

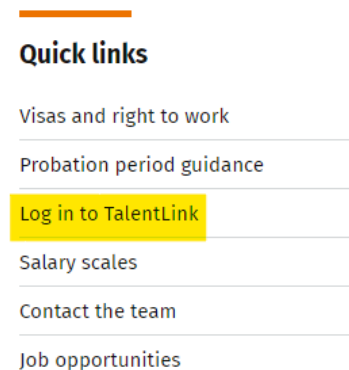
# Request to Recruit Form – Guidance and Information

## Before you start... you will need to have the following details at hand:

- Job Description & Job Advert (please ensure to use the most up to date JD/Advert templates – you can find these [here](#) under the Job Descriptions tab)
- The department the role will be based in
- The location the role will be based in
- If an Occupational Health Assessment and/or DBS will be required to undertake the role
- Which external advertising channels you may wish to use (e.g. Jobs.ac.uk, LinkedIn, NatureJobs etc)
- The Job Family, Job Level and salary range you wish to advertise at
- The Contract Type and Working Hours for the role
- All funding details – this includes the cost centre(s) and account code(s)
- Name of all approvers (departmental and financial/JRO)
- Name of panel members that will need to have access to the requisition

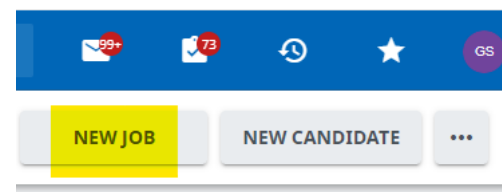
## How to log-in to Talent Link:

- As an Imperial College employee you can quickly and easily your Talent Link account using your **single sign on**, please see below for further instructions:
- Scroll down the left of the page - <https://www.imperial.ac.uk/human-resources/recruitment-and-promotions/recruitment/> under 'quick links' please click on 'login to Talentlink' :



## Completing the Requisition Form:

Select 'New Job' in the top right corner of your Dashboard to open up a new requisition form.



**Panel Chair / Hiring Manager** – please ensure to assign this to yourself – if you leave this field blank you will not have access to the requisition after it has been created. If needed, this field can later be amended by the recruiter managing the requisition.

**Job Title** - here you can input a previous job number or select one of your previous job titles from the drop-down menu. This will then complete key sections of the form on the next page.

**Organisation** - using the drop-down options, indicate the Faculty and Department the role will be based in and the source of funding.

**Contract Type** – please pick one of the options, “Research” is for roles on the research and clinical scales. “Professional” is to be used for roles on the PTO and teaching scales.

**Source of funding** – please select one of the options, the option you select will depend where the funding for the role is coming from (e.g. most Research roles will have Research based funding).

Basic Information  
Initial information to create the job requisition

Panel Chair/Hiring Manager  
Gabriela Sinu ×

Job Title required  
Test JOB ×

You can select an existing job to copy the content or type in a new job title. You can search by job title or job number to find the job to copy the content.

Organisation required  
IF - Institute of Infection ×

Contract Type required  
Research ×

Source of funding required  
Research ×

**CONTINUE**

**Location** – please ensure to state whether the role will be Hybrid or On-site and also then select the correct Campus Location (e.g. South Kensington – Hybrid).

**Department** – please re-confirm the department this role lies in within the Faculty.

**HR Org** – please select the correct organisation this role lies in within the department, this section refers to the additional department code for this role.

**Criminal Records Check** – please state whether a DBS check will be required for this role, for more information and guidance please click [here](#).

**Occupational Health Assessment** – please state whether an OH assessment will be required for this role, for more information and guidance please click [here](#).

Will this role be hybrid or on site only? required

Depending on your answer to the question above, please pick the correct campus and work location.

