HRIS: Preparing the vacancy for advertising – part 1

HUMAN RESOURCES

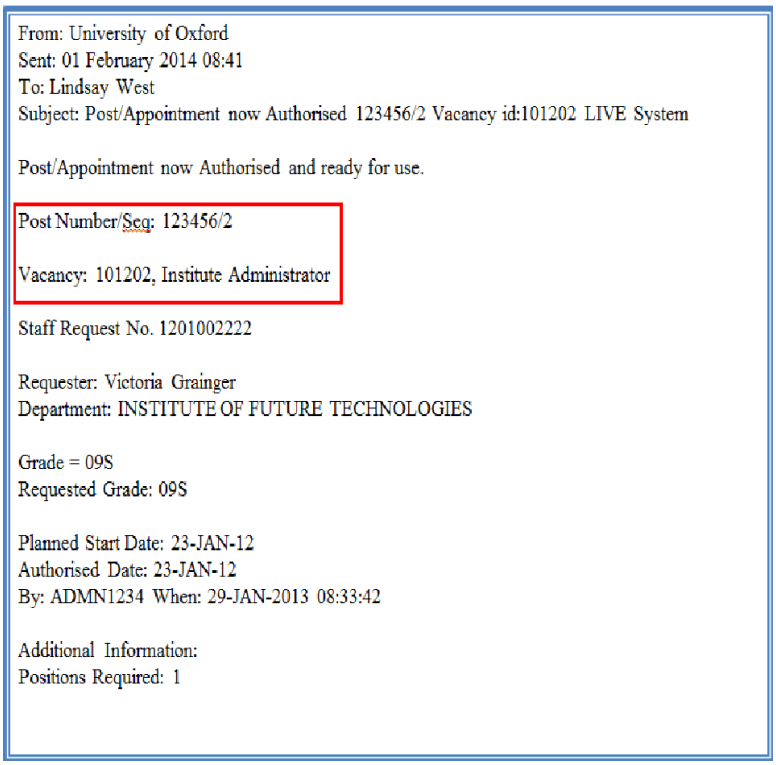
This course should follow your reading of the 'NAV1 Accessing and Navigating CoreHR' guide and completion of the HRIS: Recruitment navigation course.

- Staff Request and vacancy
- Locating and opening your vacancy
- Updating Vacancy Details – 1
- Updating Vacancy Details – 2
- Updating the Current Questions tab

Staff Request (SR) and vacancy

Before you can prepare your vacancy for advertising you must ensure that a staff request has been submitted and approved.

The person who approved the SR will receive an email notification and will be provided with details of the vacancy number and the post number/sequence to use (this is the planned appointment).



From: University of Oxford
Sent: 01 February 2014 08:41
To: Lindsay West
Subject: Post/Appointment now Authorised 123456/2 Vacancy id:101202 LIVE System

Post/Appointment now Authorised and ready for use.

Post Number/Seq: 123456/2

Vacancy: 101202, Institute Administrator

Staff Request No. 1201002222

Requester: Victoria Grainger
Department: INSTITUTE OF FUTURE TECHNOLOGIES

Grade = 09S
Requested Grade: 09S

Planned Start Date: 23-JAN-12
Authorised Date: 23-JAN-12
By: ADMN1234 When: 29-JAN-2013 08:33:42

Additional Information:
Positions Required: 1

Vacancy

The vacancy will have fields which have been pre-populated, because it will include some of the information recorded on the staff request, for example:

- Job title
- Vacancy type
- Positions required – eg if you were recruiting two part-time receptionists doing exactly the same role
- Where in the University's organisation structure the vacancy exists
- Pay scale

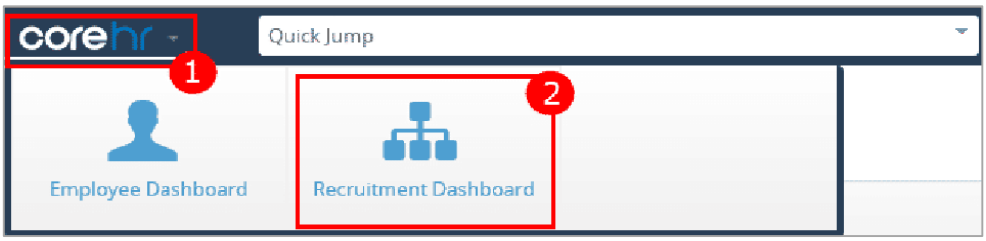
Your vacancy will be used for the following:

- Publish an advert on the University's website
- Record successful and unsuccessful applicants
- Record where you advertised the position
- Record who was on the selection panel

