



HRIS: Preparing the vacancy for advertising – part 2



This guidance should follow on from **HRIS: Preparing the vacancy for advertising – part 1**.

- Recap, what have you completed already
- Updating the Advert Text
- Upload the job description
- Dates, approval and publish

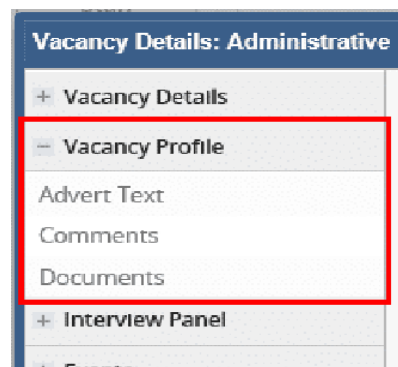
Prior to this stage

You will have already started to prepare your vacancy, including having:

- checked the Description (job title) and Vacancy Type are correct;
- updated the vacancy status to Draft;
- chosen the appropriate application form;
- added the job location, grade and salary, and the recruiter contact details; and
- updated the current questions in the application form.

Vacancy Profile

In this guide we will focus on updating the *Vacancy Profile* section of the vacancy and the final steps before advertising.



Advert text - Create the advert that will appear on the University job pages.

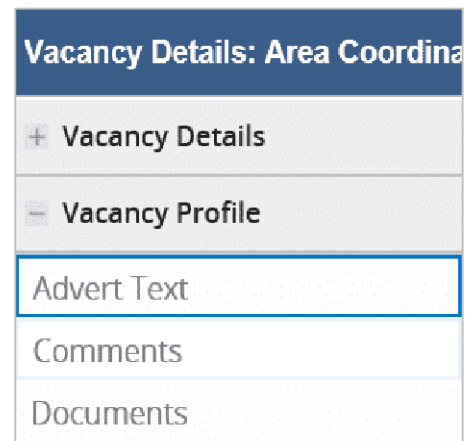
Documents - Prepare the Job Description using the template, and upload the documents that need to be included in the advert, including the Job Description.

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

Updating the Advert Text

Navigation

Select **Vacancy Profile** from the left-hand menu, under *Vacancy Details*, and then select **Advert Text**.



Advert text window



Formatting advert text

At the top of the advert text box you will see a row of buttons that can be used to format your text. Not all of these buttons are in use. See list of button names below:

1. Bold
2. Italics
3. Hyperlink
4. Blockquote (not in use)
5. Box container (not in use)
6. Numbered list
7. Bullet point list
8. Heading
9. Horizontal rule (not in use)
10. Undo
11. Redo

Guidance on how to use these buttons to format your text can be found in the [Creating and formatting advert text](#) document.

Preview and split mode



You can use *Preview* to see what your advert text will look like once live on the job pages.

