**Guidance for Line Managers on setting a Start Date for New Recruits**

Agreeing a start date with a candidate is an important part of offer negotiation. We understand that you are under pressure to have a new person on board as soon as possible, due to funding, workload, team structure etc., but there are several important factors that you must consider. **Please be realistic about the start date**:

* The candidate may not be ready or comfortable to start on a specific date you are proposing, so please do not pressure them. You should treat this as a negotiation and aim to reach a win-win outcome for you and the candidate. Please bear in mind they may have pressures on them such as finishing projects with their previous employer, organising relocation, notice periods, etc.
* There are various Imperial processes that need to be completed before a candidate can start, so please allow at least **5 weeks** before a candidate starts. Where the candidate requires a UK visa, and ATAS clearance, this will take considerably longer. Where applicable, please ensure you factor the following into your start date (we have included an estimated time to allow in brackets to help you plan):
* Department and Finance/Research Services authorisations (approx. 10 working days but can be more at busy times)
* Reference checks (10 working days; however, the Recruitment Hub will not start this process until have received the complete and correct paperwork)
* UK visa applications can take from 6 weeks up to 20+ weeks dependent on the type of visa route an individual is eligible for, whether or not ATAS clearance is required, the individual is making an in or out of country application, and there are any accelerated route or priority application options available. Please refer to our Visa Timescales guidance for more details. NB: this process can not start until HR has all the completed relevant paperwork
* DBS (typically 14 days, however in certain circumstances an individual can start work with the proper supervision in place before this is received)
* HR turnaround for issuing contract paperwork (up to 5 working days on receipt of all required paperwork including references and approvals).
* Provision of appropriate work equipment e.g., laptop (your department will advise)
* Creation of Imperial email account (ICT can advise)
* Do not forget to consider the impact of Bank Holidays/College closure days on the above processes and the start date.
* Remember that a right to work check must be completed before the individual can start work, and only once the new recruit is in the UK, so this will need to be scheduled before the employment start date, or if not possible before any induction activities or work takes place on Day one.
* Think carefully about the best date to start your recruit. You should ensure that the relevant people are in work and available to help induct and welcome your new person.
* It is not always necessary or appropriate to start someone on Monday. Starting midweek can allow the individual to attend important events/meet the right people.
* When planning your potential start date allow time to prepare a thorough induction. Do not underestimate how much time it will take you prepare this and remember a good induction will help your new member of staff settle into the role much quicker.

This is not an exhaustive list so make sure you talk openly and genuinely with your recruit to clarify any other issues which may delay the start date e.g., annual leave, etc.

Finally, it is very important that keep in regular contact with your new recruit to ensure they are aware of any developments regarding their start date.

**Helpful Links**

Starting salary guidance: [Starting salary guidance | Administration and support services | Imperial College London](https://www.imperial.ac.uk/human-resources/recruitment-and-promotions/recruitment/starting-salary-guidance-/)Salary scales: https: [Salaries | Administration and support services | Imperial College London](https://www.imperial.ac.uk/human-resources/pay-and-pensions/salaries/)

Types of visas and how to apply: [Types of visas and how to apply | Administration and support services | Imperial College London](https://www.imperial.ac.uk/human-resources/compliance-and-immigration/immigration/types-of-visas-and-how-to-apply/)

Academic Technology Approval Scheme (ATAS): [Academic Technology Approval Scheme (ATAS) | Administration and support services | Imperial College London](https://www.imperial.ac.uk/human-resources/compliance-and-immigration/immigration/academic-technology-approval-scheme-atas/)

Visa processing and related timescales/notices: <https://www.imperial.ac.uk/human-resources/about-us/hr-notices-/ukvi-visa-atas-processing-and-rtw-check-updates/>

DBS checks: <https://www.imperial.ac.uk/human-resources/compliance-and-immigration/dbs/>

Overseas working: https://www.imperial.ac.uk/human-resources/compliance-and-immigration/international-mobility/

Induction guidance: [Guidance for managers | Staff | Imperial College London](https://www.imperial.ac.uk/staff/new-staff/guidance-for-managers/)