

This guide relates to, (and should be read in conjunction with), the recruitment process outlined on the Personnel Services website. Go to Personnel Services>Recruiting staff>Recruitment process.

**What's changed?**

Vacancy type categories have been updated.

**Nov 19**

This guide covers the following process steps:

- Vacancy Statuses ..... 1**
  - Update the Vacancy Status ..... 2
- Applicant Statuses ..... 2**
  - Change Individual Applicant Status ..... 3
  - Change Multiple Applicant Statuses ..... 3
  - Applicant Status History ..... 4
- Vacancy Types ..... 4**
- Vacancy Events ..... 5**
- Close the Vacancy ..... 6**

## Vacancy Statuses

When setting up a vacancy through CoreHR it is important to maintain the status of the vacancy. This is to ensure that the University continues to be able to carry out its Equal Opportunities monitoring and reporting. Maintaining these statuses is also essential to enable reporting on the success of advertisement placements, production of applicants' letters, etc.



As the Vacancy moves through the various stages of the process it is vital to ensure you update the status as follows:

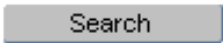


Stage in process	Status
Vacancy first created by the Reward Team.	<b>XPOST – created by post management</b>
Vacancy set up.	<b>Draft</b>
Vacancy authorised for advertising.	<b>Advertised</b>
All applications have been received and distributed to the panel for review.	<b>Shortlisting</b>
Invitations have been sent for interviews.	<b>Interview</b>
After the interviews select either:	<b>Offer Made</b> <b>No Appointment Made</b>
If you have made an offer, once the applicant has responded update the status to either: and the Vacancy Status/Date radial to Closed	<b>Appointment Made</b> <b>No Appointment Made</b>



Where the vacancy has not been advertised externally and is being closed due to a direct appointment, select 'Appointment Made' as the vacancy status prior to closure. However, where an externally advertised vacancy fails to lead to an appointment of one of those applied applicants and a decision is made to direct appoint an existing member of staff then select the status 'No Appointment Made'.

## Update the Vacancy Status

### Core Personnel > Recruitment > Recruitment Maintenance > Vacancy Detail

1. The *Search Criteria* form will open. Enter your selection criteria and click the  button.
2. Double click the relevant vacancy to open it.
3. Click the  button in the **Status** field to select the relevant status from the List of Values.
4. Click the  button.

## Applicant Statuses

In order to ensure accurate data for Equality and Diversity monitoring, recruitment monitoring and reporting, and to enable communications with applicants, it is vital you keep the applicant status up-to-date as applicant's progress through the selection process.





The statuses shown in **bold** are mandatory i.e. a successful candidate **MUST** have passed through these statuses. Please refer to the Statuses and Events guidance which can be found here: *Recruiting staff/Recruitment Process/Vacancy set-up and advertising*

Possible applicant statuses are:

Application received	Shortlisting completed	Interview invites sent out	Interviews Completed
<b>Applied</b>	<b>Shortlisted</b>	Invited to Interview 1	Preferred Candidate
Applied Late	Standby	Invited to Interview 2	Standby
Invalid	Rejected after Shortlisting	Withdrawn	Rejected after Interview 1
	Invalid	Rejected after Shortlisting	Rejected after Interview 2
	Withdrawn		<b>Offer Made – Personnel</b>
			<b>Offer Accepted - Personnel</b>
			Offer Refused
			Rejected after Checks
			Withdrawn

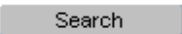

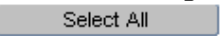

## Change Individual Applicant Status


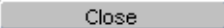
**Core Personnel > Recruitment > Recruitment Maintenance > Applicant status**

1. The *Applicant Status Maintenance* form will open. Enter your search criteria (usually the Vacancy Id) and click the  button.
2. A list of applicants for the selected vacancy will be displayed. To change the status of an applicant:
  - a. Select the new status from the **Applicant Status** drop down for the relevant applicant.
  - b. Click the  button.

## Change Multiple Applicant Statuses

**Core Personnel > Recruitment > Recruitment Maintenance > Applicant status**

1. The *Applicant Status Maintenance* form will open. Enter your search criteria (usually the Vacancy Id) and click the  button.
2. A list of applicants for the selected vacancy will be displayed. To change the status of any of the applicants:
  - a. Click the  button. The *Update Applicant Status* dialog box will open.
  - b. Select the status of the applicants you wish to update from the **Select Applicant Status** drop-down. A list of applicants whose status matches your selection will be displayed.
  - c. Click in the checkbox against each applicant whose status you wish to update (or click the  button to update all applicants shown).
  - d. Select the status that you wish to apply to the selected applicants from the **Update Applicant Status To** drop-down list.
  - e. Click the  button.