Locating and opening your vacancy

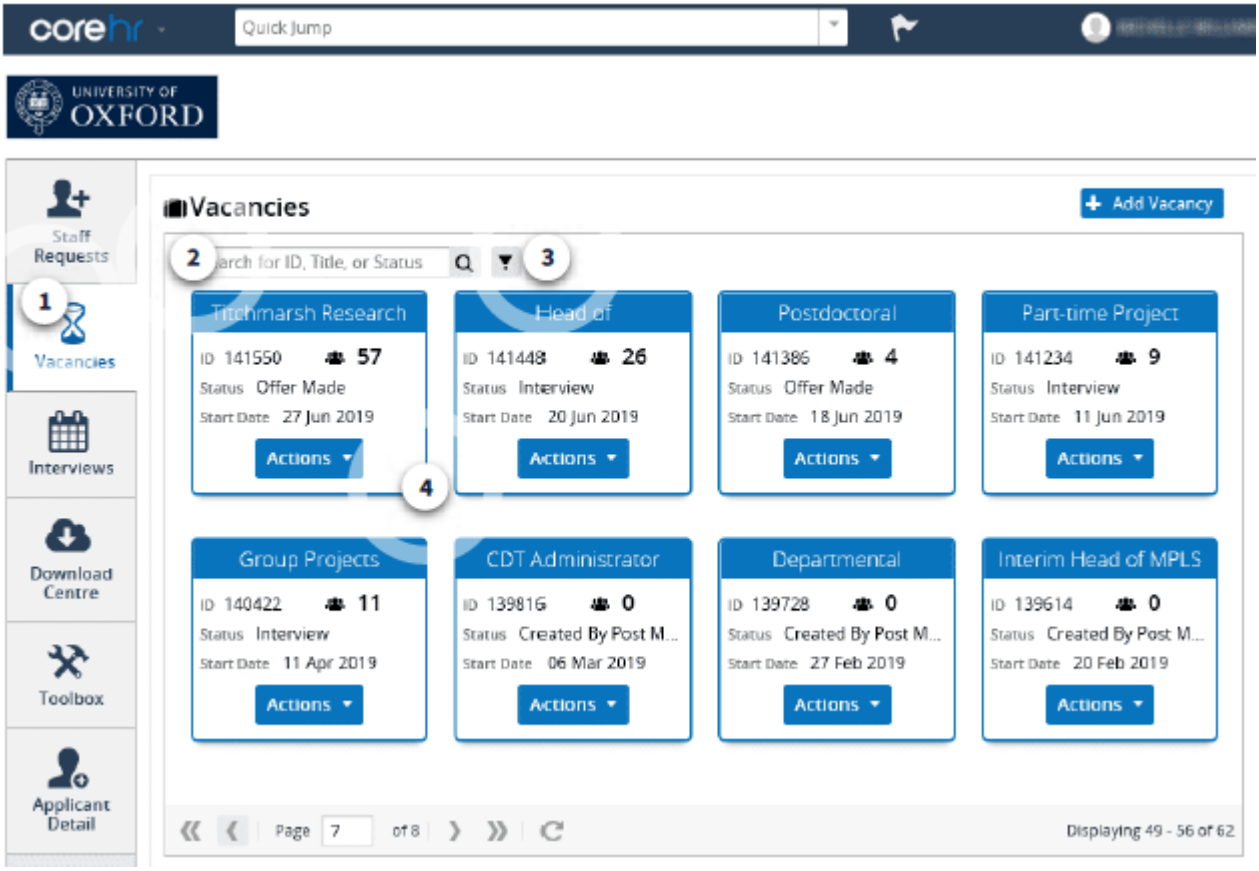
When you are notified that the planned appointment and vacancy have been created, you need to find your vacancy.

To locate a vacancy (eg skeleton vacancy created by the Reward Team) select the **Recruitment Dashboard** from the **corehr** menu:



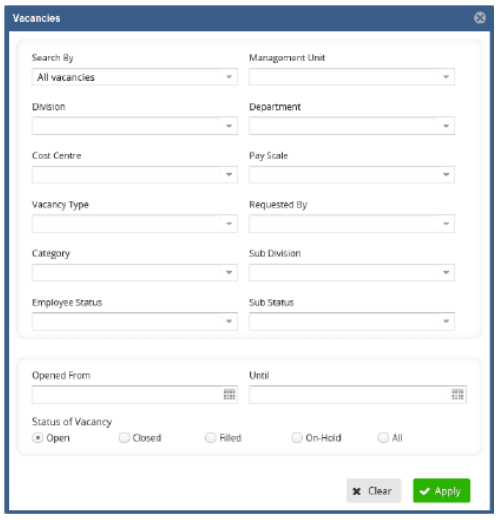
Recruitment Dashboard

This is where you can search for your vacancy. What you can see in this screen is governed by your security access. You will only be able to search for vacancies within the department(s) you have access to. To locate your vacancy follow the steps below:



1. **Vacancies** – Click here to access your vacancies.

2. **Search box** – Enter the vacancy ID (from the Reward Team's email) or job title to help you narrow down your search. Each vacancy has its own unique number in the system.



