



Recruitment tips for Section 9

Contents

Starting salary policy	2
Right to work	2
Review periods.....	2
Induction.....	3

Starting salary policy

Once you have found your successful candidate, you will need to make a decision about what salary should be offered to him/her. Normally, offers should be made at the lower end of the scale (within the first 2 increments) unless the candidate has skills, qualifications and experience that exceed the essential requirements of the post. If you feel that the candidate should be made a higher offer, you will need to make a business case to HR to explain why a higher offer is needed in this case. Please have a look at the [Starting Salary Policy and Procedure](#) on the HR website for more information about how to make a business case and what information needs to be included.

Right to work

When making a verbal offer to a candidate, it must always be subject to right to work in the UK.

At the verbal offer stage, we recommend letting the successful candidate know that they will need to complete a right to work check before they start work and to ask them if they foresee any issues that would prevent them from doing so successfully. The aim is to open up a dialogue with the candidate to help identify any potential right to work problems early in the process so that there is time to explore potential solutions before their first day. This will help you to make sure they will be ready to start work when you need them to.

All new starters need to provide proof of their right to work before their first day of employment and the earlier this happens in the process, the sooner you will be sure that they can start working for you.

Sometimes a candidate is unable to prove their right to work, for example because they are in the process of renewing their passport, or because they have a visa that is due to expire. We will not be able to allow a person to start work unless they can prove their right to work, and so it is worth finding out if there might be any problems early on so as not to cause issues later when they are due to start.

The School may be able to sponsor a successful candidate for a visa, provided the role meets the criteria. Please notify HR about visa sponsorship requirement when completing the second fund check form.

If you have any visa specific questions, please contact hr.visas@lse.ac.uk

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 month review period and band 8-10 roles have a 12 month review period. Academic staff have Interim and Major Review, normally within 8 years of their start date. For more information on review periods and Interim and Major Review for academic staff, please see the HR website or speak to your HR Partner.

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 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.
- What are the key things the new person needs to learn in order to do the job? Who could train them and how should these sessions be planned? Think about getting these sessions put into the diary early so that other team members can plan their time accordingly.
- Remember to ensure that your new starter attends the [Flying Start Induction Programme](#) (monthly for professional services staff) or the [New Academic Induction Programme](#) (NAIP) for academic staff run by the Eden Centre each September.

For more information on planning an induction, please see the [Managers' Induction Toolkit](#) on the HR webpages.