

This guide refers to stages **REC 3** and **REC 4** of the recruitment process outlined in the [Recruitment Statuses and Events](#) diagram.

For further guidance on recruiting staff, please see the [Personnel Service webpages](#)

What's changed?

Reference to Nature Jobs removed.

November 19

This guide covers the following process steps:

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A. Set up the Vacancy

1. Notification of the Vacancy

When the Reward Team have actioned the staff request, the staff request approver will receive email notification and will be provided with details of the *Vacancy ID* and the *Post Number* to use. If the approver is not going to manage the vacancy they will need to forward the email on to the relevant recruitment administrator.

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

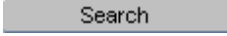
Planned Start Date: 23-JAN-12
Authorised Date: 23-JAN-12
By: ADMN1234 When: 29-JAN-2013 08:33:42

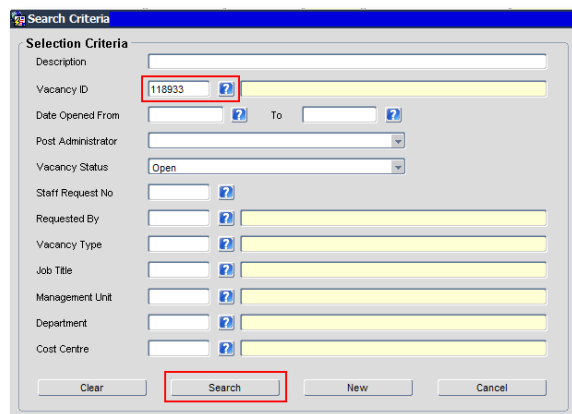
Additional Information:
Positions Required: 1

2. Link the Vacancy to the Post

Core Personnel > Recruitment > Recruitment Maintenance > Vacancy Detail

2.1. The *Search Criteria* screen will open.

2.2. To search for vacancy, enter the Vacancy ID and click the  button.

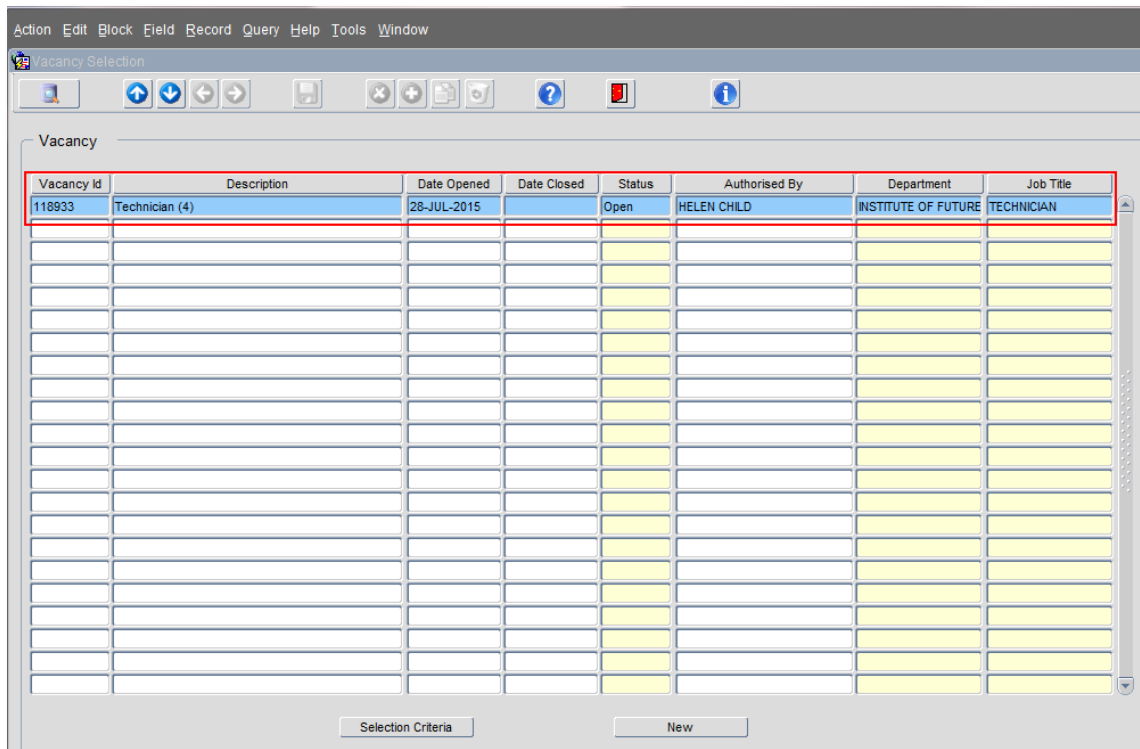


The screenshot shows a 'Search Criteria' dialog box with the following fields and values:

