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

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

Ref. EMS/6

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.

This briefing will be run again at the next UAS Conference on the 26th 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, 1st July 2014.

MR J DUXFIELD

Director of Human Resources.