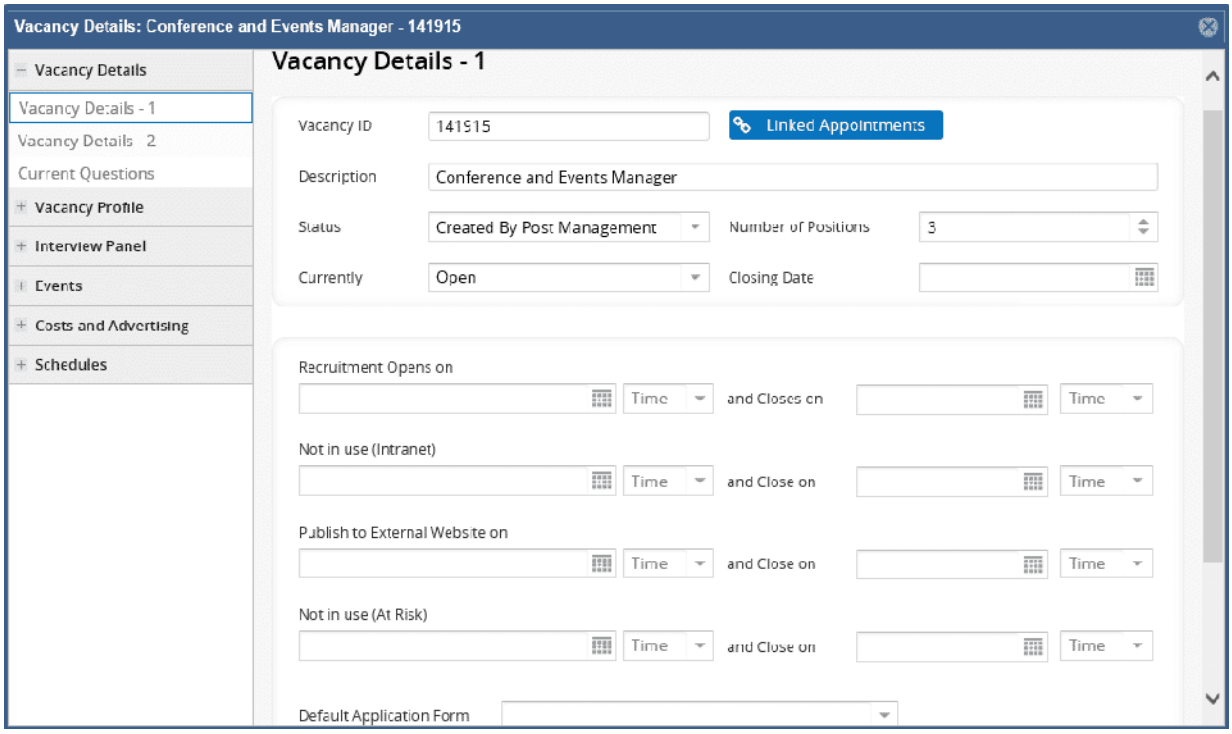
3. **Filter** – Can be used to narrow down your search.

4. **Edit Vacancy** – Click on **Actions** and select **Edit Vacancy** to open your vacancy to prepare for advertising.

Vacancy Details

To prepare your vacancy for advertising, you need to navigate to **Vacancy Details**. This can be found by selecting **Edit Vacancy** from the Actions button.

The remaining menu options are referenced in other guides.



What to prepare

In order to get your vacancy ready for advertising you need to prepare key elements in *Vacancy Details* and *Vacancy Profile*. There are three sections to *Vacancy Details:*

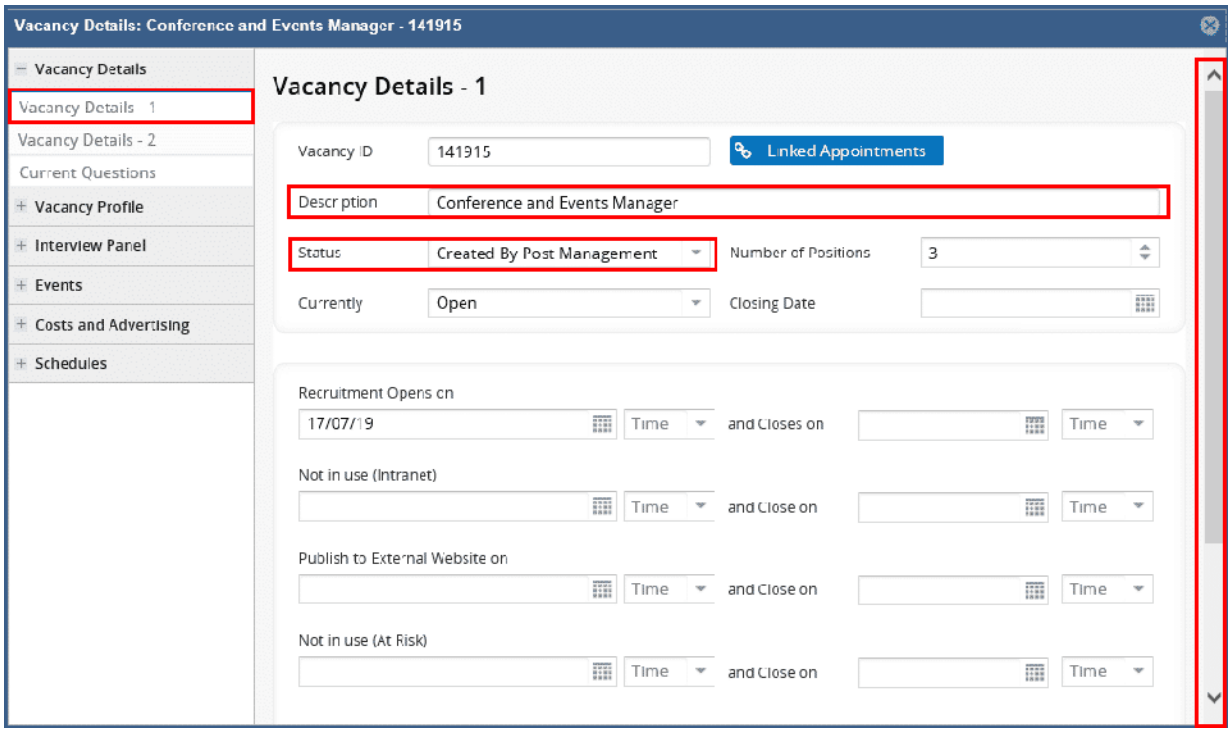
1. Vacancy Details - 1;
2. Vacancy Details - 2; and
3. Current Questions.

