 

**ARF**

**ADVERTISING REQUEST FORM**

**FOR RESEARCH POSTS**

**Please complete the following form in full to initiate the recruitment process. Please note in advance of post advertisement:**

* The post advert/job description and ARF must be forwarded to the Human Resources Office via email to [recruit@nuigalway.ie](mailto:recruit@nuigalway.ie)
* **Researcher Level**: Ensure your job description aligns to the relevant level in the Researcher Competencies document and relevant Salary Range
* It is the responsibility of the PI to ensure that they have sufficient funds for the post when advertising.  PI’s must confirm sufficient *staff category budget* for the entire duration of the proposed post.  This information can be obtained from your research budget.

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| 1. **Post Information:** | |
| **Post Title:** |  | | | | |
| Researcher Level: | Research Assistant | | Research Associate | Postdoctoral Researcher | Research Fellow |
| School/College: |  | | | | |
| Advertised [Salary Range](http://www.nuigalway.ie/human-resources/recruitment-and-selection/recruitment-and-selection/researchrecruitment/)\*\*: |  | | | | |
| Cost Centre: |  | | | | |
| FTE: |  | | | | |
| Duration of Post: |  | | | | |

\*\* Please ensure you have offered the maximum salary/salary range available to your budget. Once a post is advertised the salary offered to the successful candidate cannot exceed the advertised salary.

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| 1. **Reason for Post** |
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| 1. **Objective Grounds** |
| Please specify the objective grounds why a permanent position cannot be offered.  PLEASE NOTE: This wording will be used in contract of employment. Funding availability is not sufficient objective grounds. | |
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| 1. **Advertising** |
| Where do you wish to advertise? (Delete publications/websites not required) | | |
| [NUIG website](http://www.nuigalway.ie/human-resources/recruitment-and-selection/current-vacancies/) (Free) | |  |
| [Nature Careers](https://www.nature.com/naturecareers) (Free) | |  |
| [Euraxess /IUA website](https://euraxess.ec.europa.eu/jobs) (Free) | |  |
| [University Vacancies Ireland](https://www.universityvacancies.com/search/job?field_job_category%5b%5d=409&search=communications) (Free) | |  |
| Other: HR do not cover the cost of additional publications/websites. PI must arrange advertising and payment. | | [www.jobs.ac.uk](http://www.jobs.ac.uk) (€333 plus vat)  New Scientist  Irish Independent/Irish Times /Galway Advertiser |

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| 1. **Interview Board** |
| * Minimum of 3 interviewers, which must include gender balance and a representative external to the unit depending on the position being interviewed for. Board members must agree to sit on board in advance of advertising and must have completed [Unconscious Bias training](http://www.nuigalway.ie/human-resources/learning-and-development/courses/onlinecourses/unconsciousbiastraining/). * W**e recommend that Board members are at a higher level than the candidate being interviewed. You can allow one member to be at the same level as the candidate.**   Please confirm the Interview Board for this post: | |

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| 1. **Garda Vetting** |
| In line with the NUI Galway [Child Protection Policy](http://www.nuigalway.ie/hr/documents/child_protection_policy.pdf), please confirm if Garda Vetting is a requirement for this post. | |

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| Yes | No |

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| 1. **Schedule** |

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| Closing: |  |
| Shortlisting: |  |
| Interview Date: |  |
| Interview Venue: |  |

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| 1. **Signatures Required:** |
| **Principal Investigator/Budget Holder:** | |  | Date: |
| **Supervisor:** | |  | Date: |

* Please note, recruitment documents need to be submitted to HR two weeks in advance of the scheduled advertising date in order to meet advertising deadlines.
* For your information, please refer to our website for further guidelines to the recruitment process, etc. [Advertising a Post](http://www.nuigalway.ie/human-resources/formanagers/recruitment-selection/researchrecruitment/advertiseapost/)