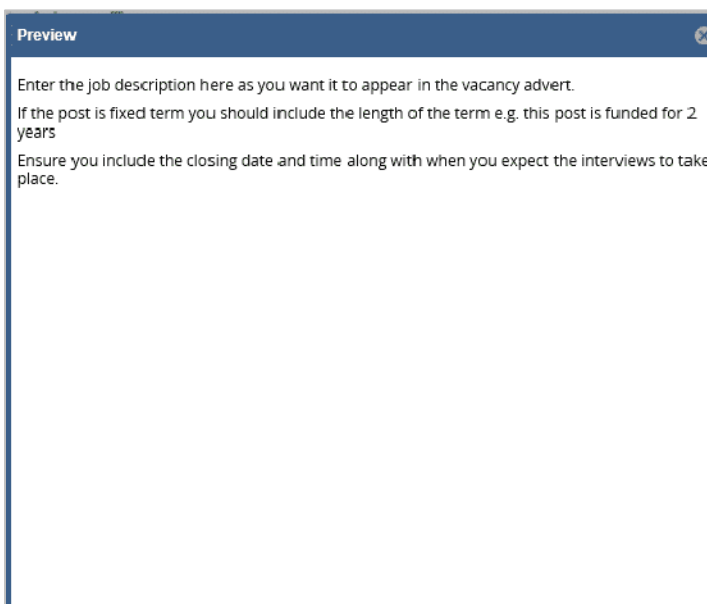
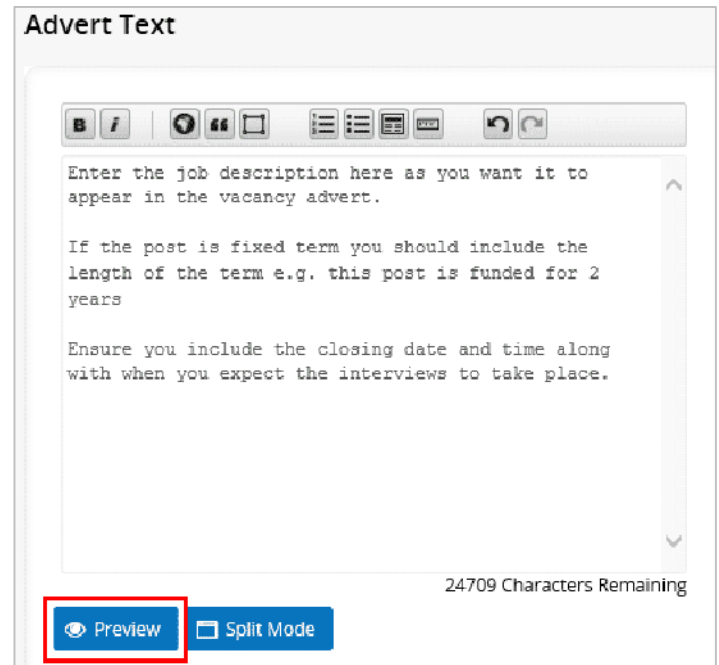
Split Mode will split your screen so you can see how your advert text will look whilst being created. However, we do advise not using this due to the inconsistencies with its performance.

Adding the advert text

Here you will enter the text that will appear in the vacancy advert. You can type directly into this box or copy and paste text from another source, eg Word.

You will notice that your text highlights any spelling or punctuation errors, a right-click will recommend correct alternatives.

More information about what should be included can be found in the Adverts Style guide, which must be followed for all vacancies. It can be accessed on the [HR Support website](#).



Preview

Once you have entered the text it is best practice to review how it will look on the advert. To do this click on the **Preview** button.

Once Preview is selected, a new window will open.

If you need to make further edits to the text, close the window by clicking on the X at the top right and make any amendments in the advert text box as described in the previous step.

Once you are happy with the advert text ensure you click **Save**.



Summary

To ensure that all adverts are consistent in their style, on the University's website (and other job boards), please follow the advice below:

- Although CoreHR will allow you to enter 25,000 characters, all adverts must be under 3,500 characters
- If this position is for INTERNAL APPLICANTS ONLY, this must be clearly stated at the start of the text in the advert text window
- If the post is fixed-term ensure you include the length of the term
- For guidance on placing links in Advert (email address or website) follow the guidance in Creating and formatting advert text document

Job description

The standard University Job Description template must be used for all vacancies so that we are consistent across the University. The template can be found on the [HR Support website](#).

Updating the template

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.

How to apply

Before submitting an application, you may find it helpful to read the 'Tips on applying for a job at the University of Oxford' document, at www.ox.ac.uk/about/jobs/supportandtechnical/.

If you would like to apply, click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please provide details of **two / three** referees and indicate whether we can contact them now.

You will also be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants). **If you are using the application form with inbuilt supporting statement there is no facility for applicants to attach documents so this paragraph should be removed.**

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

Please upload all documents as **PDF files** with your name and the document type in the filename. **(Customise this statement to confirm the document(s) you would like the applicant to attach, but make sure that you keep the reference to PDF. See section 1.4 of QRG REC01 Creating a Vacancy (Recruitment and Personnel) for guidance on selecting the appropriate application form).**

All applications must be received by **midday** on the closing date stated in the online advertisement.

Please note, blue highlighting in this document indicates instructions while yellow highlighting indicates a field that needs to be completed.

How to apply - It is important that you update this section of the job description, eg if it's a short application you need to ensure you ask for the CV to be attached to the application.