- Description: [Empty]
- Vacancy ID: 118933 (highlighted with a red box)
- Date Opened From: [Empty] To: [Empty]
- Post Administrator: [Empty]
- Vacancy Status: Open
- Staff Request No: [Empty]
- Requested By: [Empty]
- Vacancy Type: [Empty]
- Job Title: [Empty]
- Management Unit: [Empty]
- Department: [Empty]
- Cost Centre: [Empty]

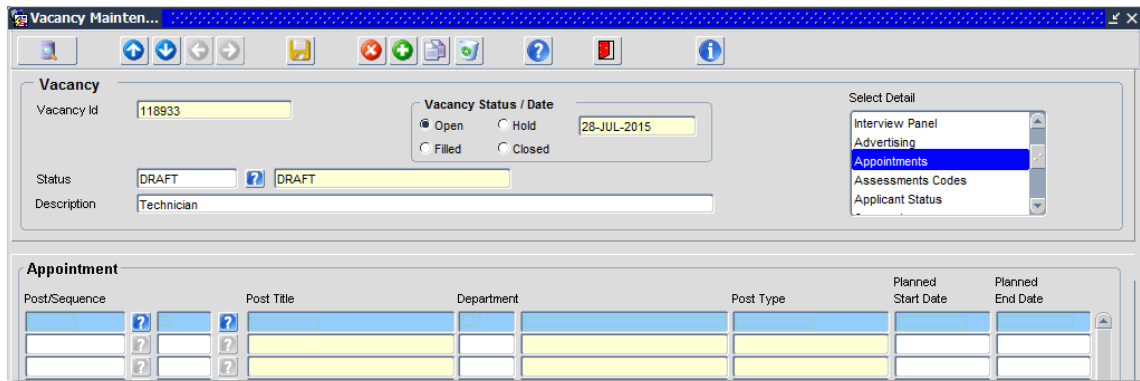
Buttons at the bottom: Clear, Search (highlighted with a red box), New, Cancel.

2.3. The Vacancy Selection screen will display:



2.4. To open the vacancy, double-click onto the record. The *Vacancy Maintenance* screen will open.

2.5. From Select Detail click on to **Appointments**. The lower part of the screen will be as shown below:



2.6. Enter the Post Number, as supplied in the email notification, into the **Post/Sequence** field and press either the [Tab] or [Enter] key.

2.7. Enter the Sequence number into the next field and again press the [Tab] or [Enter] key.

2.8. Continue to press either the [Tab] or [Enter] key until all the fields have been populated across the screen:

Vacancy	
Vacancy Id	118933
Status	DRAFT
Description	Technician
Vacancy Status / Date	<input checked="" type="radio"/> Open <input type="radio"/> Hold <input type="radio"/> Filled <input type="radio"/> Closed 28-JUL-2015
Select Detail	Authorise Interview Panel Advertising Appointments Assessments Codes

Appointment						
Post/Sequence	Post Title	Department	Post Type	Planned Start Date	Planned End Date	
228803	TECHNICIAN	ZW	INSTITUTE OF FUTURE TECHNOLOGIE	FIXED TERM	13-JUL-2015	12-JUL-2017

- 2.9. Check that all the details are correct and click . A confirmation message will appear, click OK to confirm.


3. Reviewing and Completing the Vacancy Details


Core Personnel > Recruitment > Recruitment Maintenance > Vacancy Detail

- 3.1. The *Search Criteria* form will open. To search for a vacancy follow steps 1 – 3 as above.
- 3.2. The Vacancy Maintenance screen will open where most of the fields will be pre-populated with the details submitted on the staff request.
- 3.3. Review the data contained within the fields and ensure that they are correct before proceeding.
- 3.4. Set the vacancy **Status** to .

3.5. Check/update fields as below:

Field	Description
Status	DRAFT
Description	Enter the actual Job Title (in upper & lower case).
Position Type	Select the appropriate position type.

