



Onboarding procedures

Before job offer

- Is there a drafted job description which outlines:
 - Key duties and responsibilities;
 - Essential skills and experience;
 - Planned salary and any relevant conditions or benefits?

Maintain copy of job description in the event of sponsorship of a skilled worker

- Does the job description accord with one of the occupations listed in Appendix Skilled Occupations?
 - Note, if no match with a role in Tables 1-4 of Appendix Skilled Worker, a sponsored skilled worker cannot fill the vacant position

Maintain notes concerning skill assessment in event of sponsorship of a skilled worker

- Is the proposed salary above or below the going rate for sponsorship as listed in Appendix Skilled Worker?
 - Note, if proposed salary is below the going rate for sponsorship, a sponsored skilled worker cannot fill the position *unless the requirements for a points trade can be met*

Maintain notes concerning salary assessment in event of sponsorship of a skilled worker

- Has there been an attempt to recruit for the role within the UK, or is there evidence that the role is a shortage occupation (eg inclusion in Appendix Shortage Occupation List?)

Maintain copies of adverts and details of applicants in event of sponsorship of a skilled worker

Before starting work

- What is the individual's right to work in the UK – conduct a right to work (RTW) check:
 - **Obtain** original versions of one or more acceptable documents
 - **Check** the document's validity in the presence of the holder
 - Make and retain a clear **copy**, and record the date the check was made

Remember to copy both sides of original documents, sign and date the copy, copy to be kept on personnel file, on in central file

- Is the worker:
 - A British national?
 - Will most likely present a British passport for the RTW check
 - An EU national?
 - Will most likely present an EU passport for the RTW check
 - A non-EU national?
 - Will most likely present a UK Visas and Immigration issued Biometric Residence Permit for the RTW check

Electronic checks are acceptable in some cases where UK Visas and Immigration documents are not available (eg application outstanding, grant of status is electronically confirmed only)

- Full details of RTW checks – including acceptable documents and the validity period of checks – available [here](#)

*Note that checks are conducted for **all** workers regardless of nationality*

- Note that RTW checks will change from June 2021 to account for post-Brexit documents

EU nationals continue to be checked via national passports until changes to RTW guidelines

- If the proposed employee needs sponsorship:
 - Assign Certificate of Sponsorship once confident that skill and salary level are suitable

Sponsored employee potentially cannot begin work without receiving approval of their application – if in doubt, check with legal advisor

Updates and reviews

- If the worker is not free from immigration time restrictions (they only have limited UK status):

- Repeat RTW checks will need to be conducted to confirm that RTW is ongoing

RTW checks should be continuous, so the new check should be conducted as soon as/before the existing document/check expires

- If the worker is sponsored, an extension application will require the support of the business

New Certificate of Sponsorship required – note that salary requirements may change over time and should be reviewed before new sponsorship is confirmed

- If the terms of a sponsored Skilled Worker's employment change (eg amendment to salary or to job duties), fresh sponsorship may be required

Duty to report significant changes via the Sponsorship Management System – if in doubt, confirm with legal advisor