|  |  |
| --- | --- |
| **Statement of Guarantee Criteria** | **Tick** |
| **Name:**       *(insert full name of employee/candidate)***Full job title:**      in       (specialism / field of expertise)**Faculty:**       **Department:**       |
| The job was advertised and an open competition was held for the position; **OR**Where job not advertised/no open competition – a**justification for decision outlining rigorous processes undertaken** has been provided (attached) and summary will be included in the Statement of Guarantee | [ ] [ ]  |
| The position is an **eligible** **academic position**. *Please indicate which or both of the following statements apply and are confirmed in job description:** + **have** **responsibility for academic, research or innovation leadership and development**; **<and/or>**
	+ **direct or lead an individual or team**:
		- research project or programme of work; or
		- innovation project or programme of work.

*Please note that individuals will not be considered eligible for the academic and research appointments route if responsibility for ‘academic, research or innovation leadership and development’ or for ‘directing or leading an individual or team research or innovation project or programme of work’ is* ***not a significant function of the role****.* ***This will mean that most entry level postdoctoral research positions are not eligible****.* | [ ] [ ]  |
| Please confirm the approximate % of the postholders time that will be undertaken on the above stated research-related activity (research leadership / directing or leading research or innovation) – i.e. demonstrating that this is a ‘significant function of the role.  |      % |
| A **job offer** has been made and accepted  | [ ]  |
| A minimum of **two satisfactory references** were required and received  | [ ]  |
| At least **three senior academic representatives from Imperial College London** were present on the interview panel. *Please attach interview panel membership or indicate below:*

|  |  |  |
| --- | --- | --- |
| Name | Job title | Department |
|       |       |       |
|       |       |       |
|       |       |       |

*(please add additional rows/panel members as required)*  | [ ]  |
| At least one of the above representatives is an **expert in the applicant’s field**:  Name of panel member  | [ ]  |
| **OR** If the above panel membership did not have an expert in the applicants field, at least one senior external expert in a relevant field, who is **not** employed by Imperial College London, was consulted during the recruitment process (either participating in the interview or by providing written input). *Please attach interview panel membership or indicate below:*

|  |  |  |
| --- | --- | --- |
| Name | Job title | Organisation |
|       |       |       |

 | [ ]  |
| **Submitted by:**  HR Hub / Senior Appointments Team / Hiring or Departmental Manager **Name:**       **Date:**      |
| **Eligibility and evidence quality checked by:** Staff Compliance Team **Name:**       **Date:**      |