Adnoddau Ddynol
Human Resources

Recruitment and Selection Policy

Document Control	
Document Title	Recruitment and Selection Policy
Version Number	2
Owner	Human Resources
Date of Approval	26/08/2026 by Joint Working Group
Approval Mechanism	
Executive Sponsor	CPO
Effective Date	

Recruitment and Selection

Contents

1. Introduction 2
2. Purpose 2
3. Scope 2
4. Responsibilities 3
5. Training Requirements 4
6. Recruitment and Selection Process 4
7. Welsh Language and vacancies 6
8. Rehabilitation of Offenders 8
9. Shortlisting 8
10. Interview 9
11. Composition of Panel 10
12. Interview Questions and Tests 10
13. Making an offer of employment 11
15. Safer Recruitment and Prevent 13
16. Recruitment Specifications for Safer Recruitment 14
Appendix 1: Composition of Panel 18
Appendix 2: Welsh Language Levels requirements (essential/desirable) when advertising posts 21
Appendix 3: Joining the University - Guidance for Line managers 24

1. Introduction

Aberystwyth University is committed to ensuring that all recruitment and selection activities are fair, transparent, and compliant with relevant employment legislation, statutory requirements, and codes of practice. The University recognises that its staff are its most valuable resource and that achieving its strategic and operational objectives depends upon attracting, appointing, developing, and retaining talented individuals.

This policy sets out the principles and procedures that govern recruitment and selection across the University and is intended to support the appointment of individuals who demonstrate the skills, experience, values, and behaviours required to contribute positively to the University's community and strategic objectives.

The University is also committed to promoting equality, diversity, inclusion, and the welfare and safeguarding of children, young people, and adults at risk. Where appropriate, recruitment processes will incorporate safer recruitment practices and will ensure that the University fulfils its statutory obligations, including those arising from the Prevent Duty. Proportionate pre-employment checks and risk assessments will be undertaken to ensure that appointments are made responsibly and in accordance with legal and regulatory requirements.

2. Purpose

The University has a broad and distinctive range of staffing needs. This procedure aims to ensure an effective, efficient, and consistent approach to recruitment and selection that meets those needs, complies with current employment and equality legislation, and provides clear guidance to departments.

This Policy should be read alongside the following related HR policies and procedures:

1. Recruitment and Employment of Ex Offenders- Policy
2. DBS Policy / DBS Certificate Handling Procedure
3. Relocation Policy
4. Interview Expenses Policy
5. Equality and Diversity (Equal Opportunities) Policy
6. Welsh Language Standards

3. Scope

This Policy covers all recruitment activities and applies to all employees and prospective employees of the University, including fulltime, part-time, and fixed term employees, regardless of length of service, with the exception of appointments for:

1. Visitors

2. Honorary and emeritus
3. External examiners
4. Named researchers
5. Agency workers
6. Self Employed/contractors

This Policy does not form part of any contract of employment and may be amended at any time.

4. Responsibilities

The following table sets out the responsibilities of staff and applicants involved in the recruitment process.

Role	**Responsibilities**
Human Resources (HR)	Ensure job adverts meet legislation requirements (equality, immigration, DBS etc.). Ensure all Job Descriptions and Adverts are translated to Welsh Coordinate communication with candidates and departments. Complete required pre-employment checks (references, health, right to work, qualifications). Manage discretionary checks: Fitness Assessment, DBS. Record recruitment documentation in line with GDPR. Advise on offers and salaries. Issue correct contract terms. Checking the Welsh language requirements are adhered to. Provide recruitment and selection training. Declare any conflicts of interest/personal relationships
Managers	Write job descriptions, person specifications, and advert wording (HR will assist with this where required). Ensure all Job Descriptions and Adverts are translated to Welsh. Consider whether DBS check is applicable. Work with HR on job evaluation and salary setting. Work with Finance and HR to secure recruitment approval. Work with the Centre for Welsh Language Services on Welsh language requirements. Complete required training. Make fair selection decisions and record them appropriately. Where possible ensure a diverse interview Panel Shortlist candidates against the agreed selection criteria Prepare interview questions Communicate outcomes to candidates and provide feedback. Respond to written feedback requests. Familiarise themselves with the policy and the recruitment system (E-Recruiter).

