## ADVERT REQUIREMENTS FORM

Human Resources

Unit name goes here

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| --- | --- | --- | --- | --- |
| Under the points based immigration system, EU and Non-EU citizens will be treated equally and anyone wishing to live and work in the UK will require a visa to do so.  Please see more information [**Click Here**](https://www.gov.uk/government/publications/visa-regulations-revised-table)or contact your HR Coordinator with any queries.  If your post requires Safer recruitment processes, please contact the Resourcing & Recruitment Manager.  Please bear in mind the timeframes when considering your dates:   * Up to 48 hours for the advert to be posted. * At least 7 days’ notice given to candidates for interview dates. * Successful Candidate notice period. * UK Visa and Immigration process can take 4 – 8 weeks. | | | | |
| Job title: | |  | | |
| Employing unit: | |  | | |
| SRF number: | |  | | |
| Closing date: | |  | | |
| Interview date: | |  | | |
| Post type: | | Choose an item., Choose an item. | | |
| Hours per week: | |  | | |
| Grade: | |  | | |
| Salary notes: | |  | | |
| SOC code:  (Prior to advertising HR Coordinator to check if the role can be sponsored and insert relevant SoC code) | |  | | |
| Advert Writing Hints and Tips: | | | | |
| * Keep it short - 7 to 10 lines of text * Include name of school/department * Short summary of key duties * “Sell’ the University- perks and benefits * Indicate the type of candidate wanted e.g. “You will …” * Avoid discriminatory language * Include a Call to Action * There is no word limit for the University of Reading website, and you can add links to relevant documents/pages. * The word limit for job boards is 550 words including the informal contact details and mandatory wording. Links may not work on external job boards. | | | | |
| University Internal and External Advert  There is no word limit for the University of Reading website, and you can add links to relevant documents/pages. | | | | |
| **General advert text** (Information regarding school/department, the role, the University etc.)  Include the attention grabber here also – Compulsory  You will have : compulsory   * XXXXXXXXX * XXXXXXXXX * XXXXXXXXX * XXXXXXXXX   If unsure of criteria, this can be taken from the person specification.  *Closing date: (e.g.3 December 2023)*  *Interviews will be held: (e.g. 11 December 2023)*  If an FTC include this wording:  We welcome applications from both external and internal candidates. As part of the University’s ongoing commitment to professional development, this role can be considered on a seconded basis for existing staff members. Internal candidates should discuss this with their line manager prior to applying.  *Applications from job seekers who require sponsorship to work in the UK are welcome and will be considered alongside all other applications. By reference to the applicable SOC code for this role, sponsorship may be possible under the Skilled Worker Route.  Applicants should ensure that they are able to meet the points requirement under the PBS.  There is further information about this on the*[*UK Visas and Immigration Website*](https://www.gov.uk/government/organisations/uk-visas-and-immigration)*.*  *The University is committed to having a diverse and inclusive workforce, supports the gender equality Athena SWAN Charter and the Race Equality Charter, and is a leading LGBT+ rights organisation. We are also a Disability Confident Level 1 employer Applications for job-share, part-time and flexible working arrangements are welcomed and will be considered in line with business needs.* | | | | |
| **550 Word limit advert if applicable**  The word limit for jobs.ac.uk and other external boards is 550 words (including the compulsory wording in Italics below and Information Contact Details). Links may not work on external job boards. | | | | |
| Include the attention grabber here also – Compulsory  You will have : compulsory   * XXXXXXXXX * XXXXXXXXX * XXXXXXXXX * XXXXXXXXX   *Closing date: (e.g.3 December 2023)*  *Interviews will be held: (e.g. 11 December 2023)*  *Applications from job seekers who require sponsorship to work in the UK are welcome and will be considered alongside all other applications. By reference to the applicable SOC code for this role, sponsorship may be possible under the Skilled Worker Route.  Applicants should ensure that they are able to meet the points requirement under the PBS.  There is further information about this on the*[*UK Visas and Immigration Website*](https://www.gov.uk/government/organisations/uk-visas-and-immigration)*.*  *The University is committed to having a diverse and inclusive workforce, supports the gender equality Athena SWAN Charter and the Race Equality Charter, and is a leading LGBT+ rights organisation. We are also a Disability Confident Level 1 employer. Applications for job-share, part-time and flexible working arrangements are welcomed and will be considered in line with business needs.* | | | | |
| **Informal contact details** | | | **Alternative informal contact details** | |
| **Contact role:** |  | | **Contact role:** |  |
| **Contact name:** |  | | **Contact name:** |  |
| **Contact phone:** |  | | **Contact phone:** |  |
| **Contact email:** |  | | **Contact email:** |  |

