candidates to apply for vacancies.

When recruiting new staff members it is important that Hiring Managers are aware of their statutory obligations. These affect all new hires but are of particular importance in the recruitment of non-EEA staff. Once a conditional offer of employment has been accepted, recruiting managers must upload the following documents to the notes section of I-Grasp for authorisation:

* Copies of proof of eligibility to work in the UK documents, signed that the original has been seen along with any essential qualification certificates.
* Completed Shortlisting Form
* Completed Interview Record Form

## Right To Work Checks

You must conduct Right to Work Checks on all individuals at interview stage and the relevant paperwork must be uploaded to i-GRasp before HR will issue a contract of employment. Information on how to conduct Right to Work Checks can be found [here](http://hr.qmul.ac.uk/media/hr/docs/working-at-qm/Recruitment-Checklist.docx).

For new staff who will require a Tier 2 visa, the check must be done on the first day of employment before the individual actually commences work and the paperwork must be emailed to HR.

This requirement also applies to Tier 5 migrants regardless of whether or not they hold a contract of employment with QMUL

## Right to Work Checks – Action Required by Hiring Manager

The most recent guidance issued from the Home Office states that when conducting Right to Work checks simply writing a date on the copy document does not, in itself, confirm that this is the actual date when the check was undertaken. If you write a date on the copy document, you must also record the fact that this is the date on which you conducted the check.

**With immediate effect, please use the following statement on all right to work checks:**

“I certify that the date on which this right to work check was made was [insert date]”. All checks must be dated and contain the name of the person checking the document.

## Taking Copies of Documents

When you are checking the validity of the documents, you must ensure that you do this in the presence of the holder. This can be a physical presence in person or via a live video link. In both cases, you must be in physical possession of the original documents. You may not rely on the inspection of the document via a live video link or by checking a faxed or scanned copy of the document.

For each document, you must copy the following in a format that cannot be altered (for example a photocopy or scan):

* Passports: The photograph page of the passport and any page with the document expiry date, the holder’s nationality, date of birth, signature, leave expiry date, biometric details, photograph and any page containing information indicating the holder has an entitlement to enter or remain in the UK (visa or entry stamp) and undertake the work in question.
* All other documents: the document in full, including both sides of a Biometric Residence Permit, Application Registration Card and a Residence Card (biometric format).

It is essential that you conduct right to work checks before any work is undertaken and that the correct documents are seen. A list of the eligible documents is available [online](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/378926/employers_right_to_work_checklist_november_2014.pdf).

**Any copies that fail to include all of the above, or are not sufficiently clear will be rejected, that may affect our ability to pay the employee.**

## Qualification Checks

For all successful applicants you must provide HR with copies of any qualifications that were listed as essential within the advertised role. These must be uploaded to i-GRasp before HR will issue a contract of employment.

## Shortlisting & Interview Record Form

It is essential that Hiring Managers fully evidence the recruitment process in order to meet statutory requirements. Only objective information should be used in the decision making process and those decisions must be justified, fair and evidence based. If the recruitment process were to be challenged, it is the responsibility of the Chair of the interview panel to demonstrate that discrimination has not occurred.

The collection of correct evidence is also important to enable Queen Mary to sponsor non-EEA staff. Detailed shortlisting and interview notes are a crucial requirement for the Government’s Resident Labour Market Test. Failure to provide detailed notes throughout the recruitment process will hinder our ability to sponsor new staff members.

Example forms are available on the [HR Website](http://hr.qmul.ac.uk/procedures/recruit/forms/)

For more details on recruitment at Queen Mary, please refer to our policies and procedures online at <http://hr.qmul.ac.uk/procedures/recruit/>