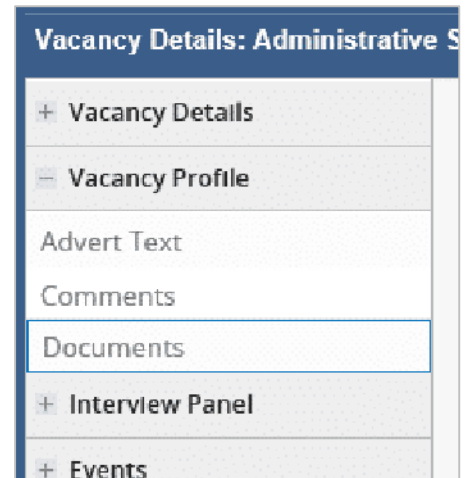
Further training - Staff who draft or advise on job descriptions should attend the Reward team's training on [Introduction to HERA and writing job descriptions](#).

Uploading the document

Once your job description is ready you will need to upload this to the vacancy so that it appears on the advert. Follow the steps below for guidance on how to do this:

1. Locating the Documents tab

Click on **Vacancy Profile** in the left-hand menu, under *Vacancy Details*, and select **Documents**.



2. Documents tab



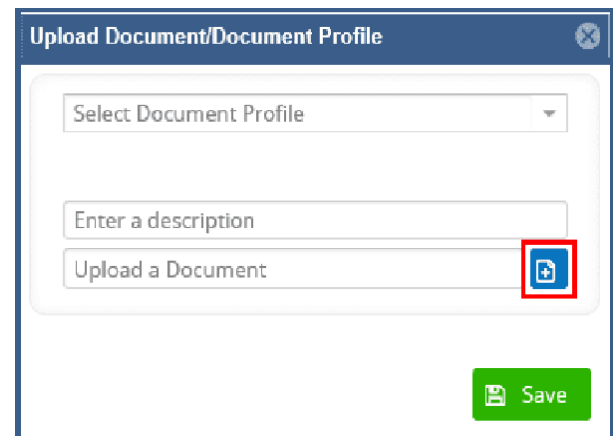
To upload a document click on the **Add** button.

The *Upload Document/Document Profile* window will open.

3. Uploading a document

Ignore the *Select Document Profile* drop down, this is **not in use**.

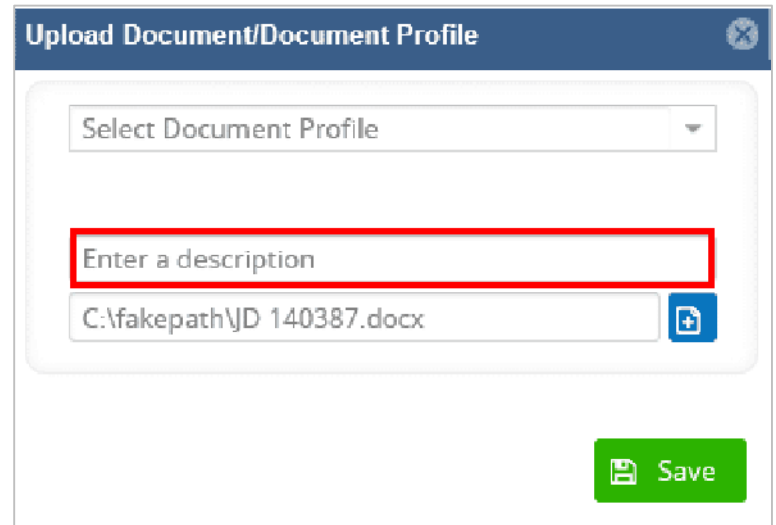
Instead, click on the blue icon button, highlighted below, and browse for your file from your PC. Once found select the relevant document, click **Open** and then **Save**.



4. Changing file name

Documents should have a meaningful file name and should include the Vacancy ID. Once uploaded you can edit the file name if desired (this is the name that will be displayed on the advert)

To change the file name type into the box highlighted below and click **Save**.



Upload Document/Document Profile

Select Document Profile

Enter a description

C:\fakepath\JD 140387.docx

Save

Once you have uploaded the document it will appear in the box as shown below. Under the *Actions* column click on the **three dots** to open a new menu.

