Manage Recruitment statuses and events

University **HUMAN RESOURCES** OXFORD

This guide covers how to record recruitment statuses and events in CoreHR. It should be read in conjunction with the recruitment process outlined on the HR Support website. You may need to refer to this guidance at several times during the recruitment process.

This guide covers the following process steps:

> **Note *** For all the system steps outlined below, to exit the current screen and return to the Recruitment dashboard, click **Recruitment** in the 'breadcrumbs' menu.
>
> Vacancy Details: 143704 - Senior Research Associate
> Recruitment > Vacancy Details: 143704 - Senior Research Associ...

1. Vacancy types

These categories are used on the University Jobs website, in order to group together these jobs and their associated terms and conditions of employment.

Vacancy Type	Description
Academic	Academic (inc. Clinical Academic & related grades), eg Professor, Reader, Lecturer
Research	Research, Nurses and academic-related posts, where duties are mainly research-oriented, eg Research Nurses, Research Fellows and Assistants, Scientists, Programmers, Engineers
Professional Svcs - Professional and Mgmt	Academic Related (grades 6+), eg General Management, including specialisms such as Finance, HR, and qualified librarians
Professional Svcs - Support and Technical	Broad range of roles (grades 1 – 5), including: Technicians, Admin Support, Assistants, Secretaries, Finance Assistants, Museum Attendants, Parks, Gardens & Ancillary

2. Vacancy open and closed status

When a vacancy has been opened, the status will be 'Open'. In the system this status is displayed in the **Currently** field. When you are required to close a vacancy, you will update this status to 'Closed' and enter the date it was closed. There are four current statuses: Open, Closed, Filled and On-Hold. We only use Open and Closed.

Update vacancy status from Open to Closed

> Core Portal > Employee Dashboard > Recruitment > Vacancies

1. Search for your Vacancy using either the Vacancy ID or the job title.
2. Within your vacancy tile, click **ACTIONS**.
3. Select **Edit Vacancy**.
4. Under **VACANCY DETAILS** in the left-side menu, select **Vacancy Details – 1**.
5. Select from the **Currently*** field drop-down the appropriate status (**Open** to open the vacancy, **Closed** to close the vacancy). If selecting 'Closed' remember to enter the date the vacancy closed.

6. Click the green **SAVE** button bottom right corner.
7. A green success message will appear - wait for the dark green line to fill.

Note * Refer to the **Close a vacancy** guide for information on all process steps associated with closing a vacancy.

3. Vacancy statuses

You must maintain the status of the vacancy in CoreHR throughout the recruitment campaign. This is crucial for Equal Opportunities monitoring and reporting. It is also vital for reporting on the success of advertisement placements, production of applicants' letters, etc.

Where the vacancy has not been advertised and is being closed due to a direct appointment, update the vacancy status to 'Appointment Made', prior to closure.

However, where an advertised vacancy fails to lead to an appointment of one of the applicants and a decision is made to directly appoint an existing member of staff, select the status 'No Appointment Made'.

Note * As the vacancy moves through the various stages of the process, it is vital to update the statuses, as follows:

Stage in process	Status
Vacancy first created by the Reward Team.	**Created By Post Management**
Vacancy set up.	**Draft**
Vacancy authorised for advertising.	**Advertised**
All applications have been received and distributed to the panel for review.	**Shortlisting**
Invitations have been sent for interviews.	**Interview**
After the interviews, select either:	**Offer Made; or** **No Appointment Made**
If you have made an offer, once the applicant has responded update the status to either:	**Appointment Made /** **No Appointment Made**

Update the vacancy status

Core Portal > Recruitment > Vacancies > Search for your vacancy > Actions > Edit Vacancy

1. Under **VACANCY DETAILS** in the left-side menu, select **Vacancy Details – 1**.
2. Click the drop-down button in the **Status** field to select the relevant status from the list of options.
3. Click the green **SAVE** button, in the bottom right corner.
4. A green success message will appear - wait for the dark green line to fill.

Vacancy Details - 1

Description *
Postdoctoral Research Associate

Status
Shortlisting ✕ ▲

Advertised
Appointment Made
Created By Post Management
Draft
Frozen
Interview
Job Grading
No Appointment Made ▼

4. Applicant statuses

Applicant statuses must be kept up to date throughout the selection process. This is crucial for Equality and Diversity monitoring, recruitment monitoring and reporting, and to enable communications with applicants. Please refer to the supporting document **Recruitment Statuses and Events** diagram.

⚠️ **Note *** The statuses shown in **bold** are mandatory, ie a successful candidate MUST have passed through these statuses, except for **Invited to Interview 1**, which is recommended. Please refer to the HR Analytics webpage.

Possible applicant statuses are:

Application received	Shortlisting completed	Interview invites sent out	Interviews completed
Applied	**Shortlisted**	**Invited to Interview 1**	Preferred Candidate
Applied Late	Standby	Invited to Interview 2	Standby
Invalid	Rejected after Shortlisting	Withdrawn	Rejected after Interview 1
	Invalid	Rejected after Shortlisting	Rejected after Interview 2
	Withdrawn		**Offer Made - Personal**
			Offer Accepted - Personal
			Offer Refused
			Rejected after Checks
			Withdrawn

The **Applicant Details** screen will open. Here, you will see a list of applicants for the selected vacancy. **Note**: you will only see eight applicants per page.
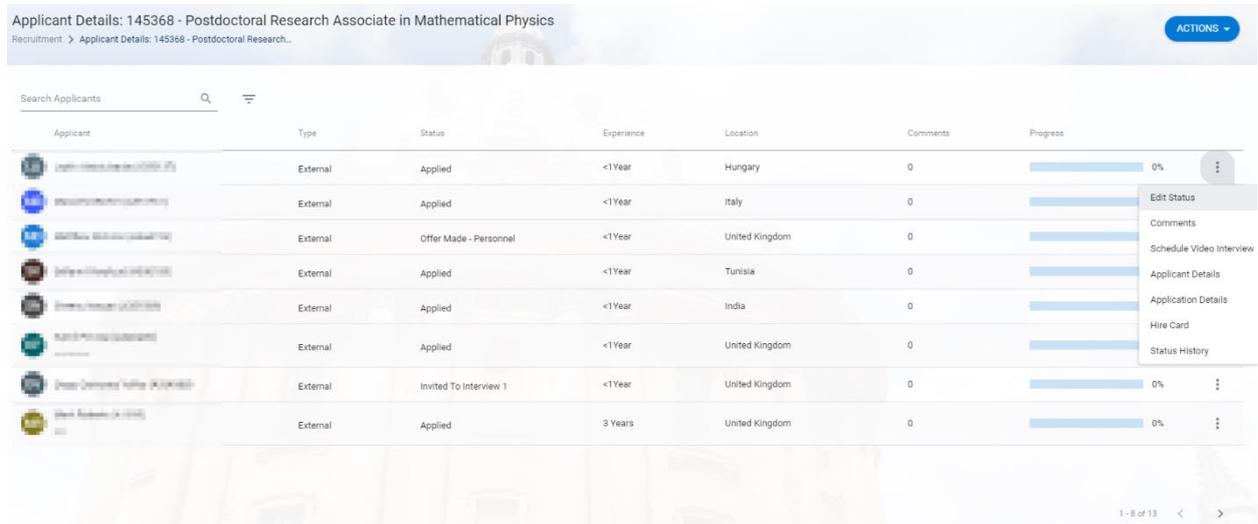
Change individual applicant status

1. To change the status of an applicant, search for your applicant, either by their name or applicant ID. Alternatively, scan across the pages until you find your applicant.
2. Select the ellipsis (three dots) at the end of their row.
3. Click on **Edit Status**. A small window appears.
4. Their **Current Status** is shown as read only.
5. Select the new status wanted from the **Status** drop-down.
6. Add any relevant comments relating to this status change.
7. Click **OK**.
8. A green success message will appear - wait for the dark green line to fill.
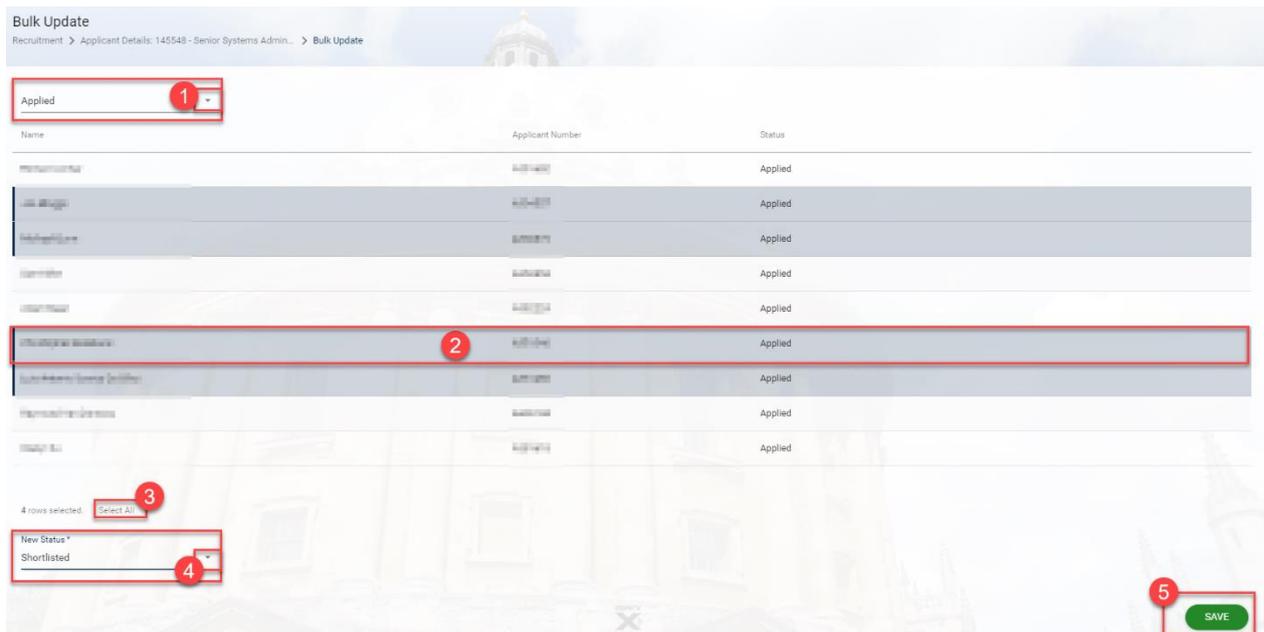

Change the applicant status of several applicants

1. Click on **ACTIONS**.

2. Select **Bulk Update**, this will open a new screen.

3. **Optional:** Filter the list of applicants by their current status, select this from the drop-down. (**1**).
4. Click once on each applicant to highlight those whose statuses need to change (**2**). Alternatively, click **Select All** (**3**).
5. Select the new applicant status for those selected, using the drop-down under **New Status** (**4**).
6. Click **SAVE** (**5**).
7. You are returned to the **Applicant Details** screen and a success message will appear - wait for the dark green line to fill.

Applicant status history

> ℹ **Note *** You can review the change history of the applicant status here at any time.

1. To view the status history of an applicant, search for your applicant, either by their name or applicant ID. Alternatively, scan across the pages until you find your applicant.
2. Select the ellipsis (three dots) at the end of their row.
3. Select **Status History**. A new screen will open displaying the status history for that applicant, including who made the status change and when.
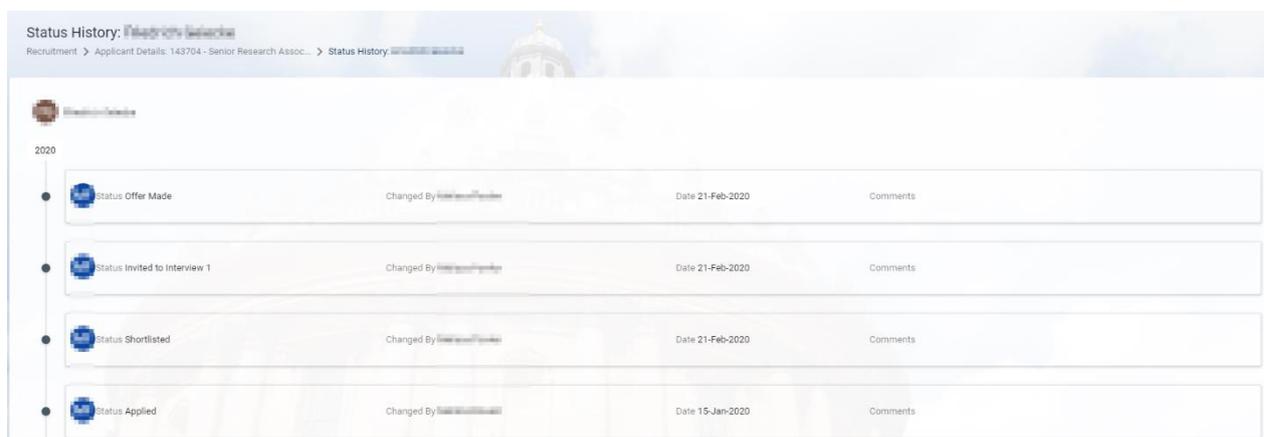
5. Vacancy events

The Vacancy Events screen in CoreHR is used as a checklist. This checklist ensures that as each process is completed it is recorded in CoreHR to demonstrate that controls related to the recruitment process have been met.

Vacancy Events records information concerning processes that may have happened outside the system. This includes information related to Equality and Diversity monitoring. Events in relation to Equality and Diversity recruitment monitoring MUST be completed (see information box below for more details).

> Core Portal > Recruitment > Vacancies > Search for your vacancy > Actions > Edit Vacancy

1. **Vacancy Details** will open, select **Events** from the left-hand menu.
2. Select **Vacancy Events**.
3. To update an event as complete, click on **DETAILS** at the end of the row. A small window will open.
4. Either use the calendar to select the date the event was completed or type the date into the **Date** field (DD-MM-YY).
5. Where the event description indicates that a Y/N answer is required, place a 'Y' or 'N' into the **Comments** field.
6. Click OK. A green success message will appear - wait for the dark green line to fill.

Vacancy Event Details

Event
~Appointee Was University Employee - Y/N

Date
01-Sep-2020

Comments
Y

Complete ⦿

CANCEL   OK

⚠️ **Note *** The vacancy event types which begin with ~ (eg ~Vacancy Advertised – Y/N) MUST be completed before a vacancy is closed, for Equality and Diversity to be run. Further information about vacancy events can be found in the supporting document **Recruitment Statuses and Events** diagram.

⚠️ **Note *** For 'no' responses, complete the related 'Reason' event with a brief explanation of why the answer was no. eg:
- the event is '~VACANCY ADVERTISED – Y/N'
- the vacancy was not advertised so 'N' is recorded in the comments when the event is completed.
- The event '~VACANCY NOT ADVERTISED – REASON' needs to also be completed and the explanation as to why the vacancy was not advertised is added to the comments.

For yes responses, the related '... – REASON' event can be left blank.

ℹ️ **Note *** Refer to **Manage a successful applicant** guide for information on applicant events.