	Responsible for the departmental induction and related equipment. Declare any conflicts of interest/personal relationships
Prospective & Current Employees	Submit applications via E-Recruiter. Respond to interview and information requests. Provide honest and accurate information. Declare any conflicts of interest/personal relationships Complete onboarding checks including ID, qualifications, references, DBS (if required), medical screening. Declare any conflicts of interest/personal relationships

5. Training Requirements

Recruiting managers, shortlisting & interview panel members should complete the following training:

- Unconscious Bias
- Information Security
- Diversity in the Workplace
- Let's Talk about Race in the Workplace
- Prevent
- Safeguarding
- Recruitment Training for Line Managers

These courses can be found at: Blackboard Ultra.

6. Recruitment and Selection Process

How to start the process
Faculty/Professional Service Departments are required to request vacancies through the E-Recruiter system. This must include all job details, a job description and essential and desirable criteria suitable for the post.
The E-Recruiter workflow requires the following approvals:

- Welsh Language Level
- Finance
- Faculty PVC/Head of Department
- Human Resources

All vacancies, whether internal or external, will be considered by the appropriate individuals as part of the approvals process, which may include Finance, HR, the Centre for Welsh Language Services, the Research Office (where applicable) and the relevant Executive member. As part of this process, externally funded vacancies

will be checked to confirm the availability and terms of the relevant funding. Vacancies may then be approved or rejected.

Where an externally funded grant specifies a named individual, the post will not normally need to be advertised. A copy of the relevant grant documentation will be retained on the employee's file as evidence of the funding and appointment arrangements.

Higher Education Role Analysis (HERA)
Human Resources will HERA assess all new posts before the recruitment process begins. The only exceptions are if the post has been advertised within the last 2 years and there are no significant changes or if the post is a maternity cover.

Two trained members of staff will independently assess the job description and allocate the appropriate pay grade. This is to ensure that there is equal pay for equal work across the University.

Some professional services and Academic roles are matched to an agreed Role Profile, with a confirmed grade, clearly outlining the responsibilities of the vacancy. These can be found here Framework Agreement / HERA : Human Resources , Aberystwyth University

Managing the advertising process
HR will co-ordinate the advertising process for approved vacancies with the nominated contact in the Faculty/Professional Service Department.
All jobs will normally be advertised for at least 7 days for Prior Consideration candidates. If the vacancy is not filled, it will be advertised for at least 7 days for internal candidates. If the vacancy continues to be unfilled it will be advertised externally for a duration sufficient to attract a suitable number of applications or to meet United Kingdom Visas and Immigration (UKVI) requirements. In exceptional circumstances the Chief People Officer (CPO) may change this process/timeline.

All vacancies (excluding casual posts) will be advertised on the HR website.

The University will seek to proactively encourage applications from under-represented groups through the use of Positive Action statements when advertising our roles.

Advertising of Vacancies
Unless a post is designated for a sponsored or specifically named researcher, all vacancies must be advertised for a minimum period of one week. Advertising may be conducted internally, externally, or, where appropriate, through an approved recruitment or search agency. HR is responsible for advertising the post.

We recommend that posts that are advertised externally and require Welsh skills at B2+ level (essential) should be advertised on Welsh language publications and specific websites such as Lleo Icymru or Safleswyddi.com. Please contact HR Recruitment team to discuss and arrange.

Advertisement for a Specific Staff Group
In certain exceptional situations - such as during restructuring that may affect existing roles - a vacancy may be limited to a specific group of staff. If you believe this applies to your vacancy, please contact HR for guidance on the process to follow.

Opportunities of less than 12 months may, with agreement from HR, be advertised locally within a specific department or to a defined group of staff. (e.g. a team in a department to avoid a redundancy).

Advertising Channels and Costs
Vacancies will normally be advertised on the Aberystwyth University jobs website and promoted through appropriate channels to maximise diversity and inclusion. Advertising costs incurred through additional channels must be met by the recruiting department.

