## Before you start - checklist

The following check list is a guide for information to gather/consider before starting your request and to help you select the correct type of request.

### Checklist

#### Type of appointment

Is this a completely new appointment/role? If yes – has it been agreed by US Executive Committee

Is this a replacement appointment? - e.g. a member of your team is leaving and you require to recruit a replacement

*Note: In most cases it will be a simple replace like for like however you should take the opportunity to consider a re-structure of the role. Maybe there have been significant changes in processes recently that have altered the nature of the work and a lower/higher graded post may be more appropriate; or a part time appointment may now be sufficient. For help and guidance on this type of review contact your HR Officer*

#### Funding details

Is the appointment within the current budget?

Type of funding – general/external/endowment?

Project code(s) and percentage(s)

If you are not the budget holder check with your Service finance person or Head of Service. You will need the costs for the remaining months of current financial year and any costs for the next year. For type of funding see ***Appendix 2 – Finance type***

For salary costs see <http://www.gla.ac.uk/services/humanresources/policies/p-z/salaryscales/>

#### Supporting documentation

Any correspondence e.g. emails; PAF, letters - which may be relevant particularly in relation to costs e.g. US Executive Committee agreement – this can be attached to the request to inform approvers and help speed up the authorisation process.

Job description – although not required for staff request you will need it once request approved and even if replacing like for like the job description is reviewed and approved by HR Officer/Manager. If request for a completely new appointment it is best practice to have your job description reviewed to ensure it matches the grade you are requesting your HR Officer will be able to advise you on this – see ***Appendix 1 –*** Contacts - ***University Services Human Resources***