3.6. Click the  icon. A confirmation message will appear, click **OK** to confirm.

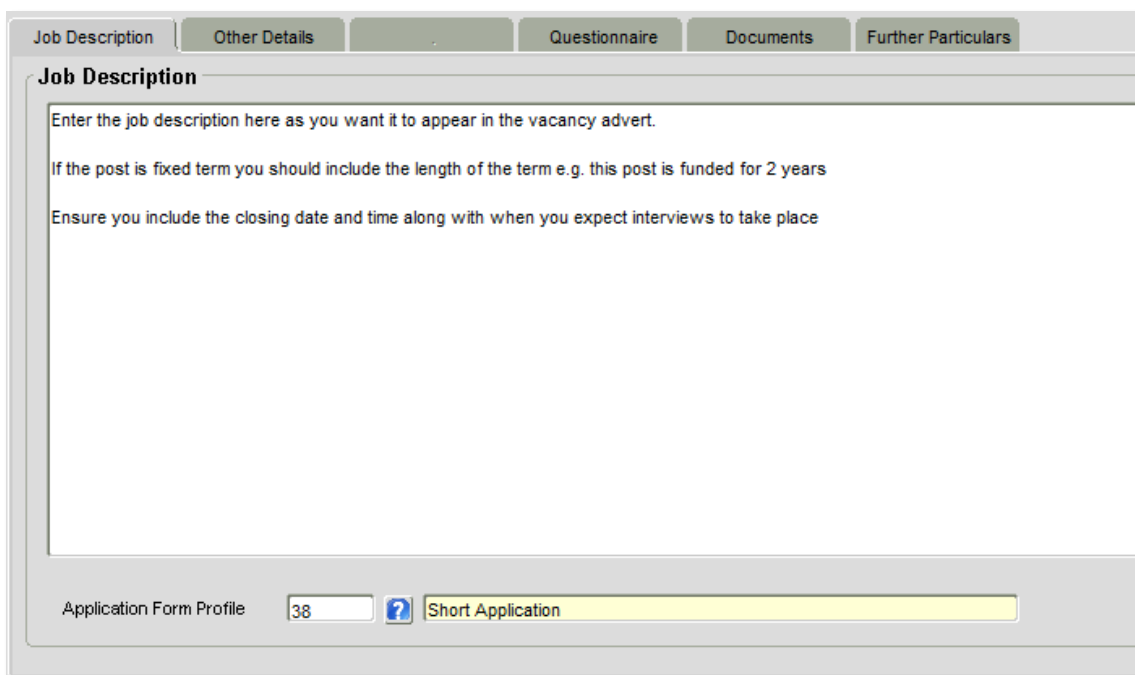
 Refer to section 7 for guidance on completing the Recruitment Dates.

4. Vacancy Profile

Core Personnel > Recruitment > Recruitment Maintenance > Vacancy Detail

1. If necessary, search for and open the relevant vacancy.
2. From the *Select Detail* area, select **Vacancy Profile**.

4.1. Job Description tab



The screenshot shows a web interface for editing a vacancy profile. At the top, there are several tabs: 'Job Description' (selected), 'Other Details', 'Questionnaire', 'Documents', and 'Further Particulars'. Below the tabs is a large text area for entering the job description. The text area contains the following instructions: 'Enter the job description here as you want it to appear in the vacancy advert.', 'If the post is fixed term you should include the length of the term e.g. this post is funded for 2 years', and 'Ensure you include the closing date and time along with when you expect interviews to take place'. At the bottom of the form, there is a field for 'Application Form Profile' with a dropdown menu showing '38' and a help icon, and a dropdown menu showing 'Short Application'.

- 4.1.1. Ensure the **Job Description** tab is selected. Here you will enter the text that will appear in the *vacancy advert* on Core.



Refer to the [Recruiting staff webpages](#) for full guidance on preparing and writing the advert. These webpages explain all the steps covered by this guide.

Remember, if this position is for **INTERNAL APPLICANTS ONLY**, this must be clearly stated (in capitals as shown above) at the start of the text in the Job Description field.

NOTE: The field has a limit of 1980 characters.

- 4.1.2. From the **Application Form Profile** field at the bottom of the screen, select the relevant option from the list of values. This governs the format of the online application form associated with this vacancy. Select from the following options **only**:


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.

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.

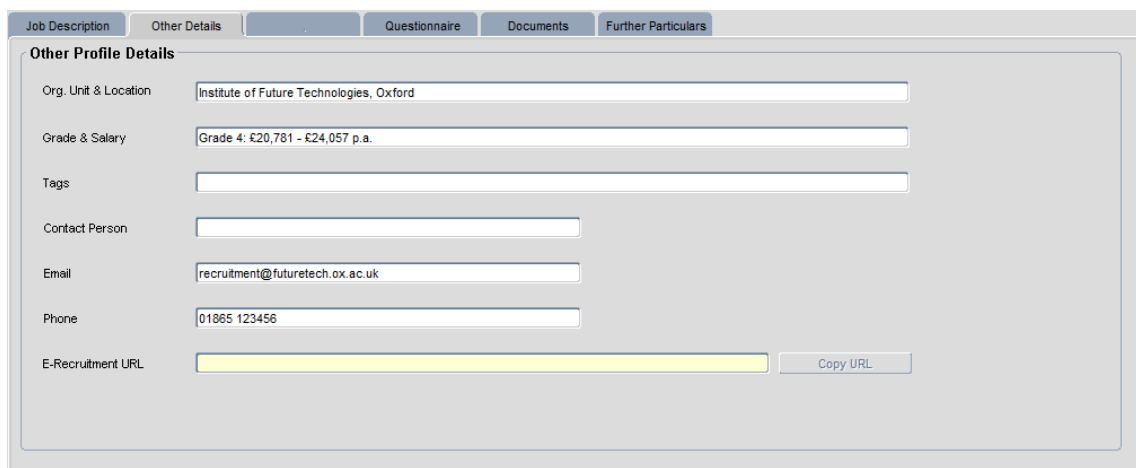
Application with inbuilt supporting statement: Designed primarily for lower graded roles where a relatively concise application is appropriate. There is no facility for applicants to attach documents to this application form.

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.

4.1.3. Adjust the 'How to Apply' section in the Job Description and Selection Criteria document to ensure your instructions match the Application Form Profile used.

4.1.4. Click the  button.

4.2. Other Details tab




4.2.1. Complete as follows:

Field Name (* mandatory)	Description
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.
Tags:	Leave blank
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.
E-Recruitment URL	When the vacancy is posted on the website the url will appear here. If required this can be copied to publish on your own local website.

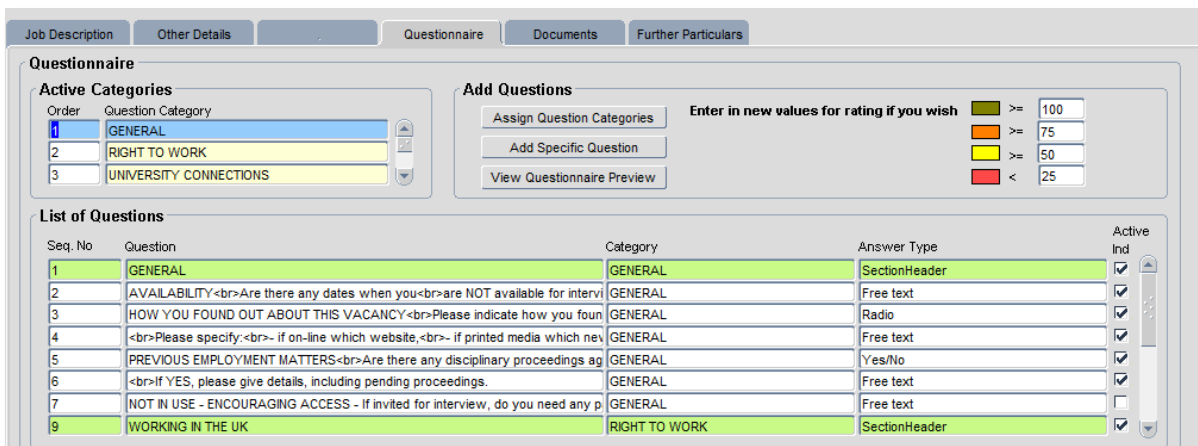
4.2.2. Click the  button.



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.
At least one field of **Contact Person, Email and Phone** must be completed. If the Contact name is completed it is advisable to also include the relevant email or phone details.

