



Selection Committee Recommendation

Vacancy Title	
Department/ Institution	
Names of Successful Candidate(s)	
Appointment Start Date	
Full-time / Part-time (If part-time, please specify percentage)	
Duration of Probation	
Proposed Starting Salary	

Required Documentation	Enclosed (Yes / No)	Comments
Minutes from Selection Committee Which include list of shortlisted candidates		
Case for recommendation Provided by the Chair of the Selection Committee		
CV		
Application		
References		

Salary / Reward Schemes	Documents required	Enclosed (Yes / No)	Comments
Grade and Spine Point: A HR4 should be submitted if the Institution wishes to appoint above the 3 spine point of a grade.	HR4		
Market Pay Award: If yes, please submit a completed HR31 for consideration.	HR50 (available from HR Business Manager)		
Recruitment Incentive Payment: If yes, please enclose details of rationale and amount of payment.	RIP proposal		
Advance Contribution Supplement: If yes, please submit a completed HR50 for consideration.	HR51 (available from HR Business Manager)		

Signed (Head of Institution) Date

*Please return this form to admin@tech.cam.ac.uk for approval by the Head of the School of Technology **before proceeding to the offer stage.***