##  CHAIRPERSON’S REPORT

### Human Resources

|  |  |  |
| --- | --- | --- |
| **Interview date** | **Advert ref** | **SRF number** |
|  |  |  |
| **POST TITLE** | SCHOOL/DEPARTMENT |
|  |  |

## CANDIDATE FEEDBACK

|  |  |
| --- | --- |
| 1. Candidate name
 |  |
| Comments:  |
| 1. Candidate name
 |  |
| Comments:  |
| 1. Candidate name
 |  |
| Comments:  |
| 1. Candidate name
 |  |
| Comments:  |
| 1. Candidate name
 |  |
| Comments:  |
|  |
| First choice candidate |  |
| Reserve candidate |  |
|  |  |
| Name of candidate accepted: |  | **Starting salary** |  |
| Grade: |  | **Spinal point:** |  |
| Proposed start date |  | **Probation length** |  |

|  |
| --- |
| **RIGHT TO WORK IN THE UK** |
| This form will be used as the basis for obtaining a Certificate of Sponsorship if the only suitable candidate for the post is a migrant worker. Please ensure the reasons for not employing an EEA candidate are clearly indicated. |
| Certificate of Sponsorship required?  | YES/NO |
| All endorsed entitlement to work documents been enclosed with this form?  | YES/NO |

|  |  |  |
| --- | --- | --- |
| **HESA CLASSIFCATION (Academic appointments only)** | Tick Box | research division (select from the picklist below) |
| Teaching and Research active\*  |  | Choose an item. |
| Teaching Intensive\* |  |  |
| Research Intensive |  | Choose an item. |

|  |
| --- |
| **TEACHING QUALIFICATIONS (For probationary academic staff (with teaching remit\*) and staff at Grade 6 or above who hold substantive teaching and learning responsibilities (e.g. Teaching Fellows, Clinical Tutors, Associate Professors, Professors) employing with 0.5 FTE or more)** |
| Teaching qualifications/HEA recognition | YES/NO | Contractual requirement |
| Successful completion of an institutional provision in teaching in the HE sector accredited against the UK PSF at Descriptor 2 (e.g.: PGCAP etc.) |  | If the answer is YES to one or both of these and they can provide documented evidence, the candidate will be exempt from the institutional requirement to achieve HEA Fellowship. |
| Fellow, Senior Fellow or Principal Fellow status of the HEA |  |
| None of the above |  | The candidate will be expected to achieve HEA Fellowship via a taught or CPD route.  |

|  |
| --- |
| **SENIOR APPOINTMENT TERMS AND CONDITIONS** |
| Relocation expenses | YES/NO | Maximum agreed £ |
| Notes: |

## CHAIRPERSON’S SIGNATURE

|  |  |  |
| --- | --- | --- |
| **COMPLETED BY (Print name)** | **SIGNED** | **DATE** |
|  |  |  |

### Please pass a signed copy of this report to HR Operations (Rm 110, WKH) to generate offer paperwork and contract