Add a college application

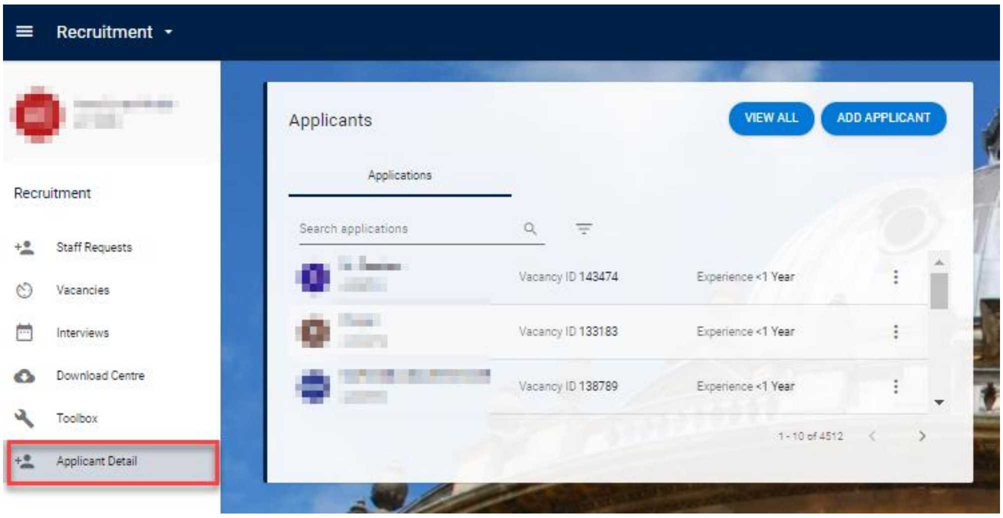
University HUMAN RESOURCES

Internal University vacancies are open to all Oxford college employees. As college employees do not have access to the University's ESS (where these jobs are advertised), they must submit their application outside of CoreHR. This process is outlined on the dedicated web page, containing a live feed of all current vacancies from CoreHR, accessed via the Conference of Colleges website.

This guide explains how to add applications from college applicants to the vacancy in CoreHR.

1. Find or create the applicant

Core Portal > Recruitment dashboard > Applicant Detail

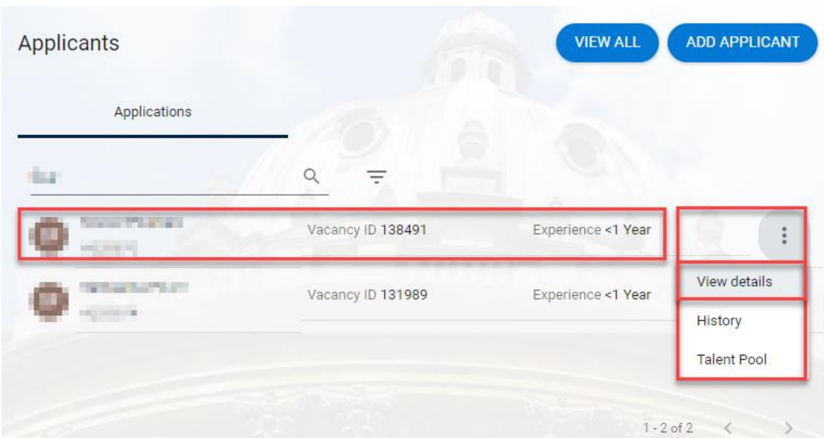


1. Search for applicant using their name in the search bar.

Note* This search will only return applicants that have previously applied for a vacancy within the department(s) to which you have access.

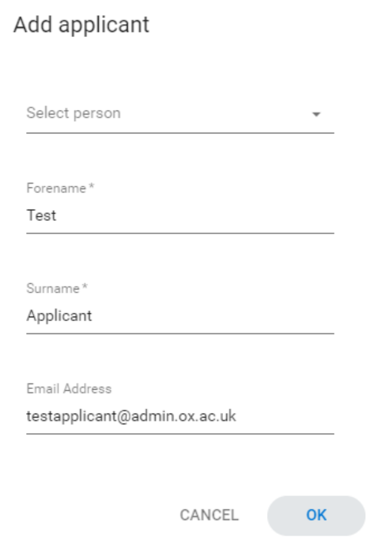
Did you find a record for this applicant?

a. **No** – follow the guidance below to create the applicant record.
b. **Yes** – click on the ellipsis (three dots) at the end of the applicant row and select **View Details** as shown in image below. Now go to the guidance in attach to a vacancy.