Location/campus required

Department required

CH - Department of Chemistry X

HR org

CHEM- Administration X

**CRIMINAL RECORDS CHECK**  
For guidance, please see [Criminal Records Disclosures](#)

Is a criminal records disclosure check required? required

**OCCUPATIONAL HEALTH**  
Please note, if the role involves any of the following work activities then you will need to complete an Occupational Health form or health assessment once a new starter has been appointed:

- Contact with patients
- NHS Honorary Contract required
- Undertaking or assisting with surgical or other Exposure Prone Procedures
- Working with babies or young children
- Work requiring biological containment
- Work with animals or insects
- Other work requiring health surveillance
- Regular driving on College business
- Need for accurate colour vision
- Fieldwork or travel abroad
- Food handling
- Safety-critical work
- Other work requiring health clearance

For further guidance, see [Occupational Health Assessments](#)

Does the role involve any of the above work activities? required

**Who is this post open to?** – please select ‘All’ if you would like for the role to be visible to both internal and external candidates. If you would only like to allow internal candidates to apply, please ensure to select the ‘Redeployee and Internal only’ option.

**Jobs.ac.uk and LinkedIn** – if you wish to advertise on these job boards, please select the ‘yes’ option and the Recruiter will be able to further advise on the current pricing for these job boards.

Estimated costs subject to change:

***Jobs.ac.uk – prices starting from £255 per advert***

***LinkedIn - Professional/ Academic/ Teaching post £450 ; Research Post £300***

**How many days would you like the advert open for?** – please either state the number of days you would like to have the post advertised, or alternatively please state the specific closing date (please note all posts expire at 23:59pm)

**Additional comments / Information** – you can use this section to provide any details on raised POs. If POs are raised after the form has been submitted, then please email the job number and PO details to the Recruiter managing the requisition or the [recruitment@imperial.ac.uk](mailto:recruitment@imperial.ac.uk).

Who is this post open to? required

#### JOBS.ac.uk

For further guidance and information on paying for additional external advertising, please see our [Request to Recruit Guidance](#).

Advertise on jobs.ac.uk?

#### LINKEDIN

For information on LinkedIn costs and raising a PO, please see the [Request to Recruit Guidance](#).

Advertise on LinkedIn?

#### OTHER ADVERTISING CHANNELS

If you would like to advertise on any additional job boards or journals, or would like to use a Recruitment Agency then please specify below. Alternatively, ask the [Recruitment Hub](#) for further advice or recommendations.

Name of additional Job Boards, Journals or Agencies

#### ADVERT DURATION

We recommend advertising for a minimum of 14 days.

How many days would you like the advert open for? required

#### ADVERTISING ADDITIONAL COMMENTS/ INFORMATION

You can also use this section to include any PO numbers you have raised for advertising purposes

Please type here

**Number of Positions** - this relates to the headcount/number of roles available

**Expected Start Date / Expected End Date** – if not yet known you can also leave these fields blank

**Job Evaluation** – if you are advertising a new role you will need to have it evaluated by the Job Evaluation panel first. If the requisition is for an existing role with less than 20% change to the JD and/or advert it will not have to be evaluated. For further guidance please click [here](#).


**Job Family and Job Level** - Please ensure these are correct since the Recruitment Hub will use these fields to generate the salary details for the job. You can also use the [Job Family Grading Structure Summary](#) for further guidance.

Number of Positions required

Expected Start Date

Expected End Date


 

Is this a new post? required


If a standard job description template has been used, then please select Yes

Has the Job Description been evaluated and grade confirmed? required


 

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Job family required

Job level required

**Salary Information** – please ensure to select the correct Job Type (e.g. Full-time / Part-time) and Type of Contract (e.g. Full-time and Fixed term).

Please also then select the salary range you wish to advertise the role at – full salary range is normally advertised unless there are funding/budgeting limitations).

Please note the salary range selected here will then be advertised on the Imperial Jobs site.

