

Recruitment Policy

1 Purpose

This document sets out IFS policy relating to recruitment of new employees. Specific procedures are set out in detail on the IFS intranet, and the relevant one should be followed for the respective role.

2 General principles

2.1 Equality, diversity and inclusion

IFS's EDI policy sets out the organisation's commitment to these values, and outlines how recruitment will be carried out accordingly. Staff involved in recruitment should familiarise themselves with the relevant section of that policy.

In broad terms, we aim to recruit people who are well suited to the role, regardless of race, gender, sex, age, sexuality, religion, disability or social class. Any selection process should be carefully designed to ascertain which candidate(s) are well suited to the role.

Wherever possible, roles should be advertised widely and applicants from under-represented groups encouraged to apply. In cases where the role is particularly specialised and is for a short-term contract, there is no requirement to advertise the role widely, or at all, if a suitable candidate is available.

IFS will undertake a range of activities aimed at students and others from under-represented groups, to encourage them to consider a career in social science and policy research.

2.2 Decision to recruit

Any decision to recruit must be authorised by the Director before the role is advertised.

If recruitment is for a new role, a job description should be prepared, along with suggested salary and justification for the position. For all roles, the job description and salary level should be reviewed before advertising the role.

Once a decision had been made, the prospective line manager should discuss with the HR Officer the requirements for advertising the role and how the selection process will be managed. Specific details as to how this will be managed for particular roles are set out on the intranet (see section 4). For most roles, candidates must be eligible to work in the UK. If it may be appropriate to open the role up to candidates who need a visa to work in the UK, this should be discussed with the HR Officer at this stage.

2.3 Selection process

The details of the process will vary according to the role, but in most cases, we will:

1. Advertise the post on our website, and in other suitable places, and promote this on social media.
2. Use the BeApplied platform to process applications, in most cases with an emphasis on asking questions based on the skills needed for the job.
3. Carry out at least one round of interviews — in person, if possible — for a shortlist of candidates.
4. Take up at least two employer or academic references for successful candidates. References should be saved in the employee's file. Before references are taken up, the prospective employee's consent should first be sought (unless already stated during the recruitment process).

2.4 Applicant data

Applicants' personal data should only be processed and retained in accordance with IFS privacy policy, which is made available for applicants to read on the Jobs section of the website.

- Ref: Privacy policy

2.5 Job offer and acceptance

Before any job offer is made, the recruiting committee, line manager and HR Officer should agree on the salary and any other key contractual information.

Once an offer is accepted, the manager should agree a start date with the new starter and fill in a new starter form. The HR Officer will prepare a contract and arrange for the new starter to sign it.

A copy of the candidate's application details and the signed contract will be saved in the employee's file.

The manager should refer to the new starter procedure in order to prepare for the new starter's arrival.

- https://intranet.ifs.org.uk/share/page/site/ifs-net/wiki-page?title=Procedure_for_new_starters

3 Recruitment for particular roles

3.1 Annual recruitment rounds

Each year, the Institute will aim to recruit around three new Research Economists and, provided funding is available, the Institute will aim to recruit between one and four Postdoctoral fellows, using the European Economic Job Market process.

3.2 Summer students

A programme for students potentially interested in working at IFS in future will be run every summer, with the following aims:

- To give budding economists a good feel for what empirical research is like, and how interesting it is;
- To help IFS to identify, interact with, and leave a good impression on, promising researchers who may be potential future recruits;
- To contribute to work that the IFS considers valuable but does not require the full level of expertise of permanent IFS staff.

Details of the purpose and format of the summer student programme can be found on the intranet:

https://intranet.ifs.org.uk/share/page/site/ifs-net/wiki-page?title=Summer_students

Students will be paid a weekly salary, which will be above the level of the London Living Wage.

3.3 Short-term hires

Where specific project funding is available and extra support is needed, shorter-term staff may be recruited. This is encouraged as a way of managing workloads without adding to the burden on senior staff to manage and develop a large number of permanent staff.

3.4 Work experience students

IFS will participate in a summer work experience scheme with a partner organisation that provides opportunities to school students from disadvantaged backgrounds to experience work in a research environment.

4 Procedures

Detailed procedures for recruitment and making job offers for specific types of role are set out on the intranet:

- [https://intranet.ifs.org.uk/share/page/site/ifs-net/wiki-page?title=Staff Information and Human Resources#Recruitment summer students and work experience](https://intranet.ifs.org.uk/share/page/site/ifs-net/wiki-page?title=Staff%20Information%20and%20Human%20Resources#Recruitment%20summer%20students%20and%20work%20experience)

Staff should follow these procedures when they are involved in recruitment.

4.1 Visas

Where the role is eligible, applicants who need a visa to work in the UK will be considered.

If deemed appropriate IFS will support successful candidates in the visa application process and will cover the cost of the visa and NHS surcharge. IFS will not usually cover costs related to relocation expenses or visas for family members.

Any members of staff holding a Skilled Worker visa must comply with the Home Office requirements, summarised on the intranet:

- [https://intranet.ifs.org.uk/share/page/site/ifs-net/wiki-page?title=Requirements for sponsored visa holders](https://intranet.ifs.org.uk/share/page/site/ifs-net/wiki-page?title=Requirements%20for%20sponsored%20visa%20holders)

5 Recruitment committee

A committee, to be chaired by a member of the senior team and comprising a cross-section of staff, including the HR Officer and one of the staff reps, meets several times a year to discuss recruitment strategy. The committee is responsible for reviewing our ongoing approach to recruitment and implementing changes to our strategy and procedures where deemed appropriate.

The committee reports to the senior management group and will consult that group when significant questions arise.

6 Policy review

6.1 Summary of reviews

Date	Reviewed by	Issues found	Action taken	Notes
01/06/23	EH	N/A	N/A	Policy is new and has been reviewed by Carl and Delina and shared with recruitment committee.

6.2 Log of changes made

Date	Changes made	Changes made by	Major or minor change?	Approved by (major changes only)