4.3. Questionnaire tab

4.3.1. Select the Questionnaire tab.



Seq. No	Question	Category	Answer Type	Active Ind
1	GENERAL	GENERAL	SectionHeader	<input checked="" type="checkbox"/>
2	AVAILABILITY Are there any dates when you are NOT available for interview?	GENERAL	Free text	<input checked="" type="checkbox"/>
3	HOW YOU FOUND OUT ABOUT THIS VACANCY Please indicate how you found out?	GENERAL	Radio	<input checked="" type="checkbox"/>
4	 Please specify: - if on-line which website, - if printed media which newspaper?	GENERAL	Free text	<input checked="" type="checkbox"/>
5	PREVIOUS EMPLOYMENT MATTERS Are there any disciplinary proceedings against you?	GENERAL	Yes/No	<input checked="" type="checkbox"/>
6	 If YES, please give details, including pending proceedings.	GENERAL	Free text	<input checked="" type="checkbox"/>
7	NOT IN USE - ENCOURAGING ACCESS - If invited for interview, do you need any special access?	GENERAL	Free text	<input type="checkbox"/>
9	WORKING IN THE UK	RIGHT TO WORK	SectionHeader	<input checked="" type="checkbox"/>

4.3.2. You will see a list of mandatory question categories listed in the *Active Categories* section, and the related questions are shown in the *List of Questions* section.

All questions are mandatory to include with the exception of the following:

“Are there any dates when you are not available for interview?” This question can be removed if desired. To remove the “dates available for interview” question ‘uncheck’ the box next to it and save the changes.

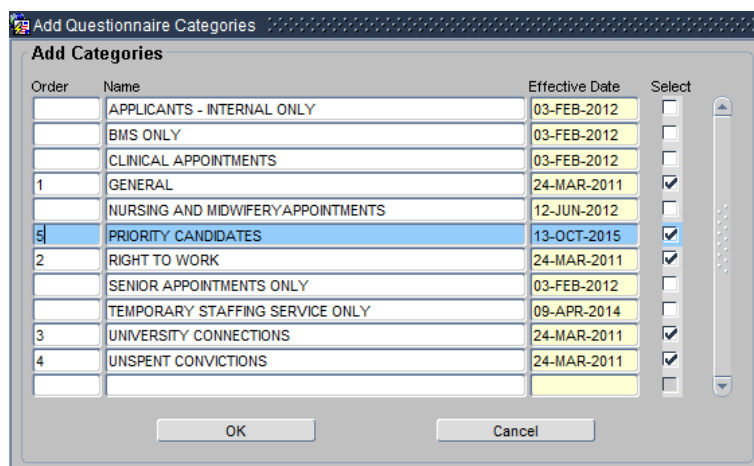
“University policy on retirement” applicable for grades 8 and above only. This question has three parts which are included automatically. To remove this section you must uncheck the box next to each of the three parts.

You must ensure that the “University policy on retirement” questions are included on all vacancies for academic and academic-related staff at grade 8 and above.

Seq No	Question	Category	Answer Type	Active Ind	Effective Date
128	GENERAL	GENERAL	SectionHeader	<input checked="" type="checkbox"/>	05-MAR-2013
140	AVAILABILITY Are there any dates when you are NOT available for interview?	GENERAL	Free text	<input checked="" type="checkbox"/>	16-JUL-2013
150	HOW YOU FOUND OUT ABOUT THIS VACANCY Please indicate how you found	GENERAL	Radio	<input checked="" type="checkbox"/>	05-MAR-2013
151	 Please specify: - if on-line which website, - if printed media which newspa	GENERAL	Free text	<input checked="" type="checkbox"/>	05-MAR-2013
160	PREVIOUS EMPLOYMENT MATTERS Are there any disciplinary proceedings ag	GENERAL	Yes/No	<input checked="" type="checkbox"/>	05-MAR-2013
161	 if YES, please give details, including pending proceedings.	GENERAL	Free text	<input checked="" type="checkbox"/>	05-MAR-2013
166	NOT IN USE - ENCOURAGING ACCESS - If invited for interview, do you need any par	GENERAL	Free text	<input type="checkbox"/>	24-MAR-2011
172	UNIVERSITY POLICY ON RETIREMENT Please answer 'Yes' or 'No' if you are ap	GENERAL	SectionFooter	<input type="checkbox"/>	26-SEP-2017
173	FOR POSTS AT GRADE 8 AND ABOVE I acknowledge I have read and understoc	GENERAL	Radio	<input type="checkbox"/>	26-SEP-2017
174	I confirm that I am currently below the EJRA, which is 68, and I understand that shoul	GENERAL	Radio	<input type="checkbox"/>	26-SEP-2017

4.3.3. If you wish to add additional question categories to your vacancy, e.g. *Clinical Appointment or Priority Candidates* or the vacancy is for Internal Applicants only:

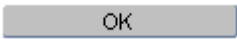
4.3.4. Click the **Assign Question Categories** button. The *Add Categories* screen will open.




