

# Academic recruitment – scenario factsheet



This document notes the differences that are particular to academic recruitment. You should refer to the general recruitment training where appropriate.

### What's changed?

This guidance has been created following the move of the Recruitment functionality from Back Office to Portal in February 2020.

## Key process considerations

- Staff request to be raised as soon as the recruitment is confirmed and authorised to ensure the Core vacancy is ready for advertising when required.
- Applications submitted and application packs generated via the system.
- Equality and diversity data is captured at application stage via the online application.
- Further particulars should be referred to as the Job Description and Selection Criteria (Job Description for short).
- Applicant statuses must be updated to enable accurate equality monitoring.

Follow the guidance in the online modules – [Preparing your vacancy for advertising part 1 and 2](#) noting the difference(s) below:

Tab:	Field Name (* mandatory)	Description
Vacancy details - 1	Default application form*	Select <b>Academic Application</b>
Vacancy details - 2	Grade & Salary* <i>(including allowances and any other benefits)</i>	Use this field to enter the grade and salary details. However, if you need to include a lengthy description of the benefits package you can include this in the advert text if you prefer. The Grade & Salary field can be left blank.
Current questions	Clinical Questions	Can be added as required. These will appear in a separate section in the online application form.
Advert text	Advert text	Add advert text into this field. If the salary details are too lengthy to appear in the "Grade and Salary" field they can be included in the advert text. If you are including a longer description of the benefits package we recommend you include this as the final paragraph before the closing date details.  You should aim for the advert to be no longer than 3500 characters in length (however, the system does not impose a limit). Guidance on formatting the advert text can be found in the <a href="#">Creating Adverts</a> document.