

RESOURCING/

HOW IS RECRUITMENT AFFECTED BY COVID-19?

Guide for Recruiting Managers

Whilst the University adapts to the COVID-19 pandemic, it is still possible for essential recruitment to continue. However, to ensure we observe social distancing and allow for changes in immigration rules and any restrictions on travel, we will need to change the way in which manage our recruitment campaigns.

Human Resources staff, like staff in most schools and departments, are working remotely but continue to be contactable via email and telephone. We will work hard to ensure your essential recruitment continues, however it is recommended that you allow for a delay in the process.

Live recruitment campaigns

It is important that you continue to review any current campaigns to ensure that it is appropriate for recruitment to continue at this time. If the decision is made to postpone or cancel your recruitment, please advise your Resourcing Adviser as soon as possible so that applicants can be informed where necessary.

New posts

Consideration should be given to all new requests to determine if the role is essential. The University Executive Group will review all recruitment activity to ensure recruitment continues for essential posts.

Advertising

Extended advertising periods may be useful to allow for changes in government advice and to take into account any changes to travel restrictions and other amendments. By doing so, you are able to proceed with your recruitment but allow additional time to plan panel composition, an interview date and a manageable start date.

Interviews

Panels and interviewees should conduct all interviews virtually at this time. A standard disclaimer is included on every advert confirming that interviews will take place remotely so that applicants are aware at the point of application (with the caveat that this could change in line with updated government guidance). This will facilitate recruitment continuing, but at the same time will reassure candidates that they will not be required to attend interviews in person and will not be unfairly treated for not doing so.

Chairs are advised that IT/AV facilities for online interviews must be set up by the division/department. The University recommends that only Microsoft Teams is used when conducting video conference calls. This product is the default University offering and as such we hold an appropriate software licence. Follow this [link](#) for helpful guidance on using Teams.

The recording of job interviews is **not** permitted and Chairs of recruitment panels should remind those involved in the selection process of this, so that recording does not take place, even inadvertently.

Panels may be smaller, where appropriate, if staff are unable to attend. If you wish to convene a panel which differs from the recruitment policy, please inform your Resourcing Adviser as soon as possible in order that agreement can be sought.

For guidance with online interviews, please see this document: <https://www.kent.ac.uk/hr-managementinformation/documents/recruitment/Online%20Interview%20Guidance%20V1.pdf>

Immigration

Immigration provisions are continually changing. For up to date information please refer to the [Staff Immigration webpages](#).

Right to work checks

Temporary right to work measures have been introduced to make undertaking a check easier whilst observing social distancing or isolating.

Please refer to the [temporary right to work guidance](#) for further information.

Tier 2 Sponsored Staff

Understandably, sponsoring new staff under Tier 2 may be difficult at this time due to restricted travel and the closure of visa processing centres and English Language centres. The Home Office are working to implement alternative processes, however start dates will be delayed.

If you would like to recruit a candidate who requires sponsorship, please liaise with your Resourcing Adviser before making a formal offer.

Non-EEA nationals making in country applications

UK Visas & Citizenship Application Service Centres are closed which will impact non-EEA nationals currently in the UK making a visa application. This will cause delays in the visa process and therefore a subsequent start date. Should you wish to recruit a candidate who is required to make an in country (UK) visa application, please speak with your Resourcing Adviser.

Staff commencing employment

We recommend a virtual induction takes place to ensure new starters receive the support, guidance and information needed. Equipment and VPN access can then be arranged to allow the person to work from home. If this is not possible due to staff isolation, absence or social distancing, you may be required to postpone your recruitment plans.

Although new staff may be able commence employment remotely (in and outside the UK) consideration must be given to immigration and tax legislation. You must also decide if work can commence without an in person induction and if the relevant IT and HR records can be created. Before you make any offer of employment, please ensure that your School/Department can accommodate this home working.

If you have any questions please visit the FAQ website in the first instance: <https://staff.kent.ac.uk/coronavirus/supporting-students-colleagues>.

HR Operational Services will be able to answer most questions you have about contracts of employment and new starters. Please contact them via email: HRadvice@kent.ac.uk.