

Sample Workpackage

WORKPACKAGE 1: STAFF RECRUITMENT

Objective:

To attract and select the right staff within agreed timescales to support delivery of the project

Workpackage and Activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
Meet with HR to Plan the Recruitment Project	After bid submitted	Ideally 8 weeks prior to funding award date	Establish any opportunities to fast track the process (e.g. minimum closing dates on advertising, running internal & external advertising simultaneously etc)		Hiring Manager
Create Detailed Recruitment Project Plan	After bid submitted	Ideally 6-8 weeks prior to funding award date	Including as a minimum timescales for: <ul style="list-style-type: none">• Completed Job Description• Completed Hay/HERA Evaluation• Authority to Recruit Obtained• Media Selected• Advertisements Written• Internal Advertisements Run• External Advertisements Run• Shortlisting Completed• Interviews Arranged• Interviews Completed• Offers Made		Hiring Manager
Write Job Description	After bid submitted	5-6 weeks prior to	Completed and compliant job description		Hiring Manager

		funding award date			
Complete & Submit Documentation For Hay/HERA Evaluation	After bid submitted	3-4 weeks prior to funding award date	Completed and compliant job evaluation documentation		Hiring Manager
Complete & Submit Justification / Authority To Recruit Documentation	After bid submitted	2-4 weeks prior to funding award date	Completed and compliant authority to recruit documentation (subject to receipt of funding)		Hiring Manager
Liaise With HR & Evaluation Panel	After bid submitted	2-4 weeks prior to funding award date	Obtain firm dates from HR for when the evaluation and authority to recruit process should be completed		Hiring Manager
Select And Cost Advertising Media	After bid submitted	2 weeks prior to funding award date	Primary and contingency media selected including details of booking/copy deadlines and closing dates		Hiring Manager
Write Advertisements	After bid submitted	2 weeks prior to funding award date	Approved advertisements ready for placement		Hiring Manager
Place Advertisements	On confirmation of funding award	Within 1 week of confirmation of funding	Advertisements appear in press or online media		HR
Receive Advertisement Response	On closing date	Within 3 days of closing date	Pack of applications received (preferably online, but possibly in hard copy)		HR
Agree Shortlisting Criteria	After bid submitted	Prior to advert closing date	All panel members to be clear on how to score applications		Hiring Manager & Panel
Conduct Shortlisting	Within 2 days of receipt of response	Within 1 week of receipt of	Date for Panel to meet / conference call to agree who has passed and who has failed		Hiring Manager & Panel

		response			
Handling Shortlist Results	Same day as shortlist is provided	Within 1 week of shortlist being provided	<ul style="list-style-type: none"> Decline letters sent to unsuccessful candidates Invitation to interview documents sent to successful candidates 		HR
Prepare for Interviews	During the period the advertising is running or before	During the period the advertising is running	All panel members to be clear on interview questions, who is asking what and how the interview is to be scored. Preparation will also include presentation topics and scoring for any other selection methods used.		Hiring Manager & Panel
Conduct Interviews	Within 7 days of invitation letters being sent	Within 14 days of invitation letters being sent	All candidates to have attended interviews		Hiring Manager & Panel
Interview Decisions	Same day	Within 2 days	Decisions are made on successful, contingency and unsuccessful candidates		Hiring Manager & Panel
Offer Process	Immediately on receipt of offer confirmation documents	Within 2 working days of receipt of offer confirmation documents	Offer to be made to successful candidate, and a start date agreed		HR
Managing the Notice Period	Throughout notice	Throughout notice	Contact during the notice period to minimise risk of losing the candidate to alternative employment		Hiring Manager
Commence Induction and Training	On job start date	On job start date	Run University and role specific induction and training activity.	Staff Member Starts	Hiring Manager

Please Note

This document is provided by Brunton Consultancy Ltd as part of the Recruitment Toolkit for JISC Digital Repository Projects. Instructions on its use can be found in the main toolkit and should be referred to prior to use.