Updating Vacancy Details – 1

Review and update

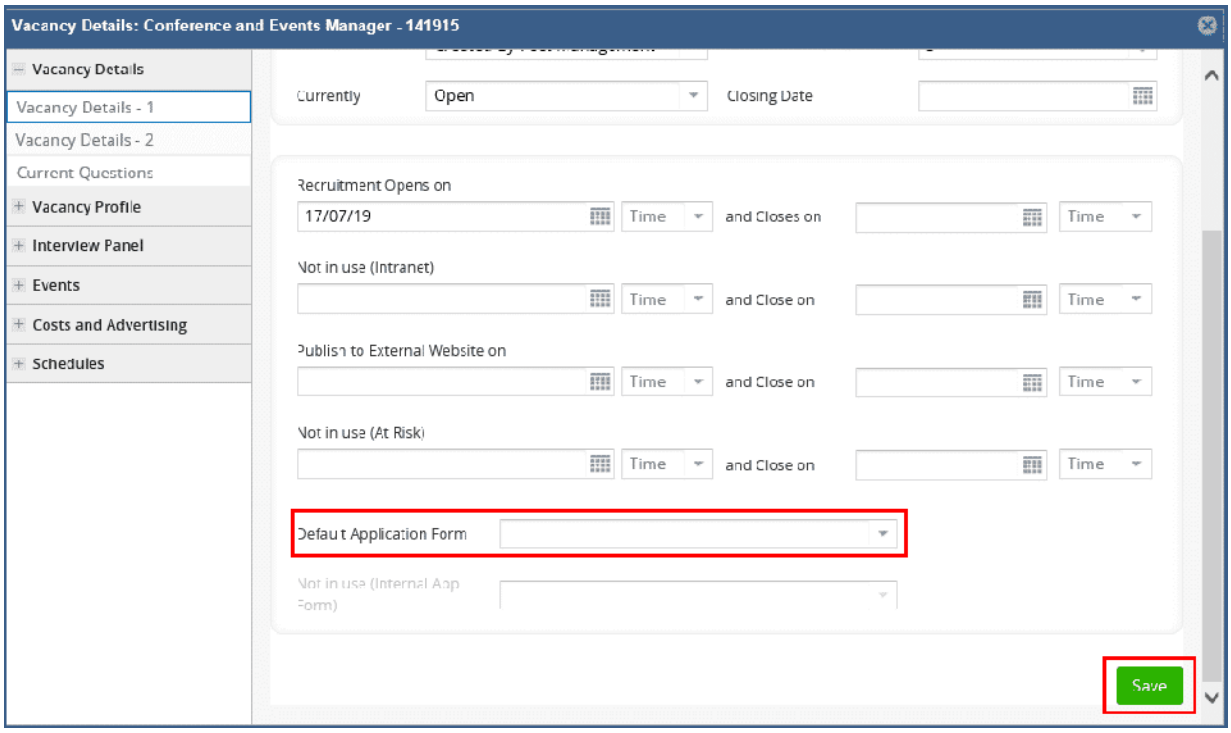
Below are images of the details visible to you in *Vacancy Details – 1*. The first thing to do is check the information on this screen. The details will have populated from the staff request.

Some of the key fields are highlighted below in red. The fields are a mixture of drop-down menus, free text and calendar.



- **Description** – make sure the job title is correct and update if not
- **Status** – update the status using the drop down selection menu. Update this to *Draft* as per the Recruitment Types, Status and Events guidance

Use the scroll bar on the right-hand side of the screen to navigate to the bottom of the screen.



Default Application Form – The drop down menu for application forms will show a list of options. The commonly used application forms are:

- **Full Application** includes employment history and qualifications and is used for grades 1-5. They should not attach a CV.

- **Short Application** doesn't include employment history or qualifications, instead the applicant must attach a CV and this is used for grades 6 and above.

- **Application With Inbuilt Support Statement** is the same as the Full Application but with the addition of an inbuilt section for applicants to complete their supporting statement. Primarily used for lower grades where there are fewer criteria items and no need to attach any documents.

- **Academic Application** is designed for academic posts.

