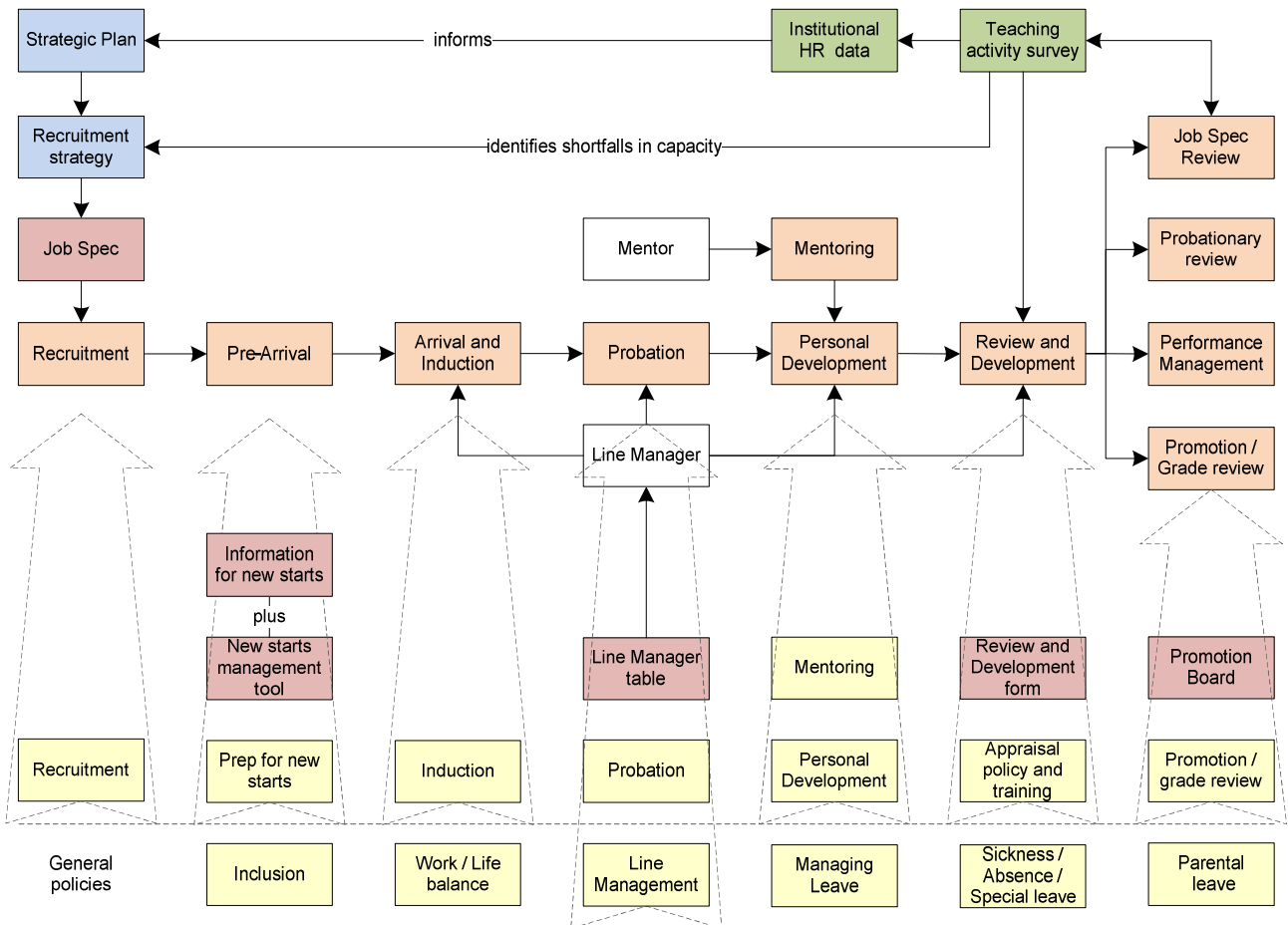# HR POLICIES MAP

1.   The School of Medicine conforms to and applies all the University's HR policies. Additionally, the School publishes some local policies which add School-specific detail and advice to the University Policies. The map below shows how the School's strategic planning and work load modelling inform the HR phases and lists the School HR policies and tools. In simple form:

   a.   The strategic plan drives the recruitment strategy and the job specs of new starts.

   b.   The School recruits fairly, using established and transparent ways and means to ensure fair advertising, shortlisting, interviewing and appointment.

   c.   New starts receive information prior to arrival and an induction on arrival. They are assigned a Line manager, mentoring is also available and promoted. Over time the probation phase shifts to CPD.

   d.   The school's appraisal process considers the individuals performance compared to their job spec and output and can lead to a review of their role, review of their job spec, support for promotion / grade review or performance management.

2.   To help identify content the following table describes the outline content of each policy:

     a.   **Inclusion**. Statement of commitment.

     b.   **Recruitment**. Process from identifying a need through to making an appointment:

- Approval of new / replacements staff posts and PG studentships.
- Composition of Ad and FPs.
- The process to be followed.
- The composition of the interview panel.

     c.   **New starts**.

- Preparation of the infrastructure for the new start. From appointment to 1st day.
- Advice for the new start before arrival.
- Postcard for the new start.
- Induction. From the first day at work

     d.   **Line Management**. Policy for assigning line managers and list of staff and their line manager.

     e.   **Appraisal**. The Appraisal Policy and Appraisal forms for academic and support staff.

     f.   **Probation**. Process steps for the Line Manager and the staff member.

     g.   **Mentoring**. The policy and opportunity.

     h.   **Personal Development**. The policy, the funds that support development and application process.http://medhandbook.st-andrews.ac.uk/blog/continual-professional-development/

     i.   **Work / leave Balance**:

- Statement of Commitment to healthy work/life balance.
- How to apply for flexi time.

     j.   **Promotion and grade review**. Policy

     k.   **Leave**. Leave, special leave and returning to work after special leave.

Hyperlinks to University HR Policies and School policies

University of St Andrews - School of Medicine Handbook

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Version Control Record *(expand table as required)*

Date	Revision Description	Major Changes
04/07/2017	Published version	