

RECRUITMENT AND SELECTION COORDINATOR – ROLE DESCRIPTION

Recruitment is one of the most important tasks the University undertakes. Recruiting high-quality staff is essential to ensuring we remain a highly competitive and diverse university. As a Recruiter you act as a focal point for recruitment within your department. This includes providing high-quality advice and guidance to recruiting managers and sharing with them your knowledge and expertise in this strategically important area. You also provide a key link between your department and Human Resources, maintaining awareness and understanding of recruitment related issues (for example changes to process, and legislation) and providing feedback on the effectiveness and efficiency of recruitment practices.

The key duties of Recruitment and Selection Coordinators are:

- Understanding and accurately following the University's agreed recruitment processes, ensuring efficiency and effectiveness are maintained throughout.
- Keeping up-to-date with changes to University recruitment practices and legislation (through engagement with the Recruitment and Selection Network) and disseminating information as required to recruiting managers.
- Providing practical support and guidance to managers throughout the recruitment process. This includes explaining the recruitment process steps, providing up-to-date templates (for example, the About the Job and advert), and highlighting other sources of useful information (for example guidance on writing About the Jobs and the University Grade Profiles).
- Managing vacancies on the e-Recruitment system. For example by:
 - Raising requisitions for approval
 - Adding requisitions to the HR tracking spreadsheet
 - Communicating with applicants (for example inviting them to interview or notifying them their application has been unsuccessful).
 - Requesting the e-Recruitment role on behalf of panel members to ensure access to the relevant vacancies.
 - Highlighting candidates that have applied under the Two Ticks scheme.
 - Administering pre-employment health checks
 - Administering the redeployment process
 - Providing electronic copies of the bulk download of applications and attachments.
 - Providing the shortlisting report which summarises the panels' rankings and comments.
 - Completing the Request to Appoint for the successful candidate.
- Using e-Recruitment to administer Change of Contracts such as extensions and change of hours.
- Training and advising staff on the use of e-Recruitment (for example the approval process and online shortlisting) and highlighting supporting materials on the HR web pages.
- Ensuring that eligibility to work checks are carried out at the interview stage.
- Ensuring that the recruiting manager implements a suitable induction plan.

Sources of Support

There are a number sources of support available to you. These include:

Human Resources

Support provided by Human Resources includes:

- Your Faculty HR team who are there to provide advice and guidance on any aspect of recruitment in person, via phone or via email.
- Recruitment and selection web pages (www.sheffield.ac.uk/hr/recruitment) – these contain a range of information, guidance and tools to support the recruitment process. You should ensure you are familiar with the content of these pages as they contain information that will be useful to you and recruiting managers.
- e-Recruitment guides – a range of online training guides can be found here: www.sheffield.ac.uk/hr/recruitment/erecruitment
- Training – e-Recruitment training is available for new Recruiters; this can be arranged by completing the [e-Recruitment Role Request Form](#).

Bespoke training sessions on any area of recruitment can also be arranged. If there is an area of recruitment where you feel that training would be of use to you, other recruiters or recruiting managers in your department you should contact your Faculty HR team to discuss.

Recruitment and Selection Network

- Talent attraction and Recruiters Network (<https://plus.google.com/u/0/communities/115485761152012964322>) – Google Community for University recruiters. Includes updates and announcements, best practice, a monthly newsletter and the opportunity to connect with recruiters across the University.
- Email distribution list – provides timely updates and announcement regarding recruitment processes, legislation etc.

Please note: An induction session should be arranged with a member of HR for all new Recruitment and Selection Coordinators.