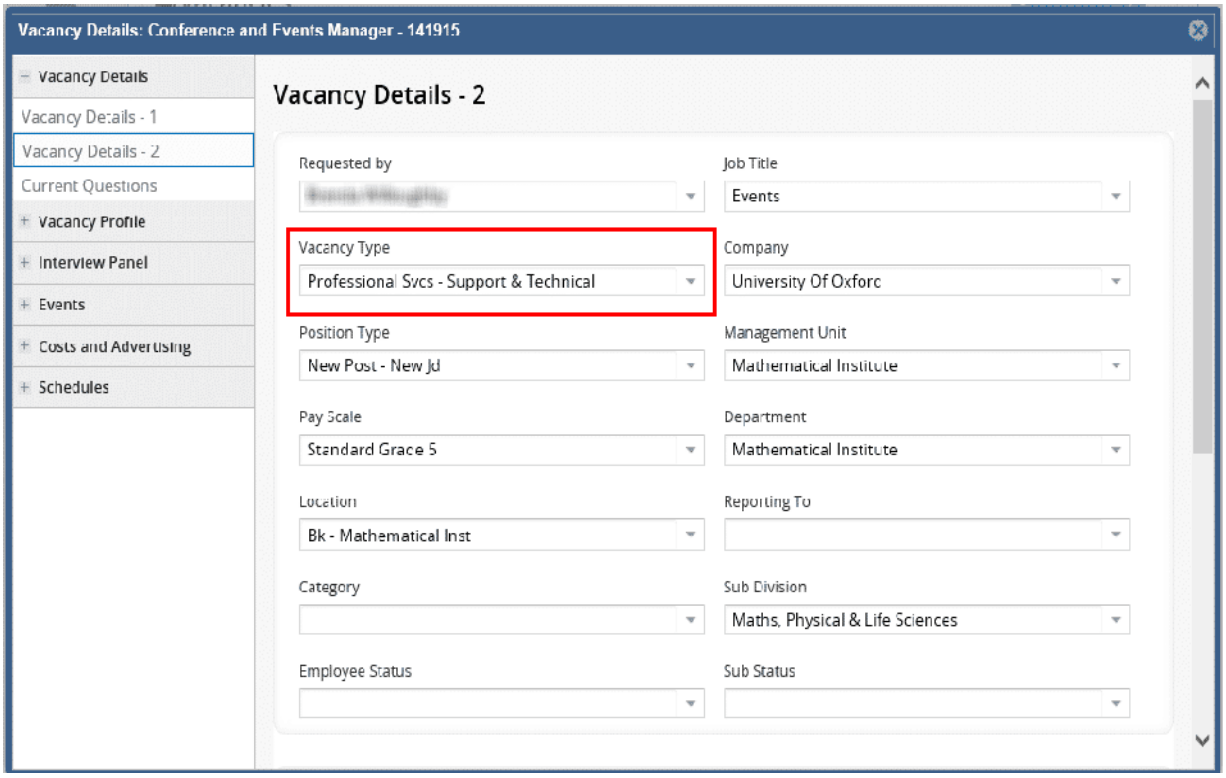
It is essential that you also refer to the Preparing a vacancy for advertising - field definitions document for guidance on the values that need to be entered in all fields on the vacancy, also to learn more about specific fields and their purpose.

Before moving to any of the others screens you MUST click the **Save** button at the bottom of the screen to prevent losing your changes.

