ANNEX 3 (MATCHING GUIDANCE FLOWCHART)

Personnel Division agrees timing of implementation of matching with School

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Chair of School/Head of Institution establishes a panel. The panel members appoint a chair

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Personnel Division train panel

↓

Panel meets and considers documentation

↓

Can post be matched?

No →

Further information obtained from the role holder, line manager/supervisor/specialist

↓

Panel review the additional information

↓

Can post be matched now? → **Yes**

No ↓

Personnel Division carries out HERA evaluation and outcome reported back to panel

Yes ↓

Matching form completed, forwarded to the School (if appropriate) and then to Personnel Division