**APPOINTMENT PANEL REPORT**

**Please return this form to the People Directorate as soon as possible after the interview together with the Interview Assessment Form. A contract of employment will normally be issued within 5 working days of return of this document, provided all paperwork is completed.**

| **(To be completed by Chair of Interviewing Panel)** |
| --- |
| **Person Appointed**  |  | **Applicant Number** |  |
| **Vacancy ID** |  |
| **Post Title** |  |
| **Reports to** |  | **Location** |  |
| **Salary Grade** |  | **Point on Grade** |  | **Actual Salary** |  |
| **N.B If appointing above the bottom of the grade please complete the back of this form**  |
| **Planned Start Date:** |
| **Date Offer made:**  |
| *Please place an* ***‘X’*** *in the appropriate boxes* |
| **FTE** | Full-time  |  | Part-time |  | ***If part time what Fraction:*** |
| **Weeks** | All year around  |  | Semesters only |  | ***If Semesters only how many weeks:*** |
| **Type of Contract** | Fixed Term  |  | Permanent  |  | ***If Fixed Term what is the Target End Date:*** |
| Working pattern\* |
| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|  |  |  |  |  |  |  |
| *\*Full time staff are 7hrs 24mins per day over a 5 day period.* *Number of hours worked each day. If there is a shift pattern which is different to 7hrs 24mins per day over 5 days please attach details on a separate sheet. For part time staff not starting employment on the 1st of the month, please indicate the number of hours that will be worked, or taken as holiday, from start date to the end of that month.* *For the purposes of this calculation a full time member of staff will be considered to work 37 hours per week (0.5fte = 18.5 hours etc).*N.B. If more hours are worked then these must be converted into flexi time. If less hours are worked then these must be made up. |
| If fixed term, why is this post fixed term? |
|  |
| Has a verbal offer been made and accepted?  |
| Have unsuccessful candidates been informed? Yes\* No\**You should inform your unsuccessful candidates, if you have not please detail below why:*  |
|  |
| **FOR ITS ONLY****Do you require the following sentence to be added to the employment contract?***“The University has a number of high profile events, such as: open days, graduation, arrivals weekend, applicant days (this list is not exhaustive), which take place at various weekends and evenings throughout the year for which the post holder may be required to support. For each day/evening worked at one of these events the post holder will be compensated through TOIL. "* | Yes | No |

