



## Named or Direct Appointment Guidance Notes

### Named Appointment

When an individual is named on a grant, the Recruitment Team will issue the Contract of Employment and carry out Right to Work activities to ensure compliance with UKVI/ Home Office regulations. In order to get to this point there are a number of elements that have to be collated and sent to the Recruitment Team to be able to progress to appointment.

- Evidence of competitive procedure:
  - Advertisement of Grant
  - Programme for selection process
  - Judging Criteria
- Evidence of the 'named' status on the grant (usually a grant award letter)
- Candidate CV
- 2 x Employment References

The Onboarding Team will carry out all Right to Work activities, e.g. Visa Applications, document checking etc. for new appointments. For contract or Visa extensions, please contact your [local HR team](#) for assistance.

### Direct Appointment

As with Named Appointments, the Recruitment Team will create and issue the Contract of Employment and carry out all Right to Work activities. Please note Direct Appointments are for the purposes of allowing very short term work to be carried out and should not be utilised to replace the standard competitive recruitment process. The maximum duration for a Direct Appointment is 6 months and is not eligible for extension.

The required documents are:

- Candidate CV
- 2 x Employment References