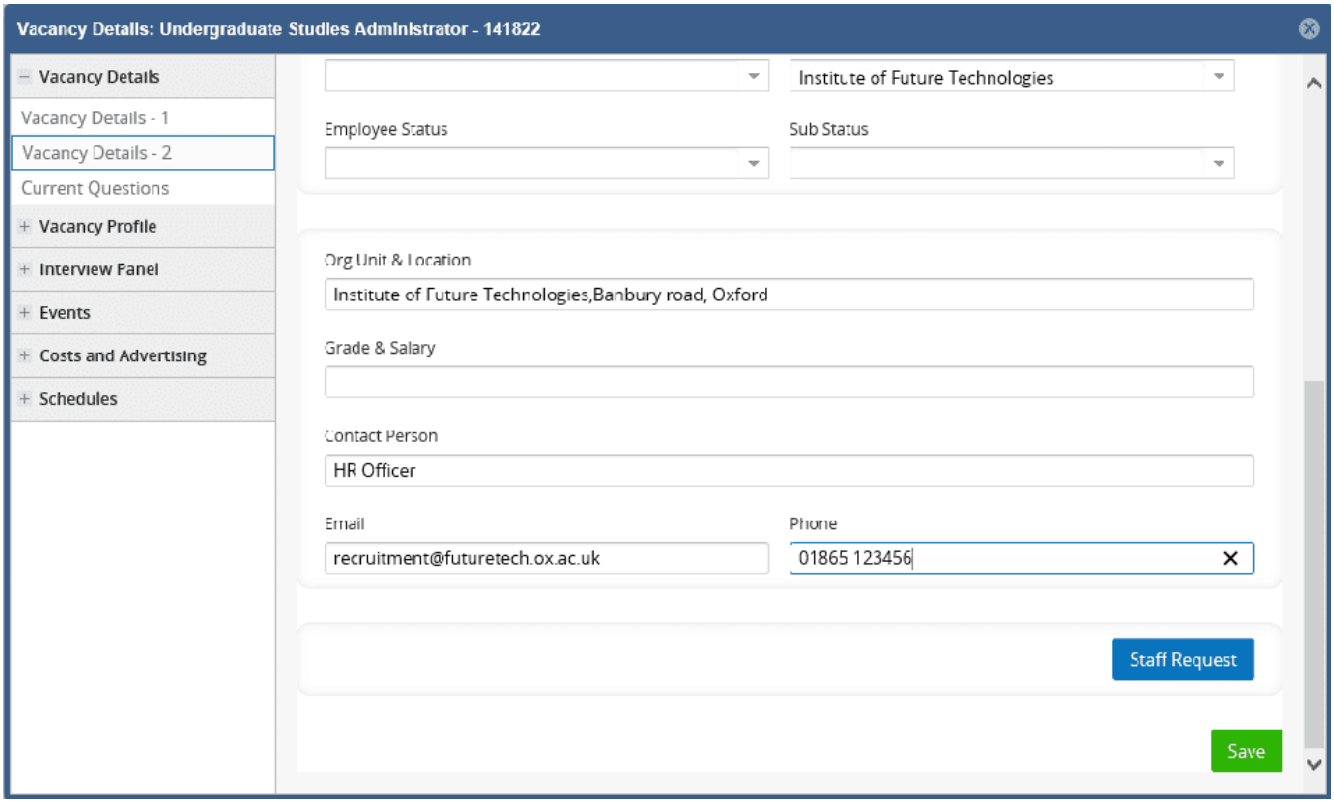
Updating Vacancy Details – 2

Again most of the fields will be populated from the Staff Request. It is important that you review the data contained within the fields.

One key field to review is the *Vacancy Type*, this field relates to the area on the University job pages that the advert will appear.



Then use the scroll bar to see the remaining part of this window.



The information entered into the *Org Unit & Location*, *Grade & Salary*, *Contact Person*, *Email* and *Phone* fields will be displayed to applicants on the e-Recruitment job pages.

Enter the name of the department followed by the location and place, *eg Institute of Future Technologies, Banbury Road, Oxford*

The grade and salary must be recorded as Grade: £Min - £Max p.a. *eg Grade 5: £23,000 - £28,000 p.a.*

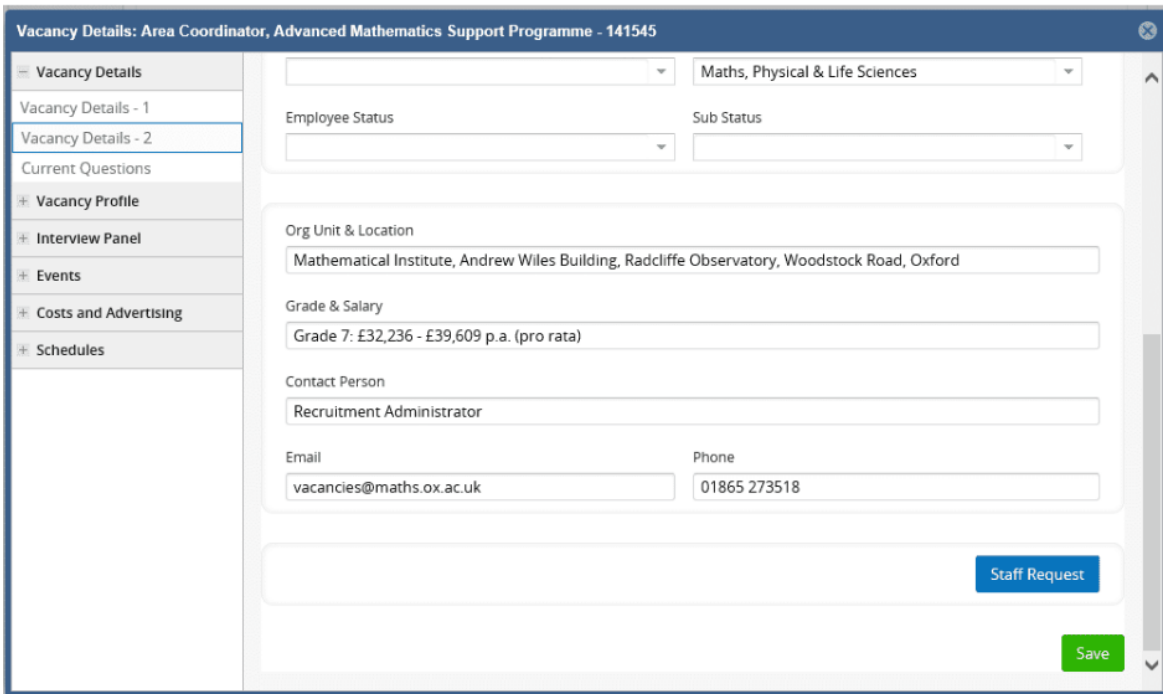
At least one field of *Contact Person*, *Email* and *Phone* must be completed.

For guidance on the data that needs to be entered into all fields in *Vacancy Details - 2* refer to the Field Definition document. This document will provide descriptions and explanations on what to use, when.

Don't forget to click the Save button before moving on to ensure you don't lose your changes.

