



The
University
Of
Sheffield.

Recruitment &
Selection
Coordinators
Network.

**Recruitment & Selection Network Coordinators' Network
Update Email: 7 December 2012**

**UKBA requirements & updated immigration web guidance – a
reminder of your role and responsibilities in this respect**

Dear all,

As you are likely to be aware the University is in the process of renewing our Tier 2 and Tier 5 sponsor licences with the UK Border Agency (UKBA) and we are anticipating as part of this that we will be audited on our processes, procedures and record-keeping at some point in the near future. This is likely to include the inspection of all recruitment and selection documentation, evidence of eligibility to work checks for both staff and bank workers, (and potentially external examiners), and evidence that the University Recruitment and Selection policies and procedures are being followed. We therefore thought it timely to send you a reminder of your role and responsibilities as an RSC.

This includes ensuring that a fair and transparent recruitment and selection process is always carried out, and that all recruitment and selection documentation is stored securely. Where the successful candidate is a non-European Economic Area National and requires sponsorship under Tier 2, all interview notes should be scanned and uploaded into e-Recruitment after a decision has been made by the selection panel (these should be attached against the successful candidate), once this has been done successfully, the originals may be disposed of securely. The UKBA require that the University retains this information where sponsoring an individual under Tier 2. It is therefore essential in these cases that the interview notes are uploaded to e-Recruitment. Nevertheless, it is good practice to do this for all appointments as it will aid the secure storage and effective file management of this information and will enable Human Resources to manage it centrally within legal requirements. For further and guidance on the uploading of documents to e-Recruitment http://www.shef.ac.uk/polopoly_fs/1.79572!/file/Hiring---Selection-Training-Guide.pdf.

I am sure you will be aware of the heightened scrutiny around UKBA sponsorship in Higher Education. If the UKBA feel we are not compliant with our sponsor duties, they have the power to withdraw our sponsor licence. This means that we would no longer be able to engage individuals from overseas who require sponsorship, which in turn would be extremely detrimental to our reputation as an international University.

We understand from UKBA Policy and our network of contacts that the audits are comprehensive and may include interviews with individuals responsible for recruitment and selection, managers and sponsored individuals. As such we have updated our web pages and included specific information for the above groups on their roles and responsibilities regarding UKBA compliance. I would strongly recommend you familiarise yourself with the information contained within these

<http://www.shef.ac.uk/hr/recruitment/guidance/eligibility>.

We would also ask that as part of your role as an RSC, you forward this message onto any relevant colleagues who are involved in recruitment and selection and to managers of any sponsored individuals. We will be sending communications directly to sponsored individuals in the next couple of weeks; therefore, it would be helpful if they were made of aware of this email prior to receiving it.

If there is anything you feel you would like further guidance on regarding the above, please do not hesitate to contact your customary HR Team
<http://www.shef.ac.uk/hr/aboutus/howeare/ops>.

Best wishes,

Tracy

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Tracy Wray

Assistant Director - HR Operations

Human Resources

The University of Sheffield

Tel: 0114 2221600 (internal 21600)

Fax: 0114 2221624

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Located at: Arts Tower, Western Bank, Sheffield

Postal Address: Firth Court, Western Bank, Sheffield, S10 2TN

www.sheffield.ac.uk