

How-to guide

Preparing a vacancy for advertising

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. You can advertise externally on the University's Jobs website or internally-only, within Employee Self-Service (ESS).

What's changed?
Adding Question Categories for jobs advertised via Internal Jobs Board (June 2020)

◇ - pre-populated fields from the Staff Request

* - mandatory fields

Note: Any fields not referenced in this document can be left blank.

Step-by-step guidance

CoreHR Portal > corehr > Recruitment Dashboard > Vacancies

1. Locate your vacancy (you can search for it using the Vacancy ID)

Note: If re-advertising, click **Add vacancy** and go to **Re-advertising** on [page 4](#)

2. Within your vacancy tile, click **Actions** > **Edit Vacancy**

3. Go to **Vacancy Details** > **Vacancy Details – 1** tab; review and update details

a. **Vacancy Details – 1**

Field	Description
Status ◇ *	Update to 'Draft'. See: Recruitment Types, Statuses and Events
Currently ◇ *	Leave 'Open' (this is the vacancy status)
Closing date	Leave blank
Recruitment Opens on *	Enter date that you complete the vacancy set-up. Allow at least three working days before the date that the advert is to be posted. Time = 9am
And Closes on	Enter date the vacancy expires (ie no longer advertised). Time = midday Note: 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: The date the vacancy expires in ESS. Time = 12:00
Publish to external website on	Note: Leave this date blank for internal-only vacancies. 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	Note: Leave this date blank for internal-only vacancies. The date the vacancy expires on the website. Time = 12:00

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Default Application Form *	Select the correct application for the vacancy type/grade. <ol style="list-style-type: none">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 documents4. Academic Application: Joint appointments where University is primary employer
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b. Click **Save** at the bottom of the screen

4. Go to **Vacancy Details – 2** tab; review and update details

a. **Vacancy Details – 2**

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

Field	Description
Vacancy Type ♦ *	Check the correct Vacancy Type has been selected Note: This determines which area of the University's Jobs website this will appear under, eg Academic
Category	Do not update
Employee status	Do not update
Reporting to	Do not update
Sub status	Do not update
Org Unit & Location*	Enter the department and exact vacancy location, eg IT Services, Banbury Road, Oxford
Grade & Salary *	Enter in the format of: Grade X: £00,000 - £00,000 p.a.

b. Click **Save** at the bottom of the screen

5. Go to **Current Questions** tab and review the optional questions you want to appear in the **Additional Questions** section of the application form

Note: The following questions are not mandatory for **all** vacancies:

- "Are there any dates when you are not available for interview?"
- "University policy on retirement" (mandatory for grade 8 and above roles)

a. To deactivate a non-mandatory question, go to  and select **Deactivate**

b. **Optional:** assign question categories



Note: If the vacancy will appear on the Internal Jobs Board and you want to add Question Categories, refer to [Add Question Categories \(for jobs advertised on Internal Jobs Board\)](#) on page 4, as these must be added in the Back Office.


c. Select **Assign Category** (a new window will open)



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Assign Question Category		
Default Application Form		
Description	Order	Tick to assign
Right To Work	2	<input checked="" type="checkbox"/>
University Connections	3	<input checked="" type="checkbox"/>
Unspent Convictions	4	<input checked="" type="checkbox"/>
Applicants - Internal Only		<input type="checkbox"/>
Temporary Staffing Service Only		<input type="checkbox"/>
Nursing And Midwiferyappointments		<input type="checkbox"/>
Bms Only		<input type="checkbox"/>
Senior Appointments Only	5	<input checked="" type="checkbox"/>
Clinical Appointments		<input type="checkbox"/>
Priority Candidates		<input type="checkbox"/>

- d. Click  on the left, to assign a question
 - e. **Optional:** reorder the question categories you have added
 - f. To change the order of the displayed questions, type the number into the **Order** field
 - g. Click **Save**.
- 6 Navigate to **Vacancy Profile** > **Advert Text**
- a. Add your advert text (type directly or copy/paste). See also: [Creating and formatting advert text](#), which includes placing web/email links into adverts.
- Note:** Adverts must be under 3,500 characters
- b. Click **Preview** to see how your advert will look once published.
 - c. Once the advert text is finalised, click **Save**.
- 7 Navigate to **Vacancy Profile** > **Documents**
- a. Click **Add** on the right > **Upload Document/Document Profile** window opens.
 - b. Click  and locate your file > click **Open**
 - c. To amend the file name (as it will appear in the job advert), type text in the box highlighted below:



- d. Click **Save**.
- e. Your document(s) will now show in the **Documents** screen. You can make changes or delete a document, by clicking on 
- f. Set where documents will appear for applicants; go to  > **Edit Options**
- g. You must select **Application Form** and **Job Specification** for all documents

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- h. Click **Save**
- 8 Review all details entered so far, and make changes, if needed.
- 9 Notify the adverts team (adverts@admin.ox.ac.uk), and remember to forward the 'Post/Appointment now authorised' email.

Once the advert has been authorised

- 10 Navigate back to your vacancy (follow steps 1-4 above)
- 11 **Vacancy Details – 1**: Amend the **Status** field from 'Draft' to 'Advertised'
- 12 Click **Save**

Re-advertising

1. 'Add vacancy' pop-up window (Only relevant when creating a manual vacancy).

Enter the following information:

Field	Description
Vacancy name *	Enter the actual Job Title (in upper & lower case).
Department *	Select the appropriate Department to match the Post
Open dates *	Enter today's date

- 2 Follow **steps 3 - 14** in this document to complete the rest of the screens. **Note:** As you are creating a new vacancy, details won't transfer from an existing staff request. You must select values in all the necessary fields to match the post.


Add Question Categories (for jobs advertised on Internal Jobs Board)

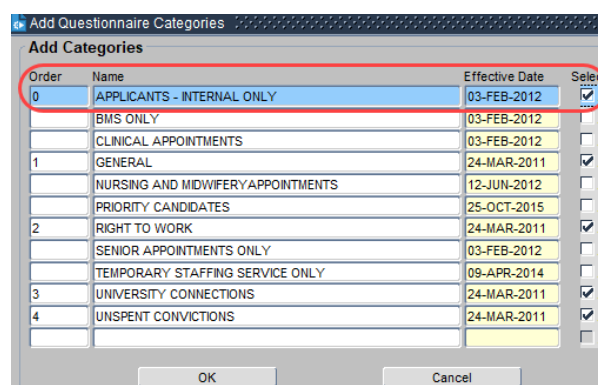
**Core Portal > Quick Jump > Back-Office > CorePersonnel > Recruitment
Vacancy Details**

1. **Search** for and **open** your vacancy (you can search by using the Vacancy ID)
2. From the **Select Detail** menu, select **Vacancy Profile**
3. From the **Questionnaire** tab, click **Assign Question Categories** button

4. Enter a number into the **Order** field and tick the **Select** tick box.
If a Category should appear first, enter 0, otherwise enter 5 (or higher accordingly)

5. Click OK

6. Use the  icon to exit out of the vacancy



Order	Name	Effective Date	Select
0	APPLICANTS - INTERNAL ONLY	03-FEB-2012	<input checked="" type="checkbox"/>
	BMS ONLY	03-FEB-2012	<input type="checkbox"/>
	CLINICAL APPOINTMENTS	03-FEB-2012	<input type="checkbox"/>
1	GENERAL	24-MAR-2011	<input checked="" type="checkbox"/>
	NURSING AND MIDWIFERY APPOINTMENTS	12-JUN-2012	<input type="checkbox"/>
	PRIORITY CANDIDATES	25-OCT-2015	<input type="checkbox"/>
2	RIGHT TO WORK	24-MAR-2011	<input checked="" type="checkbox"/>
	SENIOR APPOINTMENTS ONLY	03-FEB-2012	<input type="checkbox"/>
	TEMPORARY STAFFING SERVICE ONLY	09-APR-2014	<input type="checkbox"/>
3	UNIVERSITY CONNECTIONS	24-MAR-2011	<input checked="" type="checkbox"/>
4	UNSPENT CONVICTIONS	24-MAR-2011	<input checked="" type="checkbox"/>