

**HR Pool Process**

**Pool Application Packs**

Once you have identified someone to join the Pool, they will need to:

* Complete and return a pool application pack to you, providing you with relevant certificates (where appropriate).
* Undertake a right to work check with you.

You then need to authorise the pack before uploading it to the HR Pool SharePoint site.

Our team will then log their details on to the system for you and advise you when this has been done.

You can [download the most up-to-date application packs](https://staff.hud.ac.uk/hr/recruitment/pool/) from the HR website or SharePoint site.

The main casual staff categories used are:

* Part Time Hourly Paid Lecturers (PTHPLs)
* Student Support Workers (SSWs)
* Students
* Sports Centre Instructors
* Demonstrators

The packs available for these roles are different and require different paperwork.

**Reinstatement Packs**

These are a shortened version of the application pack and should be used if the person has worked for us previously and left our employment less than a year ago. Anyone who has worked for us before and over a year ago will need to complete the full application pack.

You can check if they have worked for us before by searching for their details on the Pool system.

**Right to Work**

A [right to work check](https://staff.hud.ac.uk/media/universityofhuddersfield/content/files/hr/downloads/Right_to_Work_Checks_Guidance.pdf) is a legal pre-employment requirement, and must be undertaken prior to the individual being offered and undertaking work. Any work carried out before a right to work check has been undertaken will not be paid.

**Advertising**

Should you wish to advertise a PTHPL post externally, please liaise directly with your [HR Officer (Recruitment and Selection)](https://staff.hud.ac.uk/hr/contact/) to arrange this.

Suggested wording for your advert can be found in our [PTHPL sample advert text](https://staff.hud.ac.uk/media/intranet/content/hr/downloads/PTHPL_Sample_Advert_Text.docx).

**Qualification Requirements**

* Students undertaking PTHPL work must be studying at Doctoral level.
* When employing PTHPLs we need to ensure they have relevant qualifications for the post. They should be qualified to a level above that which they are teaching, for example, where they are teaching on an undergraduate degree course, they should hold a minimum of a Masters level qualification. It would only be in very few cases e.g., leading industry specialists where we would accept them without qualifications.

For someone to be classed as a leading industry specialist, we would expect that they are leaders or influential figures within a particular industry, adding value across the community through their expertise and provision of reliable information. We would need confirmation of the following from the HOD within the School:

* That the applicant is a leading industry specialist.
* Justification as to how the applicant demonstrates that they are a leading industry specialist (as detailed above).
* Student Support Workers carrying our specialist roles should hold relevant qualifications.
* Fitness Instructors should hold relevant qualifications.

**Student Employment**

* Can only be carried out by a current University of Huddersfield Student and we would need confirmation of this e.g., student ID card, ASIS screenshot where card is not available.
* Eligibility for student employment will automatically end on the student’s course end date.

**PTHPLs**

* Can be current Doctoral students.
* Can be people/staff already known to you, however if they are our member of staff, they cannot be appointed to the Pool if they are already full time.
* Employment must not be offered to a current, substantive, academic member of staff as a way of increasing their working hours. Any requests for increases in hours should be made via [our monitoring system](https://hrsystem.hud.ac.uk/monitoring/).

**HR Pool Process Flowchart**

**Application to Contract**

Pool Pack is downloaded from HR Website or SharePoint site

Attach qualifications and health clearance

No

HR will create a contract and notify you when this has been done

You can now offer work to the individual and add a first schedule to the Pool system

Complete right to work check and authorisation form and upload completed pack to HR Pool SharePoint site

HR team will add applicant to the Pool and notify you when this has been done

Yes

Pack is completed and returned to School/Service contact

School/Service send pack to applicant for completion

Is this a PTHPL, SSW or Fitness Instructor Pack?

You can now send the individual their first schedule and add further schedules of work on to the system for them