

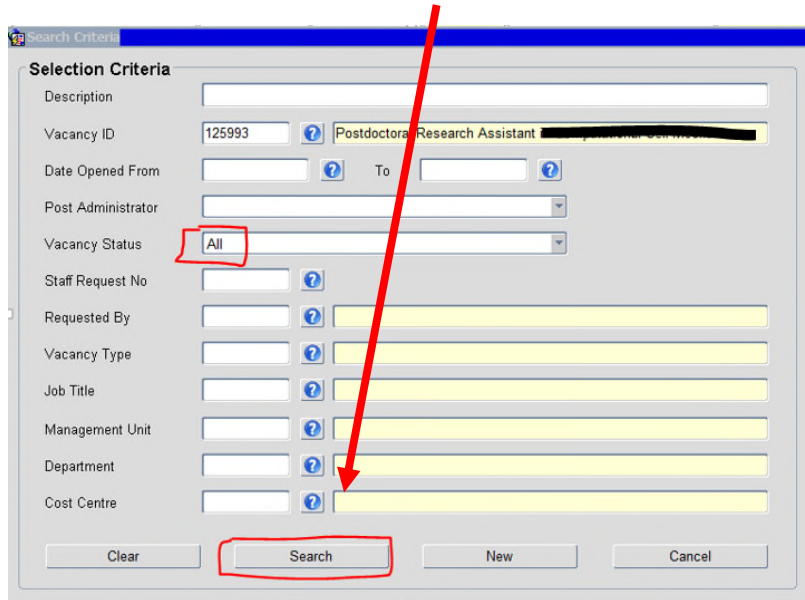
How to add missing Applicant Status History to OPEN or CLOSED vacancies

Here is an example:

Your **HRINFO21 Vacancy and applicant data quality** report '**Step 2 – Applicant status validation**' tab shows a red error advising you that the shortlisting stage is missing.

To add the missing stage(s):

1. Open Core back office recruitment module
2. In the Search Criteria screen, set the Vacancy Status dropdown menu to 'All' and then search for the relevant vacancy ID



The screenshot shows the 'Search Criteria' window with the following fields and values:

- Description: [Empty]
- Vacancy ID: 125993
- Date Opened From: [Empty] To: [Empty]
- Post Administrator: Postdoctoral Research Assistant
- Vacancy Status: All (highlighted with a red box)
- Staff Request No: [Empty]
- Requested By: [Empty]
- Vacancy Type: [Empty]
- Job Title: [Empty]
- Management Unit: [Empty]
- Department: [Empty]
- Cost Centre: [Empty]

At the bottom, there are four buttons: Clear, Search (highlighted with a red box), New, and Cancel. A red arrow points from the 'All' dropdown to the 'Search' button.

3. Open the vacancy record
4. If the vacancy is CLOSED **you do not need to re-open it** to add in missing applicant status history

5. Use the 'Select Detail' menu on the right and select 'Applicant Status'

CorePersonnel - 20.0.19

Action Edit Block Field Record Query Help Tools Window

Vacancy Maintenance

Vacancy

Vacancy Id: 125993

Vacancy Status / Date: ☐ Open ☐ Hold ☐ Filled ☒ Closed 19-DEC-2016

Status: APPTMD APPOINTMENT MADE

Description: Postdoctoral Research Assistant

Select Detail

- Interview Panel
- Advertising
- Appointments
- Assessments Codes
- Applicant Status**
- Comments

Detail

Date Opened: 18-OCT-2016 Date Closed: 19-DEC-2016

Requested By: 2360275

Vacancy Type: RE Research

Job Title: PRA POSTDOCTORAL RESEARCH ASSISTANT

Company: 10 UNIVERSITY OF OXFORD

Department:

Location:

Pay Scale:

Reporting To:

Authorised By:

Date Authorised: 20-OCT-2016

Post Administrator:

Position Type: E ZZ DO NOT USE (NEW POST - EXT FUNDING)

Recruitment Dates

Recruitment Opens: 19-OCT-2016 09:00 Closes: 21-NOV-2016 12:00

Posted Internally: Expires:

Posted Externally: 20-OCT-2016 09:00 Expires: 21-NOV-2016 12:00

At Risk: Expires:

7. Then make sure you select the **save icon** to save the new data. This is a critical step.

[illegible]

10. When all data applicant status history data have been added, the final outcomes have been re-set, and you have saved it all, 'red door' out of this screen and click yes to any prompts to save information. And then 'red door' out of the vacancy. That is it for the back office part.
11. Re-run the **HRINFO21 Vacancy and applicant data quality** report for this vacancy ID. In the tab 'Step 2 – Applicant status validation' you will see that the red error message has gone for this vacancy and is replaced by a green message.

If you have any problems making these changes contact the HRIS Support Centre (hr.systems@admin.ox.ac.uk).

If you have comments or questions about the **HRINFO21 Vacancy and applicant data quality** report contact the HR Information Team (hris.dataquality@admin.ox.ac.uk).