## Media requirements

Please provide the Purchase Order if you require any paid advertising.

|  |  |
| --- | --- |
| University website (Internal & External) |  |
| University website (Internal Only) |  |
| Jobs.ac.uk |  |
| WISE (Cost of £300 per advert) ([www.wisecampaign.org.uk](http://www.wisecampaign.org.uk)) |  |
| Find a job (this is a free resource) |  |
| Other, please list: |  |

Where adverts are placed externally on the University website, they will also be placed on Indeed, Neuvoo, Adzuna and the University of Reading’s [LinkedIn](https://www.linkedin.com/jobs/search?locationId=OTHERS.worldwide&f_C=9376&trk=org-jobs_cta&redirect=false&position=1&pageNum=0) account.

## Shortlisting & Interview Panel

Please confirm the shortlisting and interview panel at the earliest opportunity to enable the details to be added to JobTrain.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Email** | **Completed Recruitment and Selection Training** | **Carrying out Shortlisting** | **Attending Interview** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |

If you are unsure if any of the panel have completed Recruitment and Selection Training, please check with your HR Co-ordinator.

**We highly recommend that at a minimum, the Chair of the Panel will have completed the training.**

### A notification will go to Shortlisting Panel members one working day following the closing date of the advertisement. Panel members will then need to log into Jobtrain to view the candidates and carry out shortlisting. For senior appointments, the HR Co-ordinator can assist in arranging a Shortlisting meeting if required.

|  |  |  |
| --- | --- | --- |
| **Shortlisting Meeting to be arranged.** | **Yes** | **No** |
| **If yes, the date of shortlisting.** |  | |

## Killer Questions

Killer questions precede the application form. They are designed to stop candidates who do not meet essential criteria from progressing to the application form stage. They are designed to capture answers based on essential criteria and completion is mandatory. They are answered with yes/no or multiple choice style answers as they are Pass/Fail type questions.

If you want to use killer questions, you can choose the questions you ask as long as they are Yes/No or multiple choice.

E.g. 1 Are you a minimum of CIPD Level 5 qualified or equivalent?

Yes = 1 point

No = 0 point

E,g,

Able to easily and reliably get to Whiteknights or London road Campus?

Whiteknights only – 1 point

London Road only – 1 point

Both – 1 point

Neither – 0 point

**Your chosen Killer Questions:**

Question:

Correct answers:

Incorrect answers:

## Pre-assessment and Assessment Forms

Pre-assessment questions can be set up for roles that need an essential specific skill or qualification to do the role. These questions won’t stop candidates from applying, but it can help with the shortlisting process.

Assessment forms can be set up for vacancies to gain a greater understanding of a candidate’s 'fit' for a role and focus more on desirable aspects of the person specification.

These forms need to be set up before the vacancy is advertised. If you’re interested using this functionality, please liaise with your HR Coordinator.

## Shortlisting Criteria

Please identify the specific shortlisting criteria for this post from the person specification. This can be set up on JobTrain in advance of the closing date to support the shortlisting process.

A maximum of 6 core criteria is generally recommended. If you would like more criteria than this, please add more rows to the table.

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |

## Interview details

|  |  |
| --- | --- |
| **Interview date:** |  |
| **Time of first interview:** |  |
| **Interview duration per candidate:** |  |
| **Venue:** |  |
| **Special instructions:** | [insert details of tests, presentations if required] |

### Invitations to interview will be sent to candidates by the HR Operations team once shortlisting has been completed on Jobtrain. It is advisable to give at least 7 calendar days’ notice to candidates for interview.

When collected at interview, ID documents must be stored and destroyed in compliance with [Information Compliance Policies](https://www.reading.ac.uk/imps/information-compliance-policies)

## Reference requirements

Requests for references will be sent by the HR Operations team at the offer stage to the successful candidate only and when the candidate has provided their permission.

Please indicate below if you would specifically like references to be requested at an earlier stage (e.g. prior to interview). Please note that this is only possible for certain roles and where the candidate has expressly provided their permission.

**References should be used to support a decision, and not as part of the decision-making process.**

When received, references will be forwarded to the Chair of the recruitment panel.

|  |  |
| --- | --- |
| **Request stage:** | Choose an item |
| **Reference approver:** |  |

## Additional information

Please complete before sending or discuss with your HR Co-ordinator

|  |  |
| --- | --- |
| Are you expecting any internal applicants? |  |
| Would an apprentice be suitable for this role? |  |
| In case of a reasonable adjustment request, please confirm the topics/questions you will ask at interview |  |