Summary of process (refer also to the Protocol process map pdf for details)

Departments
1. Refer to the matrix above to clarify which form/approval route is required for your request.
2. Create the Business Case/Job description etc., seeking local approval as usual, and where advised, discussion with your Division.
3. For new posts or refills, raise a Staff Request in CoreHR as per RQI-Creating & Approving a Staff Request - but do not submit. Staff Request is not required for FTC extensions or Increase in FTE.
4. For new/refill posts, FTC extensions and Increase in FTE, complete the relevant Protocol Form (Professional or Academic), or Worker Request form.
5. For all requests requiring Divisional or Central Panel approval, the relevant completed Protocol Form and supporting materials, e.g. Business case, Organisation chart, etc. should be emailed to your relevant Divisional panel.

Divisional Recruitment Panels
6. Review requests, completing the relevant Divisional Protocol Checker (Professional or Academic), to help determine if Divisional approval is sufficient, or if central panel approval is required.
7. Complete the decision box at bottom of the form. Return completed form to the department where Divisional approval only was required.
8. Where Protocol panel approval is required, forward the completed Divisional Protocol Checker, Protocol form and any other supporting materials to either: Registrar’s Recruitment Panel - Georgia Binning or PVC’s Recruitment Panel - Sue Morris for consideration at the next panel meeting.
9. After the Protocol panel meeting, the Panel Secretaries will return the Divisional Protocol Checker to you with the decision – please forward this to the department.

Departments
10. Where applicable, attach the completed Divisional Protocol Checker to the Staff Request and submit for CoreHR approval/rejection as per RQI-Creating & Approving a Staff Request (step 8: summary).
(Note: For successful requests the Reward team will require the Protocol Checker to be attached as proof of panel/division approval.)

**NOTE:** Panel approval is also required for the appointment of a TSS/College/Subsidiary member of staff into an internal advertised post. The Division should email the relevant Panel Secretaries with details of the post, when it was approved and the request to appoint.

**Recruitment Protocol – Approximate Timings**

The following table provides indicative timescales for the recruitment process under protocol.

<table>
<thead>
<tr>
<th>Recruitment Activity</th>
<th>Relevant timings</th>
<th>Dependent meetings</th>
<th>Approx time for activity</th>
<th>Potential elapsed time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Preparation</td>
<td>Time to prepare BC, JD, complete Protocol form</td>
<td>N/A</td>
<td>Approx 7 days</td>
<td>7 days</td>
</tr>
<tr>
<td>Divisional Approval</td>
<td>Divisional meetings held at different timescales</td>
<td></td>
<td>Up to 7 days or more</td>
<td>14 days</td>
</tr>
<tr>
<td>Central Panel Approval</td>
<td>• Submit request 5 days before meeting &lt;br&gt;• Panel feedback within 2 days of meeting</td>
<td>RRP &amp; PVC Panels meet fortnightly &lt;br&gt; SAP meet monthly but deal with urgent cases via correspondence</td>
<td>7 - 14 days</td>
<td>28 days</td>
</tr>
<tr>
<td>Grading</td>
<td>Post graded &amp; setup on CoreHR</td>
<td>N/A</td>
<td>3 - 10 days</td>
<td>38 days</td>
</tr>
<tr>
<td>Recruitment process</td>
<td>Internal adverts live for at least 2 weeks</td>
<td>N/A</td>
<td>At least 14 days</td>
<td>52 days</td>
</tr>
</tbody>
</table>