

Recruitment and market pay premia

This form should be completed by the Head of Department / HR Partner in each case where a recruitment / market pay premium is considered to record the rationale for the decision.

Further information can be accessed http://www.york.ac.uk/admin/hr/resources/policy/market_related_pay.htm

The role(s) for which application for a recruitment / market pay premium is being made

STAGE 1 - RECRUITMENT ISSUES

Please provide details of recruitment difficulties that have been experienced in relation to this role.

1. Have you experienced recruitment difficulties?

Yes No*

1a. If you have experienced difficulties, please outline the details.

* Please attach evidence to the email detailing why recruitment might be problematic, then move onto stage 2 of the form.

2. Where has the post been advertised?**

2a. What alternatives have been considered?

** Please attach a copy of the advertisement to the email when returning this form.

3. How many times has the post been advertised in the past 12 months?

4. Do the advertisement and information pack promote the benefits of working at the University?

5. How many applications were received?

6. How many people were invited to interview but dropped out of the subsequent selection process? What reasons were given for doing so?

7. Were there any unusual delays during an application and selection process that might have resulted in candidates withdrawing?

STAGE 2 - ANALYSING THE MARKET DATA

8. What is the market pay rate for the post?*** Please attach evidence when returning this form.

*** You can request this information from the University's Rewards Manager

9. What is the difference between the market rate and the University's normal pay rate (usually the mid-point of the grade for the post as determined by role analysis) for the job?

9.a If the market rate is lower or equal to the University's normal pay rates, what could explain the recruitment problems?

9.b If the market rate is higher than the value of the University's total benefit package, what other 'non pay benefits' have been tried, could be tried and if tried, how effective were they?

10. Is the problem due to the bottom of the University's pay range being lower than the market rate and could an individual's skills and experience warrant a higher starting salary within the grade band?

11. Is there evidence to suggest that the University's normal pay and benefits would be sufficient to retain staff once recruited?

Is the difference between the University's normal pay rate and the market rate likely to be a short or long term problem?

CONFIRMATION

Head of Department signature

Date

What to do next

- Send this form and all supporting evidence to your HR Partner

FOR OFFICE USE

HR Partner's signature

Date

What to do next

- Send this form to the Director of Human Resources for final approval

A continuing payment has been approved

Yes No

Lump sum total (£)

Staged over (if applicable)

Monthly supplement (£)

A review should be undertaken in:

6 months 12 months

Director of HR's signature

Date