**Fixed salary roles** – these salaries need to be typed in, please ensure there are no spaces/dots/commas.

Please ensure to provide the fixed salary (or salary range) number in the min. and max. salary fields:

FIXED SALARIES ONLY

Min fixed salary

50000

Max fixed salary

55000

Job type required

Full time

×

Please select "Open Ended" for roles that are working on a permanent contract

Type of contract

required

Fulltime-Fixed Term

×

Salary rate

required

Full time

×

SALARY TO BE ADVERTISED

Min spine point

required

Research Pay Point Spine - 17

×

Min salary

£45,593

×

Max spine point

required

Research Pay Point Spine - 21

×

Max salary

£53,630

×

**Account code information** – to help you complete this, please see the following example details:

- Percentage assigned to this account code: 100%
- Account Code: G00000
- Activity start date (this will be the potential date a candidate could start, please add a rough date if unknown)
- Activity end date (only required for fixed term roles)
- Cost Centre: ACGA

#### ACCOUNT CODE 1

This section is required for Finance or Research approval. You will need to know your Account and Cost Centre Codes. For example:

- Percentage assigned to this account code: 100%
- Account Code: G0001
- Activity start date (this will be the potential date a candidate could start)
- Activity end date (only required for fixed term roles)
- Cost Centre: WHCV


Percentage assigned to this account code required

100


Account code (this will consist of 1 letter and 5 numbers e.g G12345) required

G00000

Activity 1 Start Date

01/04/2024 

Activity 1 End Date

31/03/2025 

Cost centre 1 required

ACGA ×

**PLEASE NOTE:** Account code 2 and additional split funding details are only required for **split funding posts**. Please provide additional details in the above format if using the additional split funding free type box.

#### ADDITIONAL SPLIT FUNDING

If additional split funding is required please provide:

- Percentage of funding assigned to each additional cost centre
- Funding start date
- Funding end date
- Additional Cost Centre codes

Additional funding details

0/3000

**Shortlisting Panel Members** – the Recruitment Hub can update the Panel team for you at any time, so please provide any initial names or leave blank if unknown. Once added by the Recruitment Hub, Panel Members will show up under the Operational Team section on the job summary page and have access to the requisition.

Panel members

**Job Approvers** – this information needs to be as accurate as possible. The Recruitment Hub will verify the approvers before they launch the Job Approval stage.

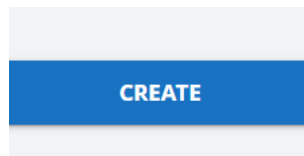
If a Finance or Research step is not required, then please type N/A in the box.

Department Approver	required
<input type="text"/>	
Finance Approver	required
<input type="text"/>	
Research Services/ JRO Approver	required
<input type="text"/>	

**Attachments** – please ensure that you attach a job description (career site attachments) and job advert (not visible on career site) before submitting. The Recruitment Hub will then check through your attachments. They will then use both documents to upload the job to our careers site.


Guidance on writing up Job Descriptions and Job Adverts can be found [here](#).

**Submitting your requisition form** – once you are happy with all the information and details on the requisition form, please click **‘Create’** and this will automatically be sent to the Recruitment Hub for processing.



CAREER SITE ATTACHMENTS

You can drag & drop files here (Supported types)

 add new

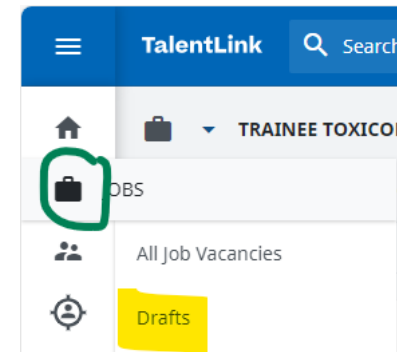
NOT VISIBLE ON CAREER SITE

You can drag & drop files here (Supported types)



### Where can I find my draft Requisition Forms?

- Please click on the briefcase symbol located in the left navigation panel on your Talent Link dashboard
- Select 'drafts' from the drop down menu and then search for the draft you are looking for



### What happens after I have created my requisition?

- Once submitted the Recruitment Hub will receive a notification informing them of the requisition you have created and will process this for you as soon as possible.
- Once processed and fully approved, the requisition will be posted on the Imperial College Jobs Site – the Recruiter managing your requisition will also share the live link with you once the advert has been posted.