Departments requiring guidance on appropriate advertising media or associated costs should consult the HR Recruitment Team prior to placing advertisements.

7. Welsh Language and vacancies

In accordance with the statutory Welsh Language Standards all new and vacant posts must be assessed to determine the level of Welsh language proficiency required for the role. The post must then be categorised as essential, desirable, to be acquired within an agreed timeframe, or not required for Welsh language proficiency. Please note the following requirements for the recruitment process.

Please see appendix 2 - Guidance to recruiting managers on Welsh language requirements and suitable CEFR levels (A0-C2) for new and vacant posts.

Area	Policy Requirement
Advert	All job adverts and Job descriptions must include a Welsh language skill level (A0-C2) as essential or desirable. See appendix 2 for further guidance on Welsh language levels and requirements. All advertisements for new or vacant posts must be published in both Welsh and English. When advertised in Wales or on the University's website, the Welsh-language version must be afforded equal status to the English version.

	Job descriptions and adverts include the following statement We are a bilingual institution which complies with the Welsh Language Standards and is committed to Equal Opportunities. Welsh language skills are considered an asset to the institution, and we encourage and support staff to learn, develop and use their Welsh language skills in the workplace. You are welcome to apply for any vacancy in Welsh or English and any application submitted will be treated equally.
Application Forms	Application forms and all supporting recruitment materials must be available in Welsh. Forms must state that applications may be submitted in Welsh and that Welsh-language applications will not be treated less favourably than those submitted in English. Applications submitted in Welsh must be handled on an equal basis to English-language applications, including response times, shortlisting, and all other stages of the recruitment process. Application forms must provide applicants with the opportunity to indicate whether they wish to use Welsh during interview or assessment, and this request must be accommodated. Application forms must also ask applicants for their language choice for correspondence. All applications received in Welsh must be responded to in Welsh.
Offer of employment/engagement	When making an offer of employment or services, the University must ask whether the individual wishes to receive their contract in Welsh and must provide it in Welsh if requested.

8. Rehabilitation of Offenders

Applicants are asked to disclose whether they have been convicted by a court of a criminal offence for which they are subject to a period of rehabilitation under the terms of the Rehabilitation of Offenders Act 1974. Details are required if they are still subject to a period of rehabilitation.

Disclosures under rehabilitation of offenders will not be given to Recruiting Managers and should not form part of a recruitment decision unless the Chief People Officer or their nominee, decides it is directly relevant to the work being undertaken.

9. Shortlisting

Following the closing date of the vacancy, the Recruiting Manager will receive application forms from HR and are required to complete the shortlisting of the candidates through analysis of essential criteria. The shortlisting must be completed on the University's standard form by the Recruiting Manager and at least one other person.

Any member of staff involved in the selection process who has a personal or familial relationship/conflict of interest with an applicant is required to bring this to both the attention of HR and the Chair of the Appointing Panel (who may also be the Recruiting Manager). We acknowledge that applications are anonymised but at the point their identity is known the conflict of interest should be declared. The Chair of the Appointing Panel documents this information on the appropriate form and outlines any action taken e.g. the member of staff may be required to withdraw from the process.

For posts where Welsh language skills are an essential requirement, the recruiting manager should ensure that staff are appointed with the required Welsh level. If there are no internal candidates that meet the Welsh essential requirements you should contact HR to arrange the external advertising of the post.

Any queries in relation to the immigration status of candidates or Certificates of Sponsorship should be referred to an HR Business Partner or the Recruitment Team in the first instance. It is direct discrimination to not consider a candidate for a post just because of their immigration status.

The completed shortlisting must be sent to HR, who will then make appropriate interview arrangements. These shortlisting decisions may be required by the UKVI should a visa be needed by the successful candidate. It also assists the recruitment team in dealing with queries from candidates.

In accordance with the Disability Confident Employer Award, the University is committed to interview any applicant with a stated disability who meets the essential criteria for the post.
Recruiting Managers must offer to make any reasonable adjustments to the selection process to enable candidates to participate fully in the selection process. Any concerns regarding accommodating reasonable adjustments should be raised with HR.

