**University of Aberdeen**

**Direct Appointment**

In very limited circumstances it may be appropriate for a direct appointment to a role to be made without a requirement for a full recruitment process.

Such appointments can only occur after a full discussion with an HR Adviser or Partner who will decide if a direct appointment is appropriate based on the circumstances and that such an appointment would not contravene any of the University’s legal and procedural obligations. One example of where a direct appointment may be appropriate is where a researcher is named on an externally funded grant because they have the clear skills and experience to undertake the role.

In all cases where a direct appointment is considered appropriate financial approval and consideration of any individuals at risk of redundancy (in line with the Policy on the Avoidance of Redundancy) must be in place. Other documentation will also be required to allow an individual to be employed by the University and this will be confirmed by the HR representative at the time of approval but shall include the following items:

* + Completed Request to Recruit form
  + CV for the individual and copies of qualifications
  + Evidence of an appropriate right to work check
  + Job description for the role being undertaken to confirm the grading of the role

Candidates who are to be appointed directly to a role will not be eligible for sponsorship by the University under the Skilled Worker category and therefore individuals who require a visa to work in the UK will required to demonstrate their own personal visa status which enables them to undertake work for the University (this could include being a dependent on a Spouse’s visa where this status allows them to work.)

Once it has been agreed that a direct appointment is appropriate and funding approval has been given the direct appointment form attached to this guidance shall be completed in conjunction with the HR Adviser/Partner for the area.

Direct Appointment form

|  |  |
| --- | --- |
| Employee Name |  |
| Home Address |  |
| Email Address |  |
| Date of Birth |  |
| National Insurance Number |  |
| Contract Type (full time, GMH, Zero hours, Fractional, etc fixed term/open ended funding limited); GMH/FTE/NO hours for fractional |  |
| Job Title |  |
| Grade |  |
| Spinal Point |  |
| School |  |
| Project title |  |
| Section (Level 7 of Hierarchy) |  |
| Funding body |  |
| Start Date |  |
| End Date |  |
| Continuous Service Date |  |
| Ledger Code (and name of the Finance person if RG) |  |
| Line manager name |  |
| Purpose of Employment |  |
| PVG Required YES/NO |  |
| Travel requirement in role, fundamental, possible or N/A |  |
| Length of Probation |  |
| HESA  Previous Employment  Previous HEI  Highest Qualification  Academic Discipline  Regulatory Body  Date Left HEI |  |
| **Documents check list - Attached:** |  |
| Passport |  |
| CV |  |
| Business case / Persys |  |
| Equal Opportunity Form |  |