Order	Name	Effective Date	Select
	APPLICANTS - INTERNAL ONLY	03-FEB-2012	<input 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"/>
5	PRIORITY CANDIDATES	13-OCT-2015	<input checked="" 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"/>
			<input type="checkbox"/>

4.3.5. Tick the categories you wish to add to your application form.

4.3.6. Number the categories in the order you wish them to display by typing the number into the Order field (mandatory categories are numbered 1 – 4).

4.3.7. Click the  button.

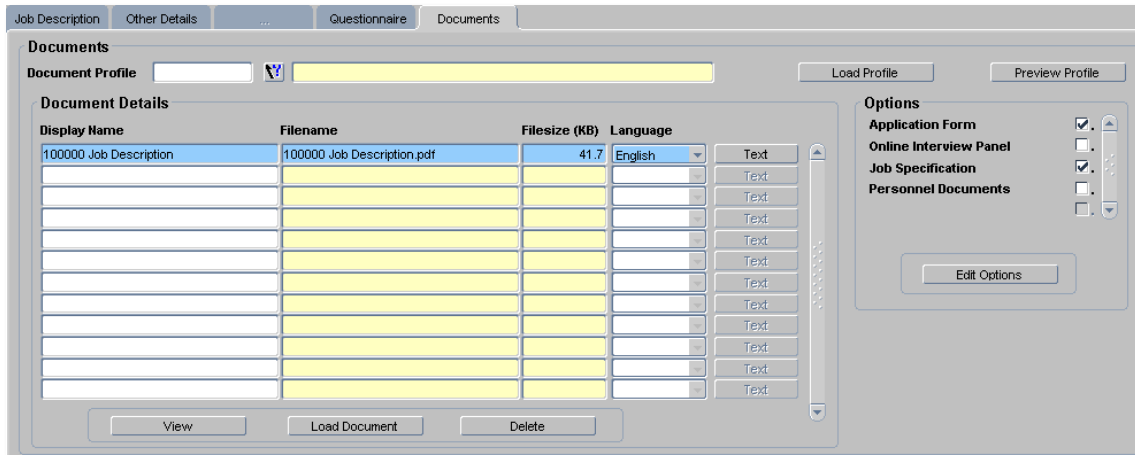
4.3.8. The additional questions will now have been added to the *List of Questions* section.

4.3.9. It is highly recommended that the questions are reviewed now to check the way they will be presented to the applicant. To do this, click the  button. The questions will display in a new window.



Where the vacancy is for internal applicants only, you must choose to add **'APPLICANTS – INTERNAL ONLY'** and the Order number must be '0'. After you click onto OK the other mandatory categories will automatically re-order themselves. Where you have opted to use the application form with inbuilt supporting statement you must select the Priority candidate question.

4.4. Documents tab



4.4.1. Select the **Documents** tab.

4.4.2. To attach the *Job Description and Selection Criteria* document and any other relevant documents, click the **Load Document** button.

4.4.3. Click the **Browse...** button and select the relevant document (e.g. *Job Description and Selection Criteria*).

4.4.4. Click the **Upload** button.


4.4.5. Click the **Close window** button.

4.4.6. Click **Yes** to confirm the document upload has been successful (please note that you won't be able to tell if the document load has been successful until you click Yes).



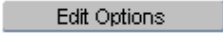

Thought should be given to the naming and file type of documents to be uploaded. Documents should have a meaningful name and should include the Vacancy ID. Once uploaded you can edit the file name if desired (this is the name that will be displayed on the advert)
The choice of file types should bear in mind applicants with lower versions of software; for this reason files with the extension **.doc** or **.PDF** are recommended.

4.4.7. To view a document, click into the row of the document you wish to view and click the **View** button.

4.4.8. To delete a document, click into the row of the document you wish to delete and click the  button. Click **Yes** to the warning message. Then click **OK** to the confirmation message.

4.4.9. To set the *Options* which govern where the document should be made available, select each document in turn:


4.4.10. In the *Options* area, the check boxes will indicate where the document will be viewable from.

4.4.11. To edit the current selected options, click the  button. Select the relevant options and click the  button.



All documents should have both the **Application Form** and **Job Specification** fields ticked in the *Options* area in order for them to be visible as part of the online application.

Do **NOT** check any of the fields in the *Options* area if the documents are for your reference only and not to be viewed by the applicant (e.g. alternative advertisement text).

4.4.12. Click the  button.

5. Job Description and Selection Criteria Template

The Job Description and Selection Criteria Template needs