Staff Request

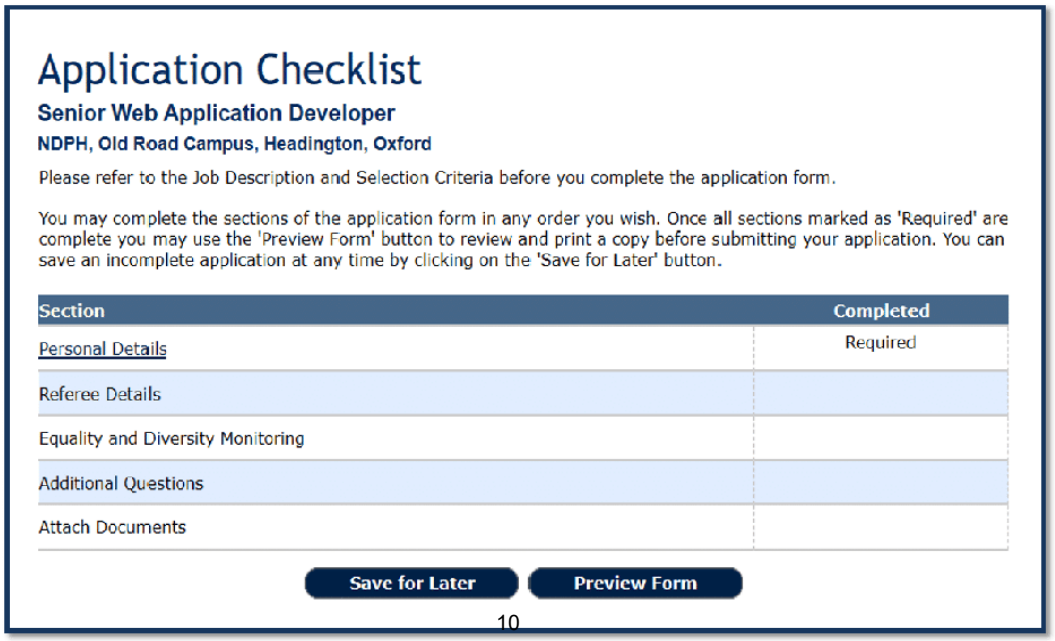
There is the option to view the approved staff request in *Vacancy Details- 2* by selecting the **Staff Request** button at the bottom right of the screen..



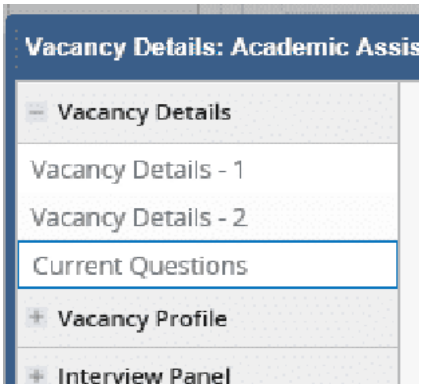
Selecting **Staff Request** opens the approved staff request in a new window.

Updating the Current Questions tab

Current Questions – 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 questions and update as necessary.

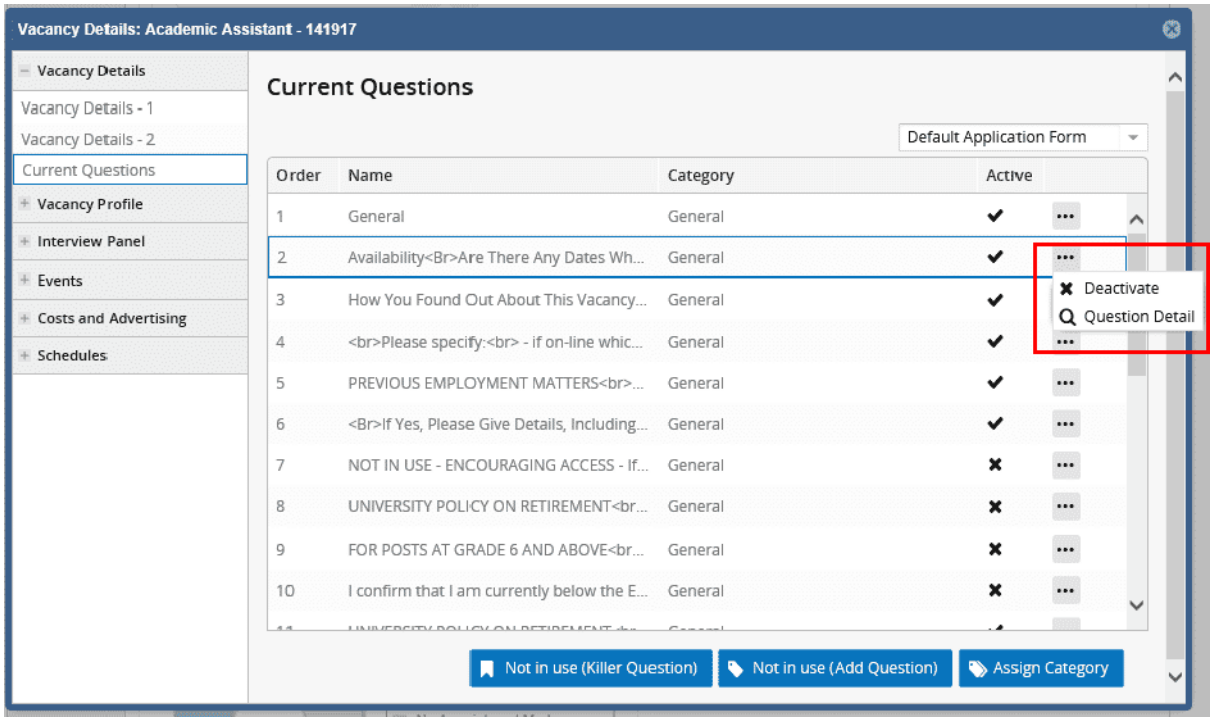


All application forms within the system are standard, to ensure that they can be used in a consistent way by all departments across the University.



