



# UNIVERSITY OF CAMBRIDGE

School of Clinical Medicine

## Clinical School HR Staff Hub Team Service Timelines

### **Overlap Posts**

This can take up to 48 hours to process as the new positions are processed via CHRIS and RAS overnight.

### **Adverts**

Upon receipt of a fully complete pre-recruitment checklist, adverts will be sent for publication within two working days of receipt by The HR Staff Hub Team. The advert will appear on the University website within several hours although it may take at least 48 hours to appear in external online publications.

### **Non-advertised Posts**

Upon receipt of a fully complete Unadvertised Appointment Checklist, this will be processed within two working days of receipt by The HR Staff Hub Team. Should you require an offer letter to be sent as part of this process, this will also be sent within the two working days.

### **Amending an Advert**

This can take 4 hours to process as each advertising source and Further Particulars will need to be contacted/amended separately.

### **Receipt of Applications at Closing Date**

All applications will be sent to the department the next working day. A selection grid will also be included.

### **Interview Invitations**

Invitations to interview will be processed within one working day (if received after 3pm, they will be processed the day after).

### **Unsuccessful candidate**

The HR Staff Hub Team will reject applicants not short-listed for interview within one working day (if received after 3pm, they will be processed the day after), unless the department requests otherwise.

### **Conditional Offer (and associated documents)**

Offer letters will be sent to the preferred candidate by The HR Staff Hub Team within one working day (if received after 3pm, they will be processed the day after) after receiving a complete offer checklist.

The HR Staff Hub Team will contact a candidate after 5 working days if an offer acceptance and/or any supporting documents have not been received from a preferred candidate.



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## **Research Passport Applications**

Upon receipt of a fully completed application (including the departmental signatories and associated certified ID checks) The HR Staff Hub Team will process the application within five working days.

## **Screening Checks (Security (including Agenda for animal sites) and Basic Disclosure)**

Upon receipt of all necessary documentation including written consent from the new starter, The HR Staff Hub Team will process the application within two working days (if received after 3pm, they will be processed the day after).

## **Updating WRS with the new starter**

The Web Recruitment System will be updated as soon as all paperwork and checks are in progress and satisfied (this does not include references) which starts a process for a contract of employment administered by the HR New Appointments Team.

## **Job / Personal Files**

The HR Staff Hub Team will send job /personal files to School departments electronically within 1 week of entering new starter information on the CHRIS system.

## **Processing Clinical Contracts**

Contracts will be produced and details processed on the CHRIS system within 10 working days of receiving all relevant paperwork and information/documents required.

## **Processing of Payroll Related Employment Changes**

All contract changes and payroll input, as well as responding to external data requests will be processed within 5 working days of receiving all relevant paperwork.

## **Processing Compassionate Leave**

All compassionate leave requests will be processed within 2 working days of receiving all relevant paperwork.