10. Interview

The Appointing Panel will convene prior to the first interview so that the Chair can clarify the following points:

- The interview process.
- The structure of the interview.
- The questions to be asked and by whom; (it is recommended that the questions are agreed in advance of the interview day via email with the appointing panel) .
- Interview questions should be carefully considered in advance to ensure that they are relevant, objective and aligned with the requirements of the role. Panels should be clear about the information they are seeking to obtain from each question.
- For posts where there is a Welsh essential requirement, arrangements should be made to assess the candidates' Welsh language proficiency. This might include a Welsh speaking member of the interview panel who can conduct part of the interview in Welsh. Where appropriate the candidate might be asked to complete a short assessment in Welsh and/or bilingually.. For further information please contact Centre for Welsh language services: canolfangymraeg@aber.ac.uk.
- Any special circumstances pertaining to the post or candidates in accordance with the Redundancy & Redeployment Policy.
- Understand the structure of the interview, presentations, assessment tasks, campus tours or visits to the relevant workspace and how feedback will be provided.
- Declarations of interest.

At the conclusion of the interviews, the Chair will collate the interview scores and facilitate a discussion as required.

The outcomes of all interviews must be recorded, clearly stating the reasons candidates were or were not selected. The Chair (or appointed member of the interview panel) should complete this documentation, and the notes should be retained until the successful candidate has been formally appointed. These records should be forwarded to the HR Recruitment Team.

Please note, these records are required if the appointed candidate requires a Certificate of Sponsorship.

An exception to the interview process will take place in the event of a single application from a candidate under Prior Consideration.

11. Composition of Panel

The composition of the Appointing Panel will be in accordance with the University's Composition of Appointing Panels (see Appendix One) unless otherwise agreed with the CPO or nominee.

Each member of the Appointing Panel will receive:

- A copy of the original job description.
- A copy of each candidate's application.
- Copies of the Interview Assessment Form for each candidate.

In addition to the above, the nominated Chair of the Appointing Panel will receive:

- A copy of the University's current salary scale.
- An Interview Summary Sheet.
- An Interview Summary Matrix.

The panel should, wherever practicable, be composed to reflect the university's commitment to equity, diversity and inclusion by incorporating a range of backgrounds, experiences and perspectives. (See appendix for panel composition)

12. Interview Questions and Tests

HR can advise line managers on different selection methods for interview and tests. In terms
of questions the following two points should be noted:

1. Safeguarding and Disclosure and Barring Service (DBS) - For roles where there is regulated activity as defined by the DBS or roles where safeguarding is a requirement the HR team will send example questions for guidance. At least one stage of the interview process should include a face-to-face interview on campus.

2. University Values - As the university is guided by a defined set of core values, it is important to assess all applicants against these during the recruitment process. This ensures the selection of candidates who not only meet the technical requirements of the role but also align with the institution's culture and principles, supporting a consistent and positive working environment. Example interview questions aligned to these values can be obtained from HR.

University Value	**Summary**
Integrity	Trust, respect, clear communication, transparency
Engagement	Collaboration and external partnerships
Pushing Boundaries	Challenge norms to drive constructive change
Long View	Sustainable, long-term decision-making
Flexibility	Adapt quickly to change and opportunity
Equality & Inclusion	Respect diverse people and perspectives
Togetherness	Supportive, productive working environment

All vacancies that are Welsh Language Level B1 or above must include a question or assessment task to assess the candidates Welsh Language abilities to compare against the essential criteria. For posts where appointees are permitted to learn/ improve their Welsh skills to the required level, the interview should include a question regarding commitment to learning Welsh.

13. Making an offer of employment

Following the agreement of the Appointing Panel, a conditional verbal offer will be made to the selected candidate as soon as possible by the Recruiting Manager in line with the below:-

Salary:
Offers of employment are usually made at the bottom of the given salary scale unless there is good reason to offer more. Any amount above the minimum should be fully justified. Reasons may include:

- Education and qualifications
- Research record and publications (for academic staff)
- Comparison with salaries of staff in similar roles within the department and across the University.