To locate the questions select the *Current Questions* tab from the left-hand menu.

Deactivating questions



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" - you must include this question for all vacancies at grade 8 and above.

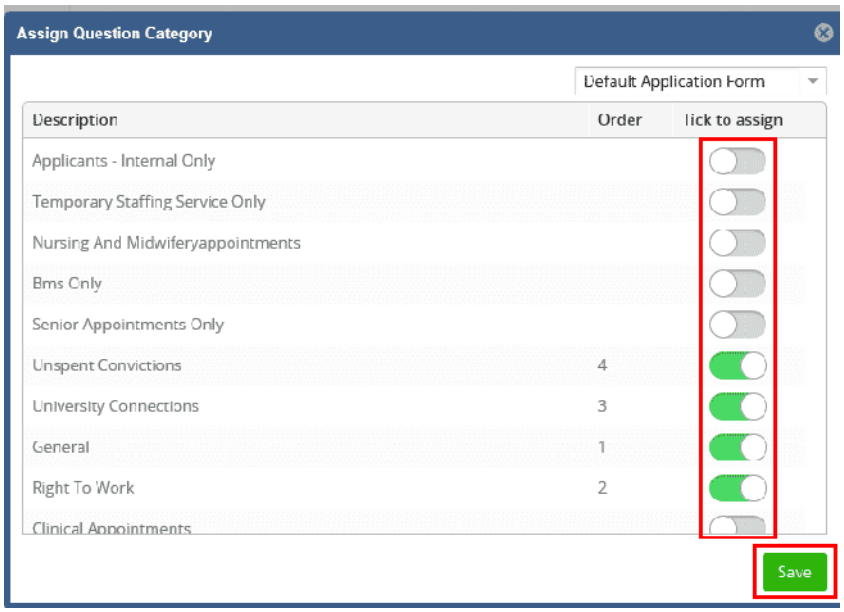
If the above are not required, click on the **three dot** button and select **Deactivate.**

Assign question categories

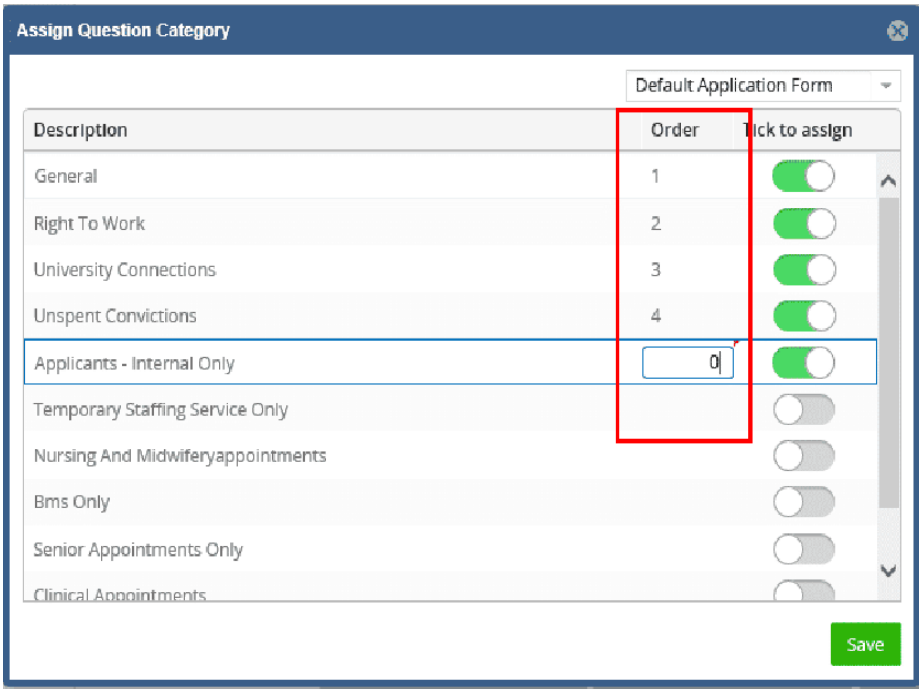
If you wish to add additional question categories to your vacancy, then select **Assign Category**.

A new window will open with a list of question categories.

Use the toggle buttons (green slider button) to assign the relevant questions and click the **Save** button at the bottom of the screen.



Question order



Where the vacancy is for internal applicants only, you must choose to add '**APPLICANTS – INTERNAL ONLY**' to your questions.

You then need to make sure this category appears at the top of the order. To change the order that the questions display in, type the number into the *Order* field. To easily add one to the top of the list enter number '0' (zero) to the *Order* column.

After you click **Save**, the other mandatory categories will automatically reorder themselves.

Not in use

Please note the following areas of *Current Questions* are not in use:

- *Default Application Form* drop down.
- Under the three dots menu *Question Detail.* This allows you to see the settings for each question. Amendments can be made but not saved.
- *Killer Question* and *Add Question* buttons.