- f. Click the  button on the confirmation message.
- g. Click the  button.

## Applicant Status History



You can review the change history of the applicant status here at any time.

**Core Personnel > Recruitment > Recruitment Maintenance > Applicant Status History**

1. Click into the field you wish to search by e.g. Vacancy Id.
2. Click the  button at the top of the screen.
3. Select the relevant value from the list and click .
4. Click the  button at the top of the screen. The applicant status history will show.

## Vacancy Types

These categories are used on the University Jobs and Vacancies website to group together these jobs and their associated terms and conditions of employment. In addition these categories are referred to when completing staff requests in association with full use of the Personnel module.

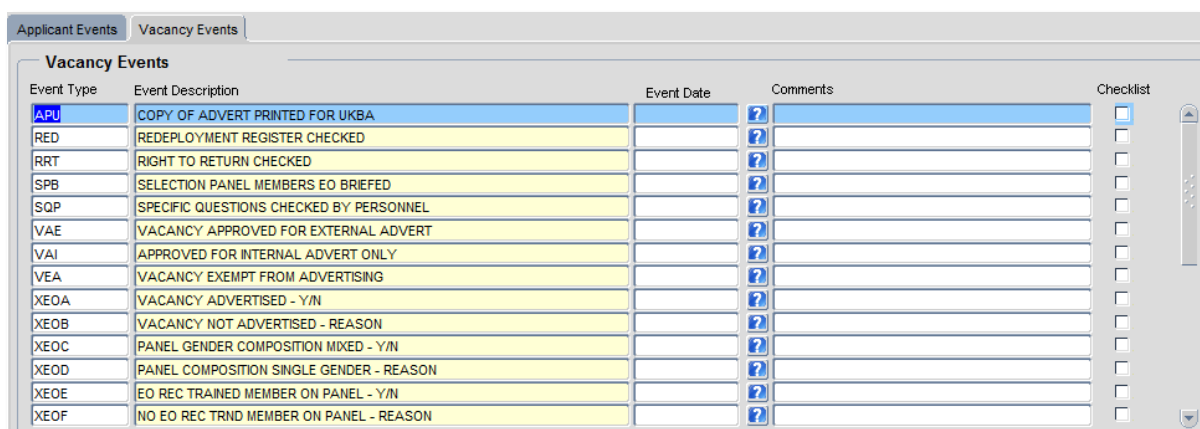
<b>Academic</b>	Academic (inc. Clinical Academic & related grades), e.g. Professor, Reader, Lecturer
<b>Research</b>	Research, Nurses and Academic-related where mainly research-oriented, e.g. Research Nurses, Research Fellows and Assistants, Scientists, Programmers, Engineers
<b>Professional Svcs - Professional and Mgmt</b>	Academic Related (grades 6+) e.g. General Management, including specialisms such as Finance, Personnel, and qualified Librarians
<b>Professional Svcs - Support and Technical</b>	Broad range of roles (grades 1 – 5) including: Technicians; Admin Support, Assistants; Secretaries, Finance Assistants, Museum Attendants, Parks, Gardens & Ancillary

## Vacancy Events

The Vacancy Events screen in Core is used as a checklist. This checklist ensures that as each process is completed it is recorded in Core to demonstrate that controls related to the recruitment process have been met. Vacancy Events records information concerning processes that may have happened outside the system. This includes information related to Equality and Diversity monitoring and replaces the requirement to complete the Vacancy Monitoring form M3. Events in relation to Equality and Diversity recruitment monitoring **MUST** be completed (see information box below for more details).

### Core Personnel > Recruitment > Recruitment Maintenance > Vacancy Detail

1. Search for and open the relevant vacancy.
2. Select **Events** from the *Select Details* area. The events tabs will be displayed.
3. Select the **Vacancy Events** tab.



