

Preparing a vacancy for advertising - field definitions



This document should be used when preparing a vacancy for advertising after it has been created from the staff request **or** to manually create a Vacancy following a failed recruitment campaign when you wish to re-advertise.

What's changed?

This guidance has been updated following the move of the Recruitment functionality from Back Office to Portal in February 2020.

◇ - Any fields marked with this symbol are pre-populated when vacancy is created from the staff request.

* - Any fields marked with this symbol are mandatory.

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

Add vacancy pop up (Only relevant when creating a manual vacancy)

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 todays date

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Field	Description
Description ◇ *	Enter the actual Job Title into the Description field (in upper & lower case).
Status ◇ *	Refer to Recruitment Statuses and Events for a full list of statuses and which stage they should be used.
Number of positions ◇ *	Select the appropriate number
Currently ◇ *	Leave as OPEN this refers to the overall vacancy status eg Open / closed
Closing date	Leave blank – only complete this field when you change the overall vacancy status to closed
Default Application Form *	<p>Full Application: To be used for grades 1-5. This will ask applicants the full range of information and allows them to attach a supporting statement and additional documents if required.</p> <p>Short Application: To be used for grades 6-10. This asks the applicant basic questions and allows them to attach additional documentation such as their CV and supporting statement. If the recruitment panel requires further documents to be uploaded this can be done here.</p> <p>Application with inbuilt supporting statement: Designed primarily for lower graded roles where a relatively</p>

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	<p>concise application is appropriate. There is no facility for applicants to attach documents to this application form.</p> <p>Academic Application: To be used for academic vacancies, ie joint appointments where the University is the primary employer. This asks the applicant basic questions and allows them to upload additional documentation such as their CV, publications list and/or research statement and any other documents required by the shortlisting panel.</p>
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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

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Field	Description
Requested By ♦ *	Select the Requested By to be your name
Vacancy Type ♦ *	Will have been populated from the staff request, check the relevant Vacancy Type has been selected: <ul style="list-style-type: none"> • Academic • Research • Professional Svcs - Professional & Mgmt- Generally Grade 6 and above. • Professional Svcs - Support & Technical – Generally grades 1-5. <p>Note: This is used to allocate where the vacancy will appear on the University's jobs and vacancies web pages.</p>
Position Type ♦	Do not update
Pay Scale ♦ *	Select the appropriate Pay Scale
Location ♦ *	Select the appropriate Location to match the Post
Category	Do not update

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Employee status	Do not update
Job Title ♦ *	Select the appropriate Job Title to match the Post
Company ♦ *	Select the appropriate Company to match the Post
Management unit ♦	Select the appropriate Management unit to match the Post
Department ♦ *	Select the appropriate Department to match the Post
Reporting to	Do not update
Sub Division ♦	Do not update
Sub status	Do not update
Org Unit & Location *	Enter the department name and physical location of the vacancy (e.g. IT Services, Banbury Road, Oxford). This will appear as a sub-heading in the vacancy advertisement.
Grade & Salary *	Enter the vacancy grade and salary in the format of: Grade X: £00,000 - £00,000 p.a.
Contact 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 e.g. recruitment@admin.ox.ac.uk.
Phone *	Enter the number for applicants to ring if they have a query.