Document Name	Time Uploaded	Actions
144373 Job Description 610.60 KB	03/Dec/2019 - 15:11 8A7H3D43	⋮ Edit Options View Document Delete View Text

Edit options - To select where the Job Description and other documents are visible to applicants

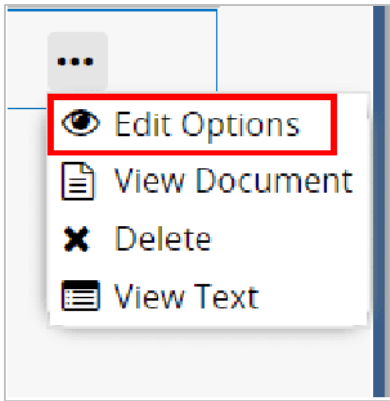
View Document - opens and downloads the document for viewing. You may need to click accept/allow through some pop-up security windows

Delete - removes the document from this location

View Text - not in use

Displaying the Job Description

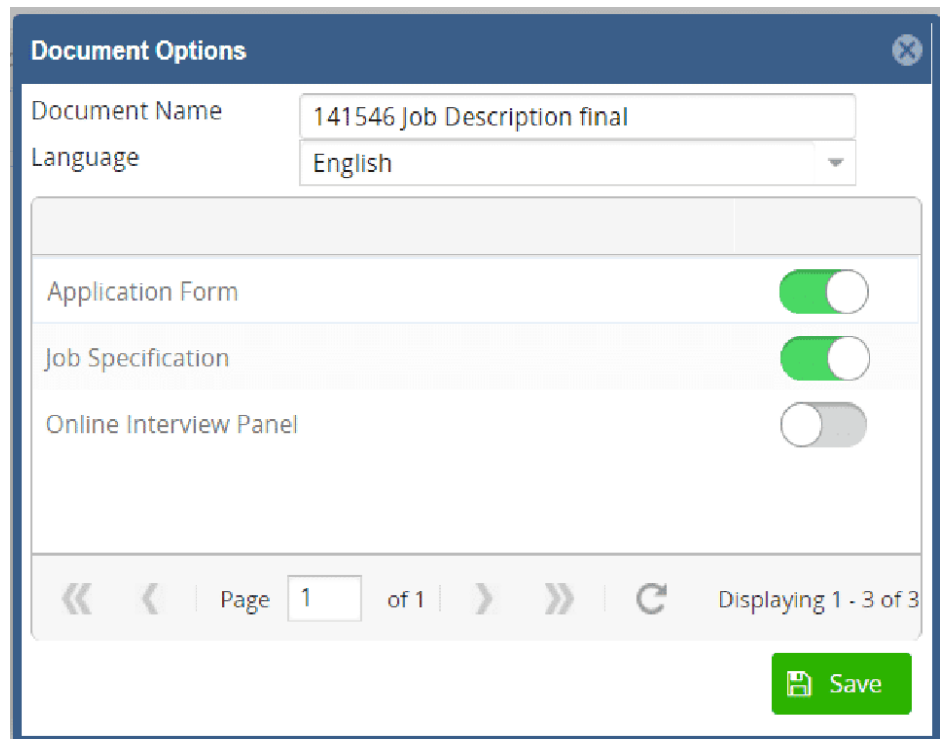
To select where the Job Description and other documents are visible to applicants it is important that the step below is followed.



Under the *Actions* column, click on the **three dots** and then select **Edit Options**.

All documents should have both the *Application Form* and *Job Specification* selected, slide the **toggles** in order for them to be visible.

The two the University use are:



The application form – useful for applicants to be able to view the document when they are in the process of applying for the vacancy, without having to return to the jobs web-page and after the vacancy deadline has passed.

Job Specification - Job Advert, ie the external advertisement that will appear on the website.

This needs to be completed for every document you attach.

Click **Save** to close the window.

Dates, approval and publish

Your vacancy is almost ready for advertising. There are a few final steps to complete:

1. add the recruitment dates, including the date it will publish to the University job pages, and the period in which the advert will open to online applications
2. one final review and check of all details entered
3. notify the adverts team that the advert is ready for review and approval
4. update the vacancy status

Step 1 Recruitment dates

Update the recruitment dates from *Vacancy Details - 1* as per the below table:

The screenshot shows a form with four rows of date and time selection fields. Each row consists of a date input field, a 'Time' dropdown menu, and an 'and Close on' label followed by another date input field and a 'Time' dropdown menu. The rows are labeled: 'Recruitment: Opens on', 'Not in use (Intranet)', 'Publish to External Website on', and 'Not in use (At Risk)'. The first row's date field is highlighted with a blue border.