Event Type	Event Description	Event Date	Comments	Checklist
APU	COPY OF ADVERT PRINTED FOR UKBA		?	<input type="checkbox"/>
RED	REDEPLOYMENT REGISTER CHECKED		?	<input type="checkbox"/>
RRT	RIGHT TO RETURN CHECKED		?	<input type="checkbox"/>
SPB	SELECTION PANEL MEMBERS EO BRIEFED		?	<input type="checkbox"/>
SQP	SPECIFIC QUESTIONS CHECKED BY PERSONNEL		?	<input type="checkbox"/>
VAE	VACANCY APPROVED FOR EXTERNAL ADVERT		?	<input type="checkbox"/>
VAI	APPROVED FOR INTERNAL ADVERT ONLY		?	<input type="checkbox"/>
VEA	VACANCY EXEMPT FROM ADVERTISING		?	<input type="checkbox"/>
XEOA	VACANCY ADVERTISED - Y/N		?	<input type="checkbox"/>
XEOB	VACANCY NOT ADVERTISED - REASON		?	<input type="checkbox"/>
XEOC	PANEL GENDER COMPOSITION MIXED - Y/N		?	<input type="checkbox"/>
XEOD	PANEL COMPOSITION SINGLE GENDER - REASON		?	<input type="checkbox"/>
XEOE	EO REC TRAINED MEMBER ON PANEL - Y/N		?	<input type="checkbox"/>
XEOF	NO EO REC TRND MEMBER ON PANEL - REASON		?	<input type="checkbox"/>

4. Once an event has been completed:
  - a. Click to place a tick in the checkbox to the right of the item. This will record the date the event occurred. Although this defaults to the current date, you may overtype with the actual date if necessary.
  - b. Where the event description indicates that a Y/N answer is required, place a "Y" or "N" into the 'Comments' field. For "N" responses, briefly specify the reason for this against the related '...- REASON' event. For "Y" responses, the related '... - REASON' event can be left blank.

- c. Further relevant information can be recorded in the Comments field to the right of other events.

5. Click the  button



The Vacancy Event Types which begin with XEO (e.g. XEOA – *Vacancy Advertised – Y/N*) MUST be completed before a vacancy is closed in order for the Vacancy Monitoring form M3 report for Equality and Diversity to be run. Further information about vacancy events can be found in the Statuses and Events guidance which can be found on the Personnel Services website under *Recruiting staff/Recruitment Process/Vacancy set-up and advertising*



Refer to **QRG: REC03\_Manage Online Applications** for information on Applicant Events.


## Close the Vacancy

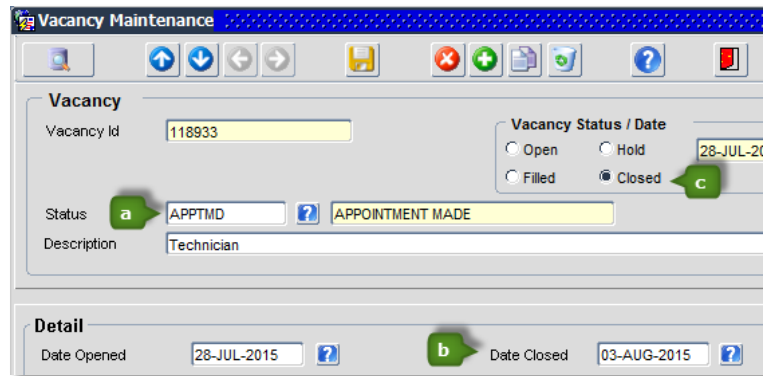
**Core Personnel > Recruitment > Recruitment Maintenance > Vacancy Detail**

This step must be completed once the vacancy has been filled, or if it needs to be closed for any other reason.



The Applicant and Vacancy Events **MUST** be completed and the Applicant and Vacancy Statuses updated before a vacancy is closed. This forms part of the review of recruitment procedures and practices and ensures the 'Code of Practice on Staff Recruitment and Selection' is operating effectively. Where the vacancy is being closed due to a direct appointment, use the vacancy status 'Appointment Made'. Further information can be found in the Statuses and Events guidance which can be found on the Personnel Services website under *Recruiting staff/Recruitment Process/Vacancy set-up and advertising*

1. The *Search Criteria* form will open. Enter your selection criteria and click the  button. The *Vacancy Detail* screen will be displayed.



- a. Select the appropriate vacancy status e.g. *Appointment Made* or *No Appointment Made*.
- b. Enter a date into the **Date Closed** field.
- c. Select the **Closed** radial in the *Vacancy Status/Date* section of the screen. Do **NOT** use the 'Filled' or 'Hold' radial.

2. Click the  button.