Avoid creating pay differences that cannot be objectively justified.
Current or previous salaries may be taken into account, but it is not a matter of simply matching or exceeding someone's existing salary. Reference the total reward package we offer. This is often more generous than other employers and should be highlighted during salary discussions. It includes, for example:

- Annual leave entitlement
- Pension schemes
- Wider staff benefits (can be found here)

All offers of employment are subject to the following conditions. This should be made clear at the time of the offer:

- Receipt of evidence of right to work in the UK.
- Receipt of satisfactory references.
- Receipt of certificates/qualifications/ (as required from the essential criteria);
- Receipt of a satisfactory DBS check (where appropriate).
- Medical clearance (where appropriate).
- Evidence of membership of, or registration with, any professional body where this is an essential requirement of the role.
- Completion of all other checks required by legislation, regulatory bodies, funding requirements, or University policy, as applicable to the post.

Where any of the above are not satisfactory the university may withdraw the offer of employment.

The Chief People Officer may waive the need for a particular item set out above in exceptional circumstances.

A verbal offer of employment can be legally binding so please ensure that you carefully consider the terms of the offer before it is verbally made.

Please note, when you inform an individual of your decision in relation to an application for a post, you must do so in Welsh if the application was made in Welsh, or if the applicant has noted Welsh as their language choice.

All interview documents, including the AAF1 form, interview questions, and scoring sheet must be returned to HR by the Recruiting Manager within 48 hours of the interviews.

The unsuccessful candidates should be contacted and advised of the outcome of their application by the Recruiting Manager within 5 days of the interview, sooner where possible. The notes recorded during each interview may be used to provide constructive feedback, if requested.

In line with equality legislation, details of candidates and of selection decisions will normally be stored for a maximum of seven months. For externally funded posts, details of candidates and the notes relating to that post will be kept for a maximum of 25 years. For all appointments made where the candidate is a non-UK national and requires sponsorship from the University, all recruitment and right-to-work documentation will be retained in accordance with Home Office sponsor guidance and the University's records retention schedule.

14. References

Any offer of employment is conditional upon the receipt of references satisfactory to the University. Where the references received are deemed unsatisfactory, the University reserves the right to withdraw the offer of employment.

The following references are required for the following posts:

Grades 10 and above	**Three references** • Two of the nominated referees should be a senior manager from your current or most recent employment. • One should be a character reference • Family members or personal friends should not be named as referees.
Grades 1-9	**Two references** • One of the nominated referees should be a manager from your

	current or most recent employment. • If you have just completed full-time education, your course tutor, or other academic staff member familiar with your work, could be selected. • Family members or personal friends should not be named as referees.
Internal and directly appointed	**One reference** • From the current line manager. If obtaining a reference is not possible for internal candidates, confirmation will be sought from the HRBP that there are no ongoing issues for the individual or disciplinaries in progress. **No reference required** • Internal candidates remaining within the same team or where the current line manager is the hiring manager:
Casual Workers with DBS or other requirements	**One reference**
Casual workers	**One reference**

15. Safer Recruitment and Prevent

The university recognises that preventing unsuitable individuals from joining the organisation - particularly in roles involving children, young people, or adults at risk - requires a robust, consistent, and transparent recruitment process. This approach is underpinned by statutory safeguarding responsibilities, including the Prevent Duty to reduce the risk of individuals being drawn into terrorism.

This section of the policy applies to:

- Recruitment to posts requiring a DBS check;
- Roles involving contact with children, young people, or adults at risk; (For the purpose of this policy, an “adult at risk” is an individual aged 18 or over who may be unable to protect themselves from abuse, neglect, exploitation, or harm because of their care and support needs, illness, disability, age or other circumstances).

- Positions where staff may be perceived as safe and trustworthy, or have access to sensitive information (e.g. administrative, reception, estates, and maintenance roles);
- Contractors, agency staff, volunteers, visiting lecturers, and all others working on behalf of the University.

The principles of safer recruitment must also be embedded within contracts and service level agreements with third-party providers, including clear safeguarding expectations and arrangements for monitoring compliance.

The university also recognises that its staff are central to achieving its strategic and operational objectives, and is committed to attracting, appointing, and retaining individuals of the highest calibre while maintaining a safe environment for all.