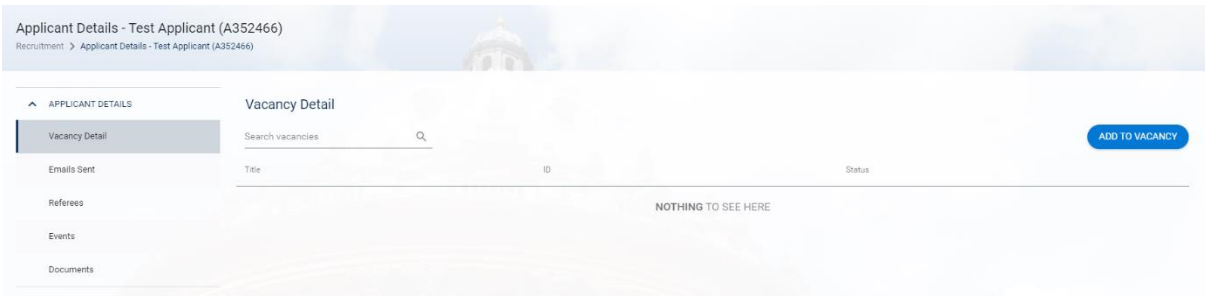
Create the applicant record

2. Click on the **ADD APPLICANT** button. A small box will appear.
3. Enter the Forename, Surname and email address and click **OK**.
4. You will be taken to the **Applicant Details** screen, and a success message will appear. Wait for the dark green line to fill.



2. Attach to a vacancy

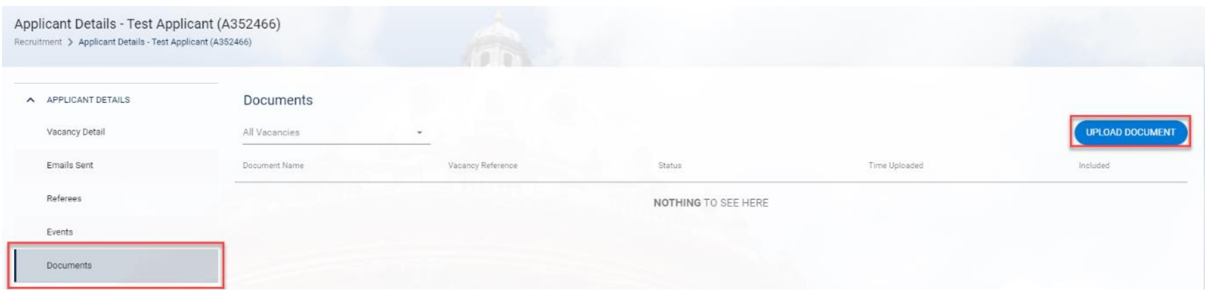
1. Make sure you are on **Applicant Details** > **Vacancy Detail** from the left-side menu.



2. Click the **ADD TO VACANCY** button and enter the Vacancy Id or select from the drop-down list.
3. Click **OK**.
4. The box closes, a success message appears. Wait for the dark green line to fill. The vacancy details will be listed in the table below.

3. Attach applicant documents

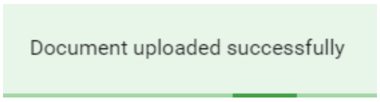
1. Click **Documents** in the left-side menu.
2. Click the blue **UPLOAD DOCUMENT** button.



3. Fill out the form:

Field Name (* mandatory)	Description
Document Type*	Select **Applicant Document** from the drop-down menu.
Vacancy*	Select the vacancy from the drop-down list.
Description*	Add a name for the document - this will appear in the document list. Include the applicant's name in the description, followed by what the document is.
Comments	Add any relevant comments
Include in application form*	Slide the blue toggle across to the right, to show that this should be included in the application form. **Except for the Supplementary Detail Form**, see note below.
File to Upload	Select the arrow icon to open your files. Search and select the document to attach.

4. Click **OK**.
5. A green success message will appear. Wait for the dark green line to fill.
6. You will be taken back to the **Documents** screen.



Note* The document will appear in the table. Click the ellipsis to either View or Delete the document.

7. You must repeat steps 10-13 for each document that needs to be added to the application.

Note* The **Supplementary Detail Form** must not be included in the application form/pack. This should be viewed by the Recruitment Administrator and any concerns about the information provided should be raised with your HR Business Partner and with the panel, dependent on the situation. These conversations should take place before the interviews.

8. To exit, select **Recruitment** in the 'breadcrumbs'.