Pre Request To Appoint checklist

As part of your conversation with the successful candidate, please gather the following information.

The sooner this information is provided, the sooner the candidate can be issued with a contract and will be able to commence in post.

Start Date
End Date for Fixed-Term Contracts
Starting Grade & Point (or starting salary if off-scale)
Name
Post Name (for departmental use)
Line Manager Name and Position Number
Is this person working overseas for prolonged periods of time?