| **Safeguarding / Disclosure and Barring Service** |
| --- |
| **Disclosure and Barring Service (DBS) Check:** *(if applicable)* | Yes**\*** | No**\*** |
| [**Type of DBS check required according to their role**](https://www.gov.uk/government/organisations/disclosure-and-barring-service) | Enhanced - children + v/adult barred lists + both workforce checks | Yes**\*** | No**\*** |
| Enhanced – with children barred list + child workforce checks | Yes**\*** | No**\*** |
| Enhanced - v/adults barred list + adult workforce checks | Yes**\*** | No**\*** |
| Enhanced (without the barred lists check) | Yes**\*** | No**\*** |
| Standard | Yes**\*** | No**\*** |
| Basic | Yes**\*** | No**\*** |
| ***(within your Faculty /Directorate there are key people that gain these checks for you through First Advantage)*** |
| **Do they require an International Criminal Record Check** *(For those that need enhanced level DBS- If you have an applicant who has lived overseas for a period of time, you may need to request an equivalent criminal record check from any other countries they've lived in)* | Yes**\*** | No**\*** |
| **Have all gaps in employment been explored at application and interview?***(This is a Safeguarding requirement – essential for roles that require an Enhanced + DBS check and for those that will need a research passport with the NHS)* | Yes**\*** | No**\*** |
| **Right to Work in the UK checks** |
| **Proof of eligibility to work in the UK is attached (either a or b below)?***(please note that contracts will not be issued unless copies of relevant documentation are attached)* | Yes**\*** | No**\*** |
| 1. *A digital RTW report (by Trust ID) along with the eligibility Cover Sheet*
 | Yes**\*** | No**\*** |
| 1. *Photocopies via an in person check along with the eligibility Cover Sheet*
 | Yes**\*** | No**\*** |
| 1. *Home Office (visa) online right to work check (non UK/Irish National)*
 | Yes**\*** | No**\*** |
| **Non-UK/Irish Nationals - is a Certificate of Sponsorship and/or visa required?** *Panels are advised that where a Certificate of Sponsorship is required, the Directorate of Human Resources must be consulted prior to an offer of employment being made.*  | Yes**\*** | No**\*** |
|  |
|  |
| *Is it a condition of the offer to register for higher degree?* | Yes**\*** | No**\*** |
| *Is appointee currently registered to practice in a medical, health or social care profession? \*Please see attached for details* | Yes**\*** | No**\*** |
| *Is the appointee required to be an Academic Adviser* | Yes**\*** | No**\*** |
| *Is the appointee required to be a Module Leader?* | Yes**\*** | No**\*** |
| *Is the appointee required to be an Academic Conduct Officer?* | Yes\* | No\* |
| *Is the appointee required to be a Liaison Manager?* | Yes\* | No\* |
| **Is the appointee required to complete the First Three Years programme?**<http://www.brookes.ac.uk/res/support/training> | Yes**\*** | No**\*** |
|  |
| **DSE (Display Screen Equipment) training** – Compulsory for all PC/Laptop users. Course to be completed within 2 months *(if not required state reason).* | Yes**\*** | No**\*** |
| **Recruitment and Selection training required?** | Yes**\*** | No\* |
| **Manual handling training required?** | Yes**\*** | No\* |
| **Welcome to Brookes?** – If the successful candidate has worked for Oxford Brookes in the last 5 years, this is not required. | Yes**\*** | No**\*** |
|  |
| **Is the person likely to find a difficulty in evacuating the building unaided in event of an emergency?** If Yes, please see Safety Notice No 8 (OBUHSN08).  | Yes**\*** | No**\*** |

| *Please give reasons explaining why you have appointed the successful candidate on the grade above. N.B. Referring to “previous salary” or “previous experience” is not enough. You must give specific details.* |
| --- |
| Chair (Signature): Date: |

Oxford Brookes University is obliged to supply anonymous statistical information to the Higher Educational Statistics Agency (HESA). We are required to provide information on registration to practice in medical, health and social care professions. Please fill in the table below to indicate the appointee’s relevant registration to practice.

| 00 | Not currently registered to practice |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  | **EXPIRY** **DATE** |  | **PIN** **NUMBER** |
| 01 | General Medical Council (GMC) |  |  |  |  |
| 02 | General Dental Council (GDC) |  |  |  |  |
| 03 | General Optical Council (GOC) |  |  |  |  |
| 05 | The Pharmaceutical Society of Northern Ireland (PSNI) |  |  |  |  |
| 06 | The Nursing and Midwifery Council (NMC) |  |  |  |  |
| 07 | Health and Care Professions Council (HCPC): excluding social workers in England |  |  |  |  |
| 08 | Health and Care Professions Council (HCPC): social workers in England |  |  |  |  |
| 09 | Scottish Social Services Council (SSSC) |  |  |  |  |
| 10 | Care Council for Wales (CCW) |  |  |  |  |
| 11 | Northern Ireland Social Care Council (NISCC) |  |  |  |  |
| 12 | General Osteopathic Council (GosC) |  |  |  |  |
| 13 | General Chiropractic Council (GCC) |  |  |  |  |
| 14 | Royal College of Veterinary Surgeons (RCVS) |  |  |  |  |
| 15 | General Pharmaceutical Council (GPhC |  |  |  |  |

Thank you for your co-operation. If you wish to know more about HESA, please visit their web-site at: www.hesa.ac.uk.

[https://www2.brookes.ac.uk/services/hr/docs *Dec/10*](https://www2.brookes.ac.uk/services/hr/docs%20Dec/10)

*January 2023*