

## How to Recruit Student Staff Effectively and Compliantly

Dear Colleagues

As we begin the new academic year, we recognise that you might be looking to recruit student staff. To ensure that **the University meets its legal requirements, it is essential that if you intend to recruit student staff you follow the steps below:**

- 1 If you are a recruiting manager or planning on recruiting student staff, you **must** attend **How to Recruit Student Staff Effectively and Compliantly - a Roadshow for Recruiting Managers**.

The following are the available dates for the roadshow **13/10/2022** and **20/10/2022**. Horizon Learning can be accessed via the Portal>Horizon>ME>Learning. To book on a course input the course name in the Search bar and click on enrol.

- 2 Ensure that a fair and transparent selection process has taken place via the e-recruitment system.
- 3 Right to work checks **must** be carried out **on all students** regardless of their **nationality** and before any work commences. **This is a legal requirement.**
- 4 Student staff **must not** start work before the right to work check is carried out by HR and the student has signed a contract.
- 5 Student staff **must not** exceed 20 hours per week under any circumstances.
- 6 Line managers should review the [line manager responsibility form](#) to be clear of their responsibilities when employing student staff.

- 7 Any hours worked prior to signing a contract will be considered voluntary, back dating of contracts and pay cannot and will not be processed.
- 8 For the most up to date information on employing Student Staff please contact [jobshop@gre.ac.uk](mailto:jobshop@gre.ac.uk).

### **Right to Work Check Acceptable Documents**

Depending on a students' nationality the documents needed to prove right to work in the UK varies.

#### **British and Irish Nationals**

- Current passport;
- In the absence of a passport, birth or adoption certificates issued in the UK, which include the name of at least one of the holder's parents or adoptive parents together with proof of National Insurance can be accepted;
- National Insurance number - acceptable documents include a National Insurance card, National Insurance letter, P45 or P60.

#### **International (Including EEA)**

- Current passport and the check conducted via the online checking service.  
The Home Office online right to work checks must be completed for individuals who hold a Biometric Residence Permit (BRP), Biometric Residence Card (BRC), Frontier Worker Permits and e-Visa for proof of right to work. The physical Biometric Residence Permits (BRP), Biometric Residence Card (BRC) or Frontier Worker Permits can no longer be accepted as proof of right to work.
- National Insurance number - acceptable documents include a National Insurance card, National Insurance letter, P45 or P60.

HR will be conducting all right to work checks. (We verify the documents and the named candidate).

We are here to help and support you, please contact us at [jobshop@gre.ac.uk](mailto:jobshop@gre.ac.uk).

**Kind Regards**

**Human Resources**

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Date 11.10.22

To: All Staff