## RECOMMENDATION FOR APPOINTMENT TO RESEARCH POST

**Note: This form can only be completed after the recruitment process has been concluded.**

**JOB TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PROJECT TITLE (as stated on PF4) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SCHOOL/UNIT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The following candidates were invited to attend interview on:<insert date>

**Candidate Name**

**Candidate Name**

**Candidate Name**

**Candidate Name**

**Candidate Name**

**Candidate Name**

**Note: This post will not be approved if it is in breach of University policy on** [**Research Contract Management.**](http://www.ucc.ie/en/SupportandAdministration/PoliciesandProcedures/HumanResources/Staffing/researchpolicy/)

It is recommended that the position be offered to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*Mentor/ Nominee**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***\*For new starts in Research.***

***The mentor should be appointed from within the research unit or from a discipline similar to that of the research unit. The mentor should ordinarily be an experienced research staff member other than the head of unit.***

*Please attach the CV and reference report of the successful candidate and forward to the Department of Human Resources*.

New Hire🞎 Re-hire🞎 If Re-hire Staff No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Start Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\****HR must be notified at least 4 weeks in advance of any start date***

\*IUA Scale: Yes🞏\_\_\_\_No🞏\_\_\_IUA Point on scale\_\_\_\_\_\_\_\_Employee Salary:€\_\_\_\_\_\_\_\_\_\_\_pa

\**Increments on the relevant IUA scale will be applied if you tick Yes*

Personal Rate: Yes🞏\_\_\_\_\_\_No🞏\_\_\_\_\_Employee Salary: € \_\_\_\_\_\_\_\_\_\_\_\_ p.a

***(Please ensure salary is exclusive of cost of employer’s PRSI & employer’s pension contribution).***

Is Employer’s Pension funded at 8.5%🞏 or 20%🞏

**Fund source is Exchequer** 🞎 **or Non-Exchequer** 🞎

**Agresso Cost Centre (4 digit code)**

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**Agresso Project Code**

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Salary Rationale\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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References Checked: Yes🞎 No🞎 Work Permit Required Yes🞎 No🞎

Will the post-holder require Garda Vetting Yes🞎 No🞎

*(This requirement applies to anyone who will have*

*unsupervised access to children and/or vulnerable*

*adults in the course of their employment)*

I the undersigned wish to confirm that all conflict of interest issues have been dealt with in accordance with the [University Policy on Conflict of Interest in relation to Recruitment and Promotions.](http://www.ucc.ie/en/SupportandAdministration/PoliciesandProcedures/HumanResources/Staffing/CodeofConflictofInterestinRelationtoRecruitmentPromotions/)

**Signed:**

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*\*Signature of Principal Investigator Date:*

**PLEASE PRINT NAME (BLOCK CAPITALS)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*Signature of Second Interviewer Date:*

**PLEASE PRINT NAME (BLOCK CAPITALS)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*POST DOCTORATE AND SENIOR POST DOCTORATE POSITIONS**

In recommending \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for appointment to Postdoc / Senior Postdoc

I undertake to ensure that a Training & Development plan is put in place within the required

timescale and that the University Policy and Career Structure for Researchers will be

implemented.

Signature of PI: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FOR OFFICE USE ONLY**

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Department of Human Resources Date:

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Research Accountant Date: