

Use this document to prepare a vacancy for advertising after it has been created from the staff request or to re-advertise following a failed recruitment campaign. Many details will be populated from the staff request. You can advertise externally on the University's Jobs website or internally-only, within Employee Self-Service (ESS).



Note* If there is any possibility of the appointed candidate requiring a Tier 2 visa, you **MUST** comply with the Staff Immigration Team guidance on Advertising Requirements. Training for University administrators on Right to Work, Tier 1, Tier 2, Tier 5 & visitor visas can be found on the Staff Immigration website.

This guide covers the following process steps:

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1. Preparing the vacancy

Core Portal > Employee Dashboard > Recruitment > Vacancies

1. Search for your Vacancy using either the Vacancy ID or the job title.



Note* If re-advertising, click **Add vacancy** and follow the relevant guidance in the **Manage unplanned recruitment events** guide for adding a new vacancy, then return to this guide and start here to prepare this new vacancy for advertising.



2. Within your vacancy tile, click **ACTIONS**.
3. Select **Edit Vacancy**.
4. Under **VACANCY DETAILS** in the left-side menu, select **Vacancy Details – 1**.


Vacancy Details - 1



Note* Table key: Any fields not referenced in this document should be left as is.
 ◇ - pre-populated fields from the staff request
 * - mandatory fields

1. Review and update the following fields at this stage:

Field Name	Description
Description ◇ *	Check the Description correctly reflects the job title. Update as necessary.
Status ◇ *	Select Draft from the drop-down as per the guidance in the Manage Recruitment statuses and events guide.
Default Application Form *	Select from the drop-down the correct application for the vacancy type/grade: 1. Full Application: Grades 1-5 (should not attach CV) 2. Short Application: Grades 6-10 (must attach CV) 3. Application with inbuilt supporting statement: Lower grades; can't attach documents 4. Academic Application: Joint appointments where University is primary employer
Recruitment Opens on *	Enter the date that you complete the vacancy set up and are ready to notify the adverts team. This must be at least three working days before the date that the advert is to be posted onto the website. Time = 9am
And Closes on 	Enter date the vacancy expires (ie no longer advertised). Time = midday NB Do not close on a Bank Holiday, weekend or fixed closure days. Avoid closing on a Tuesday.
Publish to internal ESS on	For internal jobs only: Enter date the advert will be posted in ESS. Time = 09:00
And Close on	For internal jobs only: Enter the date the vacancy expires in ESS. Time = 12:00
Publish to 	NB Leave this date blank for internal-only vacancies.

external website on	Enter date that the advert will be posted on the University's Jobs website (all jobs posted externally will also appear on the Internal Jobs Board). This must be at least three working days after the date entered in 'Recruitment Opens'. Time = 09:00
And/ Close on 	NB Leave this date blank for internal-only vacancies. The date the vacancy expires on the website. Time = 12:00


- Click **SAVE** at the bottom right of the screen. A green success message will appear, wait for the dark green line to fill.

Vacancy Details – 2

- Click on **Vacancy Details – 2**.
- Review and update fields as necessary:



Note* The details in the **Org Unit & Location, Grade & Salary, Contact Person, Email and Phone** fields will display to applicants.

Field Name	Description
Vacancy Type  ♦ *	Check the correct Vacancy Type has been selected NB This determines which area of the University's Jobs website this will appear under, eg Academic
Grade & Salary *	Enter in the format of: Grade X: £00,000 - £00,000 p.a.
Org Unit & Location*	Enter the department and exact vacancy location, eg IT Services, Banbury Road, Oxford
Person *	Enter the name of the person that applicants should contact if they have a query. This can be an actual name or a generic title such as 'Personnel Administrator'.
Email *	Enter the email address that applicants should contact if they have a query.
Phone No *	Enter the number for applicants to ring if they have a query.

- Click **SAVE** at the bottom right of the screen. A green success message will appear, wait for the dark green line to fill.

Current Questions

Click on **Current Questions**, in the left-side menu, to review the optional questions you want to appear in the **Additional Questions** section of the application form.

These questions will be visible to the applicant under the Additional Questions section of the Application Checklist. There are some questions that are mandatory to include in all applications and others that can be added as appropriate. It is your responsibility to review these and update as necessary. Those listed in full capitals are headers for the list of questions that follow beneath it.

View Question Details

1. Click **DETAILS** at the end of a row to open the Question Details window.
2. The information about that selected question (eg question type, and, where applicable, the available answers) are presented in read-only view.
3. Click the white back arrow next to the title **Vacancy Details** to return to the Current Questions screen.

Deactivate non-mandatory questions



Note* All questions are mandatory with the exception of the following:

- “Are there any dates when you are not available for interview?”
- “University policy on retirement” – ensure you remove the header and two related questions. It is mandatory to include for roles at grade 8 and above.

1. To deactivate a non-mandatory question, slide the toggle left under the **Active** column.
2. Be sure to also deactivate any related questions.
3. Slide the toggle right to activate a non-mandatory question.

Add Question Categories

This is optional, add additional question categories as appropriate for your advertisement (eg Clinical Appointments or Internal Only Applicants).

1. Click on **ACTIONS**.
2. Select **Assign Category** (a new window will open).
3. Slide the toggle under **Active** column to assign a question. Alternatively slide the toggle left to deactivate.



Note* Never deactivate the following question categories: General, Right to Work, University Connections, Unspent Convictions.

4. Add an order number to the question categories you have added by adding the next number in the sequence, for example ‘5’ in the **Order** column. Alternatively, use the up and down arrow to get to the correct order number.
5. To change the order of the displayed questions delete all order numbers in the **Order** column.

5	▼	<input checked="" type="checkbox"/>
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Note* For internal-only vacancies add ‘APPLICANTS – INTERNAL ONLY’ to your questions. This must be displayed at the top of the order.

6. Type the correct order number into each **Order** field as desired.
7. Click **SAVE** at the bottom right of the screen.
8. You are automatically returned to the Current Questions screen and a green success message will appear, wait for the dark green line to fill.
9. The question categories will have automatically reordered into your chosen order.

Order	Active
3	<input checked="" type="checkbox"/>
1	<input checked="" type="checkbox"/>
2	<input checked="" type="checkbox"/>
4	<input checked="" type="checkbox"/>
5	<input checked="" type="checkbox"/>

Not in use

Under **Actions** the following options are not used by the University:

- Add Question
- Killer Question

Vacancy Profile

Job Description (Advert Text)

This is the main text for the advertisement that will appear on the University job pages and internal jobs board.

1. Click on **VACANCY PROFILE** in the left-side menu.
2. Select **Job Description** from the left-side menu. Although called Job Description, this is where you will enter the text for the advert.
3. Add your advert text (type directly or copy/paste). For guidance on formatting the advert text refer to the **Create and format advert text** guide, which includes placing web/email links into adverts.



Note* Adverts must be under 3,500 characters. Rather than show a character count there is a percentage guide. The percentage count used must not exceed 14% leaving 86% percent free each time.

4. Click the preview icon to see how your advert will look once published.
5. Once the advert text is finalised, click **SAVE** at the bottom right of the screen.



Comments

The Comments menu option can be used as a free text box to capture comments relating to the vacancy.

Documents

Upload the documents that need to be included in the advert, including the Job Description. The standard University Job Description template must be used for all vacancies.

Job description template

- This link will open the job description template: <https://hr.admin.ox.ac.uk/templates>

Tips on writing job descriptions & adverts

- This document provides further tips and advice on writing effective job descriptions and adverts <https://hr.admin.ox.ac.uk/files/tipsonwritingjobdescriptionsadvertspdf>




Note* When updating the template to suit your needs, please be mindful that there are a few areas which are highlighted in the document that you must update/delete each time.

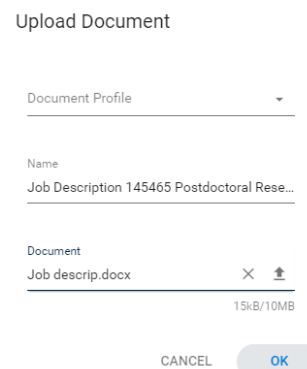
- Blue highlighting indicates instructions.
- Yellow highlighting indicates a field that needs to be completed.



Note* Staff who draft or advise on job descriptions should attend the Reward team's training on [Introduction to HERA and writing job descriptions](#).

Add a document

1. Click on **Documents** under **VACANCY PROFILE** in left-side menu.
2. Click **Upload Document**, a small window opens.
3. Ignore the **Document Profile** drop down, this is not in use.
4. Documents should have a meaningful file name as this is the name that will be displayed on the advert, and it should include the Vacancy ID. Type the file name as desired into the **Name** field.
5. Click on this icon  to upload the document.
6. Browse for your file from your PC and select it, click **OPEN**.
7. Click **OK** to upload.
8. You are returned to the Documents screen and a green success message appears. Wait for the dark green line to fill.
9. Repeat steps 2-8 for all documents that need adding.
10. Your document(s) will now show in the **Documents** screen.
11. Set where the document(s) will appear for applicants, click the ellipsis (three dots) at the end of a document row.
12. Select **Options**.
13. You must select **Application Form** and **Job Specification** for all documents by sliding their corresponding toggles (under the column **Active**) to the right for both.
14. Click **SAVE** at the bottom right of the screen.
15. You are returned to the Documents screen and a green success message appears. Wait for the dark green line to fill.
16. Repeat steps 11-15 for all documents that need to appear with the advert.



Download or delete an added document

You can download or delete a document. Click on the ellipsis at the end of the document row:

- Description - not in use.
- Download- opens and downloads the document for viewing. You may need to click accept/allow through some pop-up security windows.
- Delete - removes the document from this location, there will be a pop up warning message to reply to, and a green success message.

2. Advert approval and publication

Review all details entered so far, and make changes if needed following the steps in [Section 1](#). When happy the vacancy is ready for approval, notify the adverts team (adverts@admin.ox.ac.uk), and remember to forward the '**Post/Appointment now authorised**' email to them. Once the vacancy has been authorised you must not make any amendments to it. You **MUST** contact the Advert Team in the first instance to discuss the implications of any changes you require after the initial vacancy authorisation.

3. Final step once the advert has been authorised

You will be notified via email from the adverts teams that the advert has been approved and published. Your final step is to update the vacancy status.

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. Amend the **Status** field from 'Draft' to 'Advertised'.
6. Click **SAVE** at the bottom right of the screen. A green success message will appear, wait for the dark green line to fill.