Safer recruitment is a key element of this commitment. It encompasses the practices and procedures designed to deter unsuitable applicants, identify potential risks during the recruitment process, and prevent inappropriate appointments. These principles apply to any role involving regulated activity with children or adults at risk, including (but not limited to) teaching, supervising, or supporting apprentices or students under the age of 18.

Principles of Safer Recruitment
Safer Recruitment at Aberystwyth University is based on four key principles:

1. **Deter** – Making clear through job advertisements, application materials, and policies that the university takes safeguarding and Prevent responsibilities seriously.
2. **Reject** – Identifying and rejecting unsuitable applicants through robust shortlisting, interviews, references, and pre-employment checks.
3. **Prevent** – Reducing opportunities for abuse or harm through effective risk management, clear standards of behaviour, and comprehensive induction and training.
4. **Detect** – Identifying inappropriate behaviour or concerns at the earliest opportunity and responding appropriately through a strong safeguarding culture.

16. Recruitment Specifications for Safer Recruitment

The following table sets out the key requirements for the safer recruitment process which recruiting managers should follow:

Area	Policy Requirement
Job Descriptions	All job descriptions must: • Clearly outline the main duties of the role; • Specify the extent of contact with children, young people, or adults at risk;

	• State the individual's responsibility to promote and apply the University's Safeguarding and Prevent policies and practices; • Detail any job-specific safeguarding responsibilities; • Reference the requirement for a DBS check (where applicable)
Person Specifications	Person specifications must include: • Essential and desirable qualifications and experience; • Safeguarding-related competencies and behaviours; • Any additional requirements relevant to working with children or adults at risk.
Shortlisting and Interviews	Recruiting managers must: • Review candidates' employment histories carefully, paying particular attention to any gaps in employment, periods spent overseas, frequent changes of employment, or inconsistencies between the information provided in application forms, curricula vitae, references, and other supporting documentation. Any gaps, discrepancies, or unexplained changes should be explored with the candidate during the selection process and an appropriate record of the explanation retained. Where concerns remain, the panel should consider whether further enquiries, references, or additional safeguarding checks are required before an appointment is confirmed. Particular care should be taken where the role involves contact with children, young people, adults at risk, or access to sensitive information, facilities, or systems. Review candidates' employment histories carefully, noting any gaps or unexplained changes. Seek advice from HR where concerns arise; • Explain and Assess candidates' experience of working with children and/or adults at risk, and their understanding of safeguarding and Prevent responsibilities (Example questions are available from HR); • Identify any training needs and assess the candidate's willingness to undertake mandatory training if appointed. For posts where an appointee is required to learn/ improve their Welsh skills to a certain level, the line manager should ensure that they provide opportunities for the individuals to attend courses to learn Welsh and monitor their progress as part of their regular one-to-one meetings

Interview Panel Requirements	Recruiting Manager / Chair of appointing panel must ensure: • Interviews should normally be conducted in- person (not on Teams); • A minimum of two interviewers must be present; • Where a DBS check is required, the panel should include safeguarding questions. Please contact HR for example questions. • Where Welsh skills at level B2+ are an essential requirement, at least one panel member must be Welsh speaking.
Applications and References	• All applicants must complete the university's standard application form. • CVs will not be accepted as the sole basis for an application. • Offers of employment are subject to the receipt of a satisfactory reference/s, one of which must be from the applicant's current or most recent employer. • Referees must not be relatives. References will be obtained directly and, where a DBS check is required, referees will be asked to confirm the applicant's suitability to work with children, young people, or adults at risk.
Pre-Employment Checks and Offers	All offers of employment are conditional upon the satisfactory completion of relevant pre-employment checks, which may include: • Verification of identity and right to work in the UK; • Verification of qualifications and professional registration; • DBS clearance at the appropriate level, including enhanced disclosure where regulated activity applies (where required) • Occupational health clearance (where required). Applicants identified as unsuitable for roles involving children or adults at risk will not be appointed.

