# Recruiting Staff - Overview

In order to determine the type of worker you need to engage you should review the [Recruitment Decision Tree](https://intra.brunel.ac.uk/s/hr/Documents/Recruitment%20Decision%20tree.pptx?web=1). Once the type of worker is agreed, this document, along with the Recruitment Decision tree provides a summary of recruiting different staff types and, provides guidance to the process that must be followed. This document is not intended to fully detail the process as this information is available on the HR Intranet pages, the links in this document or the College / Department.

**In order to ensure compliance with legislation, it is important to follow the correct recruitment process and ensure the eligibility to live and work (right to work, RTW) in the UK PRIOR to making any offers to candidates.**

## 1. Permanent/indefinite employees

These may be termed the standard or typical contract. The process to recruit permanent/indefinite employees is to advertise the post and follow the [Recruitment Guide](https://intra.brunel.ac.uk/s/hr/for-managers/Pages/RecruitmentGuide.aspx). These types of posts are administered by Human Resources (HR).

## 2. Temporary employees

This can be broken down further:

### 2.1 Fixed Term Contract

A fixed term contract ends on a particular date or on the occurrence of a particular event such as loss of funding or end of a particular task. The process to recruit employees on a fixed term contract is to advertise the post and follow the [Recruitment Guide](https://intra.brunel.ac.uk/s/hr/for-managers/Pages/RecruitmentGuide.aspx). These types of posts are administered by HR for fixed term contracts that are greater than 13 weeks in duration.

### 2.2 Hourly Paid Lecturers

The term 'hourly paid lecturers' refers to staff who are employed only to teach on courses which do not last a full academic year and who are not required to undertake any original research or administrative responsibilities (other than the administration of their own courses). The [process](https://intra.brunel.ac.uk/s/hr/for-managers/Pages/Hourly%20Paid%20Staff.aspx) for recruiting hourly paid lecturers is on the HR intranet and the administration is undertaken by the College / Department and forwarded to HR

### 2.3 Demonstrators / Graduate Teaching Assistants (GTA’s)

[Demonstrators](https://intra.brunel.ac.uk/s/hr/Pages/Hourly-Paid-Demonstrators--Graduate-Teaching-Assistants.aspx) are responsible for setting up and demonstrating experiments/systems/methods to students, normally in a laboratory context.

[GTA roles](https://intra.brunel.ac.uk/s/hr/Pages/Hourly-Paid-Demonstrators--Graduate-Teaching-Assistants.aspx) sit within the *postgraduates who support learning* contract group and is only open to postgraduate research students who are currently registered at Brunel

Normal contractual activities will include preparation (in consultation with the relevant lecturer, as appropriate), student contact and associated required administration. Administration of demonstrators and/or GTA’s is undertaken by the College / Department and forwarded to HR.

### 2.4 Student Workers

Recruiting students that are not Demonstrators, or GTA’s (as defined above) can fall into one of the following categories:

### *2.4.1 HR Job Shop*

The HR Job Shop will administer recruitment of students with a working hours limit per week of up to 15 hours for undergraduates and postgraduates. The HR Job Shop will advise on the process to follow to recruit students, more detail can be found [here](https://intra.brunel.ac.uk/s/PDC/job-shop/Pages/default.aspx).

### *2.4.2 PhD Bursary*

The work and administration of work within this category is administered by Colleges / Departments.

### *2.4.3 Sandwich Placements*

Contractual administration for [sandwich placement](https://intra.brunel.ac.uk/s/hr/for-managers/Pages/Work-Placements.aspx) students from the Placement team in Placement & Careers Centre, or other Universities, undertaking work placement within a Brunel department / college is undertaken by HR.

### *2.4.4 Unpaid Work Experience*

Requests for short 2/3 week unpaid work experience may be received direct from schools. Consideration would need to be made with regards to risk assessments (via Health & Safety) and insurance (via Finance). Consideration must also be made with regards to the Disclosure and Barring Service (DBS); as the school student would be under 18, they must not work unsupervised or in a one-to-one situation with another member of staff. Administration for arranging work experience is managed locally within the department.

### 2.5 Agency

[Temporary casual worker](https://intra.brunel.ac.uk/s/hr/for-managers/Pages/CasualTemporary-%28one-off%29.aspx) - can be recruited from an agency, using the preferred supplier in the first instance, to recruit staff for up to 3 months duration. Any people required to undertake projects of this duration or less should register with the agency and they will undertake the administration.

### 2.6 Services carried out through an intermediary (Self-Employed individual, a Partnership or a Personal Service Company

[Specific](https://intra.brunel.ac.uk/s/hr/for-managers/Pages/Temporary-Consultant---Contractor.aspx) engagement (Service Supplier) - This type of role must be checked against the HMRC employment status tool CEST to determine whether the work falls inside or outside IR35. Employees attract various employment rights which would not apply to service supplier.

## 3. Temporary Casual Worker - One-off payments

[One-off payments](https://intra.brunel.ac.uk/s/hr/for-managers/Pages/CasualTemporary-%28one-off%29.aspx) are made to workers that are required to undertake very short one-off tasks, for which they will not be called upon again to undertake frequently. The nature of the work must be confirmed as to whether it is employment or self-employment using the Employed or Self-Employed [checklist](http://intranet.brunel.ac.uk/admin/humanresources/geneinfo/giempsta.shtml). Administration for one-off tasks confirmed as employed will be undertaken by HR. Administration for self-employed will be undertaken by Payments on receipt of the checklist, together with invoice and purchase order.

## 4. Global Mobility

Global Mobility is a function that refers to the University's ability to move its people to different countries both to our London Campus or out of the UK to support enterprise around the world. [More Information](https://intra.brunel.ac.uk/s/hr/working-at-brunel/Pages/Claire%20W%20pages/Global-Mobility.as)

## 5. Employment Checks

The following checks MUST take place as part of the on-boarding process:

* Satisfactory medical assessment
* Satisfactory references
* Qualifications
* Eligibility to live and work in the UK
* Registration certificate (where applicable)
* Enhanced DBS clearance (where applicable)

These checks apply to all the categories above except for self-employed Consultants / Contractors, however, the IR35 check must take place to confirm this, and foreign nationals working overseas. Most of the pre-employment checks for HR Job Shop students and Agency staff would have been undertaken by the HR Job Shop and Agency respectively and it is advisable to verify with them if the above list of checks have all been completed before any work is undertaken. It is advisable, however, to check qualifications for ALL groups to ensure that they are qualified to undertake the work.

**Recruiting Staff Admin**

\*Permanent

Temporary

One-Off Payments

HR

\*Fixed-Term Contract

\*Hourly Paid Lecturers

\*Demonstr-ators

Agency

†Consultant (self-employed)

\*Student

\*Employed

†Self-Employed

HR

Dept/ School

Dept/ School

HR Job Shop

PhD Bursary

Sandwich Placements

Payments

HR

Payments

School

HR

|  |  |  |
| --- | --- | --- |
| **Pre-employment checks associated with different types of workers:** | **\*** | **†** |
| Satisfactory medical assessment |  |  |
| Satisfactory references |  |  |
| Qualifications |  |  |
| Eligibility to live and work in the UK |  |  |
| Registration certificate (where applicable) |  |  |
| Enhanced CRB clearance (where applicable) |  |  |
| Employed/Self Employed checklist |  |  |