

**PERSONNEL SERVICES**

University Offices, Wellington Square, Oxford OX1 2JD  
 Director of Human Resources



To: heads of departments and institutions, faculty board chairs,  
 departmental administrators and faculty board secretaries

Ref. EMS/6

cc. heads of division, divisional secretaries, Director of Conference of  
 Colleges Secretariat, Mr Morgan, Ms Zaccheo, Clive Shepherd

June 2014

### **Arrangements for pre-employment screening for employees of the University**

*This circular sets out revisions and updates to the pre-employment screening processes for all prospective university employees.*

*The revised procedures and associated guidance may be found at:*

<http://www.admin.ox.ac.uk/personnel/recruit/preempcheck/>

*Your attention is also particularly drawn to the pre-employment medical health clearance process:*

<http://www.admin.ox.ac.uk/personnel/recruit/preempcheck/compulsorychecks/medical/>

#### **1. Background**

Personnel Services has undertaken a thorough review of the existing procedures for the pre-employment screening processes. This review was prompted by:

- the government-led changes to the Disclosure and Barring Service (DBS) procedures;
- some recent cases of missed pre-employment health screening for safety critical roles and posts with specific hazards, as well as the need to improve the overall pre-employment health screening process;
- a recent audit of the right-to-work checks;
- feedback from departments that certain areas of the pre-employment guidance lacked clarity.

#### **2. The revised guidance**

The new procedures can be found at:

<http://www.admin.ox.ac.uk/personnel/recruit/preempcheck/>

In summary:

- the website section on pre-employment screening has been restructured with the majority of the processes reviewed and significantly revised;



- the compulsory, standard and additional checks have been revised and rewritten;
- the DBS guidance has been substantially revised and updated; introduction of the Update Service and better clarity on the eligibility for undertaking checks and definitions of regulated activity;
- in conjunction with the University Occupational Health Service and the Staff Disability Adviser, the pre-employment health screening procedures have been thoroughly reviewed and significantly revised. A new Core-generated pre-employment questionnaire has been devised;
- new guidance on the use of social media during the recruitment process;
- the Work Permits team have updated the guidance on right-to-work checks due to recent changes by the Home Office and the importance of the right-to-work checks has been emphasised in the guidance throughout.

The next HR briefing will cover the changes outlined above, as well as act as a refresher of the entire pre-employment screening processes, and will take place on:

10 June 11.30am University Offices, Meeting Rooms 1, 2 and 3

If you would like to attend this HR briefing, please contact Daniel Oliver at [Daniel.oliver@admin.ox.ac.uk](mailto:Daniel.oliver@admin.ox.ac.uk).

This briefing will be run again at the next UAS Conference on the 26<sup>th</sup> June 2014. Please visit <http://www.admin.ox.ac.uk/uasconference/> for further information and booking details.

### **3. Action required of departments**

Departments are asked to:

- note the revised procedures;
- book onto one of the HR briefings, if deemed helpful;
- draw the revised procedures to the attention of any line managers and staff who are involved in recruitment procedures; and
- note the revised procedures come into effect immediately, with the exception of the online pre-employment health questionnaire, which will come into effect from Tuesday, 1<sup>st</sup> July 2014.

MR J DUXFIELD

Director of Human Resources.