Field Name	Description	Field Name	Description
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	The date that the vacancy expires on the website Time = midday
Publish to external website on *	Enter the date that the advert is to be posted onto the website. This must be at least three working days after the date entered in 'Recruitment Opens'. Time = 9am	And Close on	The date that the vacancy expires on the website Time = midday

Currently the University do not use *Publish to Intranet on* or *Publish to At Risk Employees on*. Leave these fields blank.

Step 2

Review and check

Take a moment to review all of the details entered in:

- *Vacancy Details- Details - 1, Details - 2, and Current Questions*
- *Vacancy Profile- Advert Text, Documents*

Make sure that:

- *all fields are correct;*
- *correct forms have been selected;*
- *documents are attached;*
- *there are no errors in the free text fields; and*
- *all fields are complete as required.*

Step 3

Notify Adverts team

Once you are happy that all required fields have been completed, you need to request authorisation of the vacancy.

Forward the *'Post/Appointment now authorised'* email, received from the Reward Team, onto the Adverts Team, adverts@admin.ox.ac.uk, telling them you are ready to advertise, including any additional information about the vacancy.

Step 4

Approval

The Adverts Team will notify you by email when the vacancy has been authorised or whether there are any queries or amendments required.

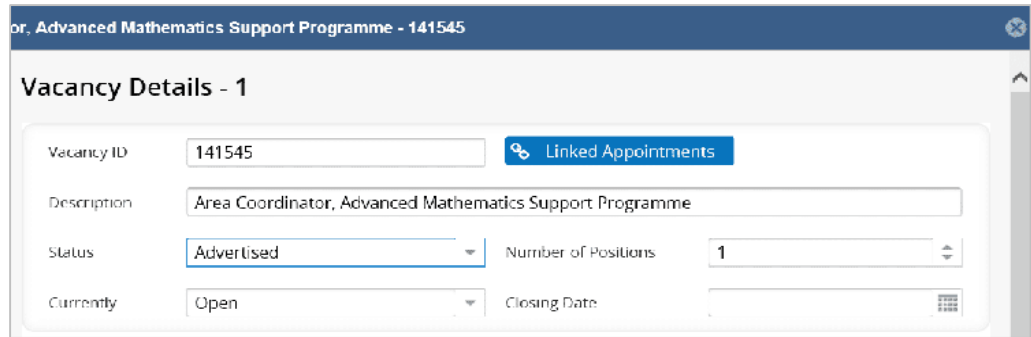
The authorisation email should be saved in line with local processes.

The advert will be published to the University job pages (if approved) on the date and time you set in *Publish to External Website* on.

Step 5

Status

Once you are confident the advert has been approved, and is live on the website you can update the status of the vacancy from *Draft* to *Advertised*.



The screenshot shows a web application window titled "or, Advanced Mathematics Support Programme - 141545". The main content area is titled "Vacancy Details - 1". It contains a form with the following fields and values:

- Vacancy ID: 141545
- Description: Area Coordinator, Advanced Mathematics Support Programme
- Status: Advertised (selected from a dropdown menu)
- Number of Positions: 1 (selected from a dropdown menu)
- Currently: Open (selected from a dropdown menu)
- Closing Date: (empty field)

A blue button labeled "Linked Appointments" is located to the right of the Vacancy ID field.

Remember to then scroll down and select **Save**.

The [Recruitment statuses and events diagram](#) shows the different statuses to be used throughout the Recruitment process. Departments should update recruitment statuses in a timely manner as they play a key part in the data submissions for the Athena SWAN charter and other reporting.

Things to remember

- 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.
- Where possible try not to close vacancies on a Tuesday, this is the day that planned essential system maintenance tasks are undertaken (if necessary). As a precaution therefore, it would be better to avoid closing vacancies and committing to production of shortlisting packs on this day.
- Do not close vacancies over a weekend, bank holiday or fixed closure periods, to ensure that applicants and you have access to help and support as required around the closing date of your vacancy.
- The opening time should always be 9am and the closing time midday. These times ensure that on week days there is support available for applicants provided by the HRIS Support Centre.

Immigration requirements

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](#).