

Roles and responsibilities for the recruitment and selection process for TCS Associates

1. A PD8 should be submitted together with the completed advertisement and further particulars which have been done on the agreed template.
2. The Personnel Department approve the advert and the relevant Personnel Assistant (PA) arranges for it to be recorded in the order book and sent to the agency as soon as possible for immediate publication (i.e. post not to be queued if there is a backlog).
3. The TCS Centre sends a copy of the advertisement to panel members, and also to jobs.ac.uk, mailbases, other universities, TCD, etc and E-mail our clerical assistants with a copy of the FP's when completed for the web and the IVL.
4. The TCS Centre ensures that copies of all recruitment correspondence and documents are sent to the Personnel Department for the recruitment file.
5. PA to arrange for the recruitment file to be made up.
6. Applicants send applications to TCS Centre
7. The TCS Centre removes the personal/equal opportunities section of the application and retains it confidentially. The panel is not to see it. The TCS Centre must note any cases of disability and contact the Personnel Department immediately for advice. The Personnel Department to continue to record disability information.
8. The TCS Centre to highlight any cases where applicants ask for their referees not to be contacted.
9. On the first working day after the closing date, the TCS Centre to send the applications to the Panel Chair for shortlisting, together with form PD48s (Shortlisting record) for each panel member and a Selection Programme form PD9 for the Panel Chair.
10. The TCS Centre to ensure shortlist is received within 5 working days and send invitations to interview to the candidates using the prepared template within 2 days of receiving the shortlist. Enclosures: Interview expenses form, reply paid envelope, map(s).
11. The TCS Centre to request references at the same time as issuing interview letters, using the prepared template and the personal details section of the application form which contains referees' details, except where candidates have asked for referees not to be contacted.

12. The TCS Centre to prepare the panel memo from the template and circulate it to the panel at least 5 days before the interviews together with copies of:

Advertisement

Further particulars

Application forms of shortlisted candidates

Selection record forms PD57

Result of interview form PD 21 to the Chair only

Any references received to date to the Chair only

14. The panel chair offers the job to the successful candidate and notifies the decision to all other candidates by telephone within a day of the final selection decision. The TCS Centre receives from the Panel Chair copies of all application forms, references, selection records, and form PD21 and immediately forwards them to the Personnel Department.

15. PA to ensure offer letter and contract are issued within two days of receipt of result of interview and to undertake all other related, subsequent actions as normal.

16. The Personnel Department to ensure that the TCS Centre have adequate supplies of up to date application forms and interview expenses forms and anything not available on the Intranet. The TCS Centre to use documentation from the Intranet for each job in case there have been updates.