6 August 2013

**Private and Confidential**

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Dear

**RE:**

I am pleased to invite you to attend the selection process for the above post on **.** This letter sets out the details of the day.

If you require any personal assistance, have any specific access requirements, or have a particular need for a piece of equipment whilst you are at the University of Leeds, or during the interview, please do not hesitate to contact me as soon as possible. Alternatively you can contact Human Resources by emailing [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk) or by phone on +44 (0) 113 343 1723.

Please report to at . For information on how to find this or any venue within the University please use the link to the campus map at the bottom of this letter / please refer to the enclosed campus map«delete as appropriate».

You will be required to complete a number of tests/deliver a presentation which will then be followed by an interview. The process will take approximately in total.

**Presentation**

In advance of the day, please could you prepare a presentation on the following topic:

The presentation should last for 15 minutes, after which time there will be an opportunity for the audience to ask you questions. A computer and projector will be provided, which will have access to Microsoft PowerPoint. The audience will consist of senior managers and staff from within the Faculty and across the University.

**Assessment Tests**

The tests will last for approximately and will assess the following skills:

* Communication
* Numeracy and IT
* Data input and accuracy
* Organisation and prioritising

**Interview**

You will then have an interview which will last approximately . You will be interviewed by the following people:

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| --- | --- |
| **Name** | **Department** |
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**Essential Documents Required**

All employers are obliged to request documentary evidence that there are no restrictions preventing a new employee from legally working in the University, this is outlined in the Immigration, Asylum and Nationality Act 2006. **In order to fulfill this obligation, all short-listed candidatesare asked to bring to their interview both the original and a photocopy of one, or a combination of document(s) listed in List A or List B on enclosed sheet / on the link below to prove that they have the legal right to work in the UK.**

No appointment will be confirmed until the University has obtained a copy of the appropriate proof of the right to work.

If you do not have the right to work in the UK, you will not be able to provide any of the relevant documentation. It will be brought to the attention of the interview panel that, if appointed, you may require a certificate of sponsorship in order to obtain a visa to enable you to work in the UK.

# Proof of Qualifications

On the day of your interview you must present both the original and a photocopy of your highest academic qualification and professional qualification (if relevant) to the Administrator servicing the Appointing Committee.

Please provide copies of your certificate or other proof of your HE teaching qualification or status of Associate Fellow/Fellow of the HE Academy. If you are unable to provide this evidence you may be required to undertake the University of Leeds Teaching and Research Award (ULTRA). For further information about the University of Leeds Teaching Award please see the information on the SDDU website at the following link <http://www.sddu.leeds.ac.uk/sddu-ultra.html>.

**Travelling Expenses, Parking and Accommodation**

The University will refund travelling (second class rail fare equivalent, economy class air fares from outside the United Kingdom) and other expenses incurred in attending for interview **provided that all the relevant receipts are submitted with your claim form**,further information and regulations about claiming can be found on the attached form/by following the link below .

Parking is available on site at the cost of £5.00 per day, however spaces are limited.

If required, overnight accommodation can be reserved on your behalf (providing you inform us in advance). It is not possible for the University to reimburse the cost of accommodation which has been booked independently.

**If you have not already confirmed your attendance to the selection day, can you please do so by calling or e-mailing the contact details at the end of the letter as soon as possible.**

If you have any further questions about your interview please do not hesitate to contact me.

Yours sincerely

Enclosures:

Interview expenses claim form

<http://hr.leeds.ac.uk/download/downloads/id/142/interview_expenses_form>

Map of University of Leeds campus

<http://www.leeds.ac.uk/campusmap>

Essential documents required - note to all potential employees

<http://hr.leeds.ac.uk/download/downloads/id/255/documents_for_proof_of_right_to_work>