Escalation and Criminal Records

Having a criminal record will not automatically prevent an individual from being appointed. The University is committed to considering applicants fairly and on their individual merits. Where criminal record information is relevant to the role, it will be considered fairly, consistently and proportionately, taking into account factors such as the nature and circumstances of the offence, the time elapsed, evidence of rehabilitation, and its relevance to the duties and responsibilities of the role.

Any concerns regarding an applicant's suitability for the role, including concerns relating to the accuracy of information provided, relevant criminal convictions, safeguarding matters, or an individual's barred status, should be referred to HR for further consideration.

Where concerns indicate that an individual applicant may present a safeguarding risk, or where there is evidence of a potential criminal offence, the matter will be escalated in accordance with the University's safeguarding procedures and, where appropriate, may be referred to the police and/or the DBS.

For further advice please contact HR.

Appendix 1: Composition of Panel

Points to Note	The panel should be balanced in terms of 'sex', and should wherever practicable, reflect the university's commitment to equity, diversity and inclusion by incorporating a range of backgrounds, experiences and perspectives. where a majority exists for a particular characteristic, care should be taken by the panel chair to ensure there is no bias being demonstrated by the panel in the selection process. Where candidates choose to be interviewed in Welsh, the panel composition will ideally reflect this requirement. Where this is not possible, simultaneous translation facilities will be made available. Please ensure that translation services are booked in advance before sending the interview offer letters. For Welsh essential posts (at B2+) please ensure the panel include a Welsh speaking member.
Composition of panel	The composition is a minimum requirement and can be added to as required. Head of Academic Department Vice-Chancellor (Chair) Pro Vice-Chancellor External representative with relevant expertise (only where required for specialist posts) CPO or nominee Professor Vice-Chancellor (Chair) Head of Academic Department External representative with relevant expertise (only where required for specialist posts) CPO or nominee Reader Pro Vice-Chancellor (Chair) Head of Academic Department Human Resources Business Partner

	Senior Lecturer Pro Vice-Chancellor (Chair) Head of Academic Department Human Resources Business Partner Lecturer Head of Academic Department (Chair) Member of Academic staff from the department Member of Academic staff from another Academic Department PDRA/Research Assistant/Associate Lecturer / Part Time Teachers Head of Department or depute (Chair) Member of Academic staff from the Department (normally the line manager) Member of staff from another Academic Department or in the case of collaborative projects, a member of staff from the relevant partner department or Institution Head of a Professional Service or Grade 9/10 Posts (not Executive level) Vice-Chancellor (by request) Pro Vice-Chancellor or Executive level Head of Professional Service (Chair) Head of Professional Service If the post requires specialist technical skills, Chair may nominate an external representative Chief People Officer or nominee Grade 8 Head of Professional Service Line manager or nominee Member of staff from another Department HR representative where requested by the Chair Grades 5, 6, 7 Head of Department (by request) Line manager (Chair) Member of staff from Department unless the Head of Department is on the panel Member of staff from another Department HR representative where requested by the Chair Grades 1- 4 and other non-Hera posts Line manager (Chair)or nominee Member of staff from Department

	HR representative where requested by the Chair Prior Consideration and Panels (where there is 1 candidate) Line manager (Chair) HR representative

Appendix 2: Welsh Language Levels requirements (essential/desirable) when advertising posts.

The University has a statutory duty under the Welsh Language Standards to assess the Welsh language requirements of all posts before advertising.

For further information and a full description of the CEFR Welsh Levels (A0-C2) please see https://www.aber.ac.uk/en/hr/info-staff/employment/welsh-language/

Duties / Job Type	Recommended Welsh Level (Essential)	Recommended Welsh Level (Desirable)	Comments
Academic (Teaching) English medium only	A0	C1	In cases where a fluent Welsh speaker is required, Welsh essential levels C1 or C2 would be the requirement for academic positions. When level C1 is set as the Welsh Essential level, C2 should be set as the Desirable level. There should be consideration to ensure no negative impact on the Welsh-medium academic provision when confirming the Welsh language requirements of advertised jobs.
Academic (Teaching) which includes Welsh medium teaching.	C1 or C2	(C2)	
Research (Internal Budget) English medium only	A0	C1	
Research (Internal Budget) Welsh medium / Bilingual	B2, C1 or C2	(C2)	When the Welsh Essential level is B2 or C1 level, please specify C1 or level C2 as the Desirable level.
Externally funded research projects	*	*	* The requirements of the project should be considered. If certain posts require Welsh language skills (e.g. a public engagement project in Wales) please use level B2.
Heads of Departments	A1*	C1*	For Head of Departments / Service, in cases where a fluent Welsh speaker is required level C1 or C2

			(Welsh Essential) should be used. Where Welsh skills are not required, please include the following: *Oral (spoken) and Written Welsh Level A1 or evidence to demonstrate an on-going commitment to learn Welsh to this level.*
Posts with duties that include (a) Reception Services	B2 (Spoken)	C1	A bilingual service must be guaranteed at all receptions, ensuring that the Welsh language is not treated less favourably.
(b) In person services (to students / the public)	*	*	* Need to ensure that there is bilingual capacity (at B2+) to guarantee a bilingual service for students.
(c) Telephone and Correspondence Services (for students or the public)	B2 (or B1)*	C1	* Capacity (e.g. 50% Welsh Essential at B2) should be ensured in all frontline teams.
(ch) Specialist services for students	*	*	* Need to ensure that there is bilingual capacity (at B2+) to guarantee a bilingual service for students.
Technicians	A0*	B1	* In cases where technicians support Welsh medium provision, levels B1/B2 (Essential) is recommended.
Posts providing services to university staff (only)	*	*	* The service or team must have sufficient bilingual capacity to guarantee a bilingual service to staff.
Other posts requiring Welsh language skills	*	*	* There are several examples where certain posts would require Welsh language skills including all posts in certain teams. Please consult with the Centre for Welsh Language Services should you have

			any queries regarding Welsh Language Levels.

For posts at levels A1, A2 or B1 the following clause should be included in job descriptions.
[A1 / A2 / B1] *or evidence to demonstrate an on-going commitment to learn Welsh to this level.*

For jobs without Welsh language requirements (A0) please use
(A0) An ability to understand the bilingual nature of the University and an awareness of the procedures in place to support working bilingually.

Capacity
Please note that consideration should be given to the Welsh language levels of all posts at the University, including senior management positions, alongside consideration regarding the Welsh language levels and capacity within the team/department to provide services through the medium of Welsh and comply with the requirements of the Welsh language Standards.

Appendix 3: Joining the University - Guidance for Line managers

In preparation for a new employee joining the university or transitioning internally, line managers are responsible for making initial contact and arranging their first day. This includes ensuring new starters feel welcomed and are provided with the information and support they need to begin their role effectively.

Please note the following key points:

- Sponsored employees - staff who are sponsored must visit HR Office **prior to their first day –** before starting work in their department so their documentation can be verified.
- IT Equipment and Uniforms - the provision of IT equipment, uniforms etc are the responsibility of the department. In terms of IT equipment, the Line Manager is asked to complete the requirement when creating a new job on the e-recruiter system (i.e. whether an MS Office license, IT Hardware or funding is required). Information Technical Services (ITS) will contact you if you have chosen one of these once the new starter is set up on ABW. Otherwise please email it@aber.ac.uk) If you need to Order any other IT equipment – IT Equipment Purchase Form – such as Hub monitor(s), keyboard, mouse, Laptop stand (if required).
- Induction, Probation and Monitoring - Line managers should ensure a structured induction plan is prepared before the employee starts work at the University (the checklist for Line Manager will support this). During this process, employees will be provided with access to mandatory training, including Prevent training, and will receive clear guidance on the standards of professional conduct expected across the University. All new staff will be offered a university-wide induction and will receive the invitation from HR.
- Probation - All roles are subject to a probationary period. As part of the induction process, the line manager should agree clear objectives with the new employee. During the probationary period, the line manager should monitor progress, provide appropriate support and feedback, and address any concerns regarding the employee's suitability for the role promptly and constructively. Where concerns arise, line managers should work with the employee to identify appropriate support measures and should seek advice and guidance from HR as necessary.