



The
University
Of
Sheffield.

Recruitment &
Selection
Coordinators
Network.

**Recruitment & Selection Network Coordinators' Network
Update Email: 26 March 2012**

New Expenses Policy for Job Candidates

Dear R&S Network Members,

New Expenses Policy for Job Candidates

Following a timely review of our current policy for the reimbursement of interview expenses, please be advised that a new Expenses Policy for Job Candidates will come into effect from **1 April 2012**.

The review was conducted to ensure that we offer reimbursement to job candidates comparable to that of other Universities and identify any possible opportunities to make valuable cost savings and improve administrative efficiencies for the University. It is hoped that the new policy and supporting guidance will improve both the clarity and consistency of information provided to both job candidates and recruiting departments.

Please find attached a copy of the policy and guidance for your information. This information will also be available **from 1 April 2012** at:

www.shef.ac.uk/hr/recruitment/guidance/interview/faq.

In light of the revised policy, please ensure that all candidates invited to selection events on or after 1 April 2012 are provided with the appropriate policy guidance.

With best wishes,

Joanne Quin