Guidance for Line Managers on setting a Start Date for New Recruits

Be realistic about the potential start date. You will have pressure to start the candidate ASAP e.g. funding, workload etc but there are various important factors you must consider.

- Do not pressure the candidate to start before they are ready/comfortable OR allow them to push for a start date that is unrealistic for you (too quick). You should treat this as a negotiation and aim to reach a win-win outcome for you and the candidate. Bear in mind they will have pressures on them such as finishing projects/work with their previous employer, relocation, notice periods, etc.

- There are various Imperial processes that need to be completed before a candidate so allow at least 5 weeks before a candidate starts (possibly longer if they need a Visa). Where applicable ensure you factor the following into your start date (we have included an estimated time to allow in brackets to help you plan):

  - Department and Finance/Research Services authorisations (approx. 10 working days but can be more at busy times)

  - Reference checks (10 working days; however, the Recruitment Hub will not start this process until have received the complete and correct paperwork)

  - Visa applications, including the new ATAS requirement (normal expected turnaround times would be 9 weeks for candidates out of country & 14 weeks for in country candidates. NB this process can not start until HR has all the completed relevant paperwork)

  - DBS (this will vary however in certain circumstances an individual can start work with the proper supervision in place before this is received)

  - HR turnaround for issuing contract paperwork (up to 5 working days on receipt of all required paperwork including references and approvals).

  - Provision of appropriate work equipment e.g. laptop (your department will advise)

  - Creation of Imperial email account (ICT can advise)

- Do not forget to consider the impact of Bank Holidays/College closure days on the above processes and the start date.

- Think carefully about the best date to start your recruit. You should ensure that the relevant people are in work and available to help induct and welcome your new person.

- It is not always necessary or appropriate to start someone on Monday. Starting midweek can allow the individual to attend important events/meet the right people. Plus, a shorter working week can help them settle into their new organisation. It can also assist the manager/team manage their workload while preparing for the recruit.

- When planning your potential start date allow time to prepare a thorough induction. Do not underestimate how much time it will take you prepare this and remember a good induction will help your new member of staff settle into the role much quicker.

- This is not an exhaustive list so make sure you talk openly and genuinely with your recruit to clarify any other issues which may delay the start date e.g. need to quarantine, annual leave, etc.

- Finally, and most important keep in regular contact with your new recruit to ensure they are aware of any developments regarding their start date.

Helpful Links

Starting salary guidance: https://www.imperial.ac.uk/human-resources/recruitment-and-promotions/recruitment/starting-salary-guidance-/

Salary scales: https://www.imperial.ac.uk/human-resources/pay-and-pensions/salaries/

Types of visas and how to apply: https://www.imperial.ac.uk/human-resources/compliance-and-immigration/immigration/types-of-visas-and-how-to-apply/

Academic Technology Approval Scheme (ATAS): https://www.imperial.ac.uk/human-resources/compliance-and-immigration/immigration/academic-technology-approval-scheme-atas/

Induction guidance: https://www.imperial.ac.uk/staff/new-staff/guidance-for-managers/inductionpack/

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