



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■

RECRUITMENT TOOLKIT

January 2019

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MAKING THE
APPOINTMENT

A Guide to Making the Appointment

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Welcome

Welcome to the LSE's **Guide to Making an Appointment**. This document builds on the School's *Recruitment and Selection Policy (Professional Services Salaried Staff)* and provides further practical guidance to help managers across the School recruit and select staff.

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1 Making an Offer

When making an offer, it may be useful to have copies of:

- The relevant [terms and conditions of service](#)– especially holiday entitlement, hours/times of work (where appropriate), increment date, length of [review period](#).
- [Pension](#) scheme information
- [Salary scales](#) and guidance on starting salaries

In cases where a member of staff moves to a different post within the School but where the new post is at the same grade as the post-holder's existing role, the member of staff will receive one increment.

2 Starting Salaries

You are advised to review and / or be familiar with the School's [Starting Salary Policy and Procedure for Professional Services Staff](#), prior to making an offer to the successful candidate.

External candidates:

You have the discretion to appoint staff above the bottom step of the appropriate salary band, providing the salary offer is within the standard range. You will be required to document the reason for the initial salary offer by completing the second fund check on the e-Recruitment system.

As a rough rule of thumb, the further above the bottom of the scale the manager intends to offer, the more comprehensive the rationale and evidence expected.

Recruiting managers seeking to appoint staff within the contribution range of the appropriate salary band must obtain prior approval from their HR Partner in the first instance.

Internal candidates:

The starting salary for an employee moving to a different post within the School at a higher grade will normally be the bottom point of the relevant pay band for the new post, unless this means that the increase is less than two increments above their current salary.

3 Right to Work

All staff must be able to demonstrate their right to work in the UK **before they start doing any work for the School** and no later than 9:30am on their first day of employment. Those who are not able to produce proof of their right to work before 9:30am will not be able to work, and their start date will be postponed.

UK and EEA nationals can demonstrate their right to work with a passport, and non-EEA nationals can demonstrate their right to work with a current passport and either a visa or a Biometric Residence Permit (BRP card) which states that they have permission to work in the role that they have been offered.

Candidates are asked to state their immigration status on the application form. If you are unsure as to whether a candidate has the right to work in the UK, please contact your HR Adviser in the first instance.

If you need any further information about the right to work process or the documents that a person should bring, please see the information on our website on right to work checks:

<https://info.lse.ac.uk/staff/divisions/Human-Resources/Immigration/Appointing-staff>

4 Review Periods

New appointments should always be offered subject to successful completion of a review period.

The review period ensures that the new starter receives the support and guidance they need from day one to succeed in their role. Band 1-7 roles have a 6 months' review period and band 8-10 roles have a 12 months' review period.

For more information on review periods, please check the guidance on the [HR webpages](#) or speak to your HR Adviser or HR Partner.

5 Induction

A thorough induction helps the new employee get off to a great start.

You may wish to think about what the new person will need before their first day in order to start work, for example a desk, phone, PC and any other equipment or IT access.

Think about whether you can nominate someone in the team to act as a buddy to show the new person around and/or go for lunch with them on their first day. A warm welcome will help to calm any nerves or worries and help make a good impression.

You may also want to consider the following:

- Who are the key contacts that the new employee should meet? Can these meetings be put into the diary early?
- Have you got an up-to-date team structure with names to help with introductions?
- Have you booked them on to their Flying Start induction?
- Have you got any materials that the new starter could read when they join to help them get a better understanding of the team and/or the role, for example, job description, department strategy, team objectives etc.?
- Remember to explain the School's Health and Safety Policy to the new person, as

well as go through the evacuation procedure in cases of emergency.

- Cover the basics, such as who to report to, where to go on the first day, what are the local sickness procedures, annual leave, lunch times etc.

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