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Planning your recruitment campaign

Your role as a recruiting manager

As a recruiting manager, your responsibilities throughout your recruitment campaign are to ensure:

- your role has been through the necessary pre-recruitment processes as needed
- you have the relevant permissions to recruit and understand the [Civil Service recruitment principles and Success Profiles](#)
- you have planned in advance including assessment methods, key dates and shortlisting/interview panels
- you have the relevant panels prepared for each stage of the selection process, including providing copies of the applications, and they are compliant with MHRA requirements
- you complete the paperwork required by the recruitment team in a timely manner
- you conduct professional recruitment, making fair decisions based on merit

Our role as the recruitment team

In return, the recruitment team will:

- support managers to the best of our ability to make the best hires
- provide timely and accurate advice and guidance around planning your campaign and general recruitment queries
- operate within our stated SLAs
- provide a professional recruitment service to the agency

How to get started

The first step of the recruitment process is to plan your campaign.

[Corporate Job Description \(Word\)](#)

If you have never recruited before, or think your campaign is going to be especially complicated or difficult to fill, please contact your recruitment advisor to arrange a campaign planning meeting.

To enable you to make the best recruitment decisions and appointments, get the maximum benefit from the Success

- provide a professional recruitment service to the agency

How to get started

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[Corporate Job Description \(Word\)](#)

If you have never recruited before, or think your campaign is going to be especially complicated or difficult to fill, please contact your recruitment advisor to arrange a campaign planning meeting.

To enable you to make the best recruitment decisions and appointments, get the maximum benefit from the Success Profile methodology and minimise bias and discrimination in recruitment, it is recommended that you use a variety of methods and assessments to reach your final decision.

Tests and assessments can be applied at every stage of the process from initial sift to final decision. Find out more about the [availability and uses of assessments \(PDF\)](#).

You will also need to ensure a relevant job description is available for the role. It is essential that you are familiar with the Civil Service Success Profiles before creating a new job description. If you are unsure or have any questions at any stage, [please contact your Recruitment Advisor for support](#).

We have a job description template available for you to use: [Corporate job description template \(Word\)](#).

Oracle Recruit

Once you have planned your campaign, you will need to raise a requisition via Oracle Recruit.

We have created a number of how-to guides in order to help you navigate Oracle Recruit:

- [Oracle Recruit – Hiring Managers Guide](#)
- [Oracle Recruit – Internal Candidate](#)

If you are stuck, unsure, or need guidance on something not included in the above list, [please contact your Recruitment Assistant for support](#).

Fixed term roles in the civil service explained

There are two types of fixed term contracts in the civil service, known as Fixed Term IN (FTI) and Fixed Term OUT (FTO). This note sets out the difference, why are they different and how this impacts on someone applying for some civil service roles:

- **Fixed Term IN** – this is where staff apply for a fixed term role advertised publicly, and interviewed and selected in line with the Civil Service Commission Recruitment Principles, as set out in the Constitutional Reform and Governance Act 2010. Here, the legal requirement is for civil servants to be appointed on merit on the basis of fair

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Colleagues who are FTI are entitled to apply for jobs advertised to civil servants only (known as internal across Government advertising) after successfully completing their 6 months probationary period, in the same way as permanent civil servants, in addition to applying for roles advertised externally (ie to anyone) on civil service jobs.

- **Fixed Term OUT** – this is where staff are introduced to the MHRA by a recruitment agency, other reputable source, or by introduction, and although likely interviewed for the role this mode of recruitment does not meet the qualifying criteria of open competition and is considered an exception within the Recruitment Principles. Such appointments can only be for a maximum of two years, unless permission is granted by the Civil Service Commission to extend.

Staff who are FTO are not able to apply for internal to government only roles but can of course apply for roles advertised externally on civil service jobs, after successfully completing their 6 months probationary period.

How do staff know if they're FTI or FTO?

- You are FTI if you applied for the job you are in through an external advertisement on Civil Service Jobs, Oracle Recruit or any other recruitment website.
- You are FTO if you applied for your job through a recruitment agency or other reputable source, or were recruited through introduction and the role was not advertised on civil service jobs at the same time.
- You are FTO if you were originally a contingent worker and were subsequently offered a fixed-term contract (without fair and open competition through an external advert).

If in doubt, you can check your fixed term status on your Fusion record.

[Insite](#) > [Working for us](#) > [Resourcing](#) > Shortlisting

Shortlisting

Once your role has been advertised and applications have closed, yourself as the recruiting manager and your chosen shortlisting panel will need to review all applications received.

Candidates who meet any mandatory requirements for the role will need to be assessed against the Behaviour, Experience and Technical sections of your Job Description.

You will need to collate all of your decisions and scores, plus details of planned interviews, within the , which will then need to be sent to your Recruitment Lead.

The shortlisting panel must complete a shortlisting matrix using this template: [shortlisting matrix for sifting \(Excel\)](#)

Shortlisting guidance can be found in the hiring managers [user guide](#)

Please note Displaced and Disability Confident applications must be given priority, by way of an interview, over other applications where they meet mandatory and minimum requirements of the role.

See:

- [Recruitment Process for Displaced Applications \(PDF\)](#)
- [Disability Confident Interview Guidance](#)

If a displaced member/s of staff (surplus) who is of the same grade, either internally or from another Government Body, applies for your role and meets any mandatory and the minimum requirements as detailed above the role will be ring-fenced and all other recruitment activity ceased.



Interviewing

Now that you have shortlisted, your recruitment lead will arrange the interviews with your chosen candidates on your behalf.

In the meantime, you will need to ensure your panel is prepared and that they have been provided with copies of the interviewee's applications, and all necessary meeting arrangements have been organised.

The interview panel

All interviews should ideally be conducted by a panel of three members, **one of whom should be independent**. In certain cases, we will accept a panel of two members.

The independent panel member should sit outside of the recruiting team, should not have professional involvement with the team conducting the recruitment, and should not work closely with any other panel member.

The panel lead (Chairperson) must be a Civil Servant.

At least **one panel member should have undergone MHRA Recruitment Training**. See our [Trained Panel Member List](#).

The **diversity** of our organisation should also be represented within the panel where possible.

You will need to provide copies of the interview questions to your recruitment lead and each member of your interview panel using the following templates:

- [Interview Note Template – Behaviour, Experience and Technical \(Word\)](#)
- [Interview Note Template – Strengths \(Word\)](#) (Updated 2023)

ID check

You must check candidates' ID, to verify the identity of the individual and their right to work in the UK. You are required to see original documents and must take a copy, which should be marked as 'verified as a true copy of the original' and signed and dated. Interview panel should NOT continue to interview candidates if they are not visible on camera. See [guidance on taking ID \(Word\)](#). If your interview is being conducted remotely, you must ask the candidate to present their right to work documentation to the camera. If your new starter has a limited right to work in the UK, please contact your Recruitment Lead for advice.

For further information, see [the checking a job applicant's right to work guidance](#) and the [Civil Service nationality rules](#) on the GOV.UK website.

Once your interviews have taken place and hiring decisions have been made, the panel Chairperson must submit the scores and overall comments/summary via the Chairperson report feedback using this template: [chairperson report \(Excel\)](#)

Please see the attached guidance on completing the [completing the chairperson's report](#).

Work location

If the vacancy you are recruiting to has been advertised with a contractual work location (either 10SC or South Mimms), please ensure to check with candidates that they are able to regularly work onsite and can meet the requirements outlined in our [Hybrid Working](#) guidance.

Interview expenses

In line with most public sector organisations, we do not routinely reimburse interview or relocation expenses.

However where there is an unreasonable expectation placed upon an applicant we may offer some reimbursement. This will be agreed prior to interview. Reimbursement of interview or relocation expenses may also be made if the vacant post meets one or more of the following criteria:

- There are staff retention difficulties within a discipline
- Where the substantive location for post holders may vary to include regional offices
- Where there have been not been any applicants following a previous external advertisement.

For full guidance see our [Recruitment policy \(PDF\)](#) or [Relocation Policy \(PDF\)](#)

To claim interview expenses candidates must complete the [Travel-Expenses-Claim-Form \(PDF\)](#) and return it to ✉ careers@mhra.gov.uk.