



June 2020

## Recruitment Process during COVID-19

For applicants and hiring managers

**This protocol applies only to fully-externally funded posts. Internally funded posts are subject to a wider University protocol**

Definitions:

**Internal Candidate** = currently employed on a full or fixed-term contract or from temporary staffing service at Nuffield Department of Primary Care Health Sciences

**Hiring Manager** = Member of staff who requests a position to be filled and is responsible for reviewing applications

At this time we are seeing a reduction in vacancies across the University due to the COVID-19 situation. Some recruitment in this department is still going ahead, where there is confirmed external funding, the recruitment is thought likely to identify appointable candidates and can be carried out remotely, and it would be possible for the successful candidate to start work from home during the lockdown. Given the overall reduction in recruitment and the uncertainty of ongoing funding availability, with funders cutting expected to cut back on calls this year, we want to ensure that internal candidates, especially those on fixed-term contracts, have the best opportunity to apply for vacancies which do arise within the department.

We recognise that many whose fixed-term contract is coming to an end will already have plans for the future (such as taking up a job opportunity or entering retirement). To optimise opportunities for those who wish to stay and continue working in the department until further notice all department job vacancies will be advertised internally in the first instance.

Where it is agreed that recruitment to a new post can take place, the post will be reviewed against the redeployment list to identify internal candidates. Where no internal candidates are identified from the redeployment list the post will be advertised initially within the department for 7 days.

### Process

1. Approval for the post should be obtained in the usual way via a Permission to Recruit Form (PtRF)
2. The hiring manager should email [hr@phc.ox.ac.uk](mailto:hr@phc.ox.ac.uk) with the PtRF, job advert text and a job description.
3. HR will review the post against the redeployment list; any potential candidates identified will be contacted by a member of HR with the job description to see if they are interested in the role. Interested candidates will be put in touch with the line manager for an initial discussion about the role. If more than one internal candidate is identified at this stage, a short interview process will be arranged.
4. Vacancies will be posted on the intranet behind SSO and open for applications from internal candidates only for 7 days only if no internal candidates have been identified from the redeployment list.

5. During the 7 day internal application period, applicants are asked to submit their CV and a short statement of how they meet the essential criteria directly to [hr@phc.ox.ac.uk](mailto:hr@phc.ox.ac.uk). Hiring managers are asked to recognise that this will not be a polished application given the short timeframe
6. The hiring manager will review and decide upon all internal applications before the job is advertised on the main university job page
7. If the internal applicants do not meet the selection criteria for the role, or there were no internal applications, the job will be advertised on the main university job page on day 8, or when the hiring manager notifies the HR team that there are no suitable candidates if sooner
8. The hiring manager will provide feedback for unsuccessful internal candidates to the HR team which will be shared with candidates
9. If internal candidate(s) meet the selection criteria, an interview will be arranged
10. Following the interview the candidate will either be appointed or if unsuccessful the job will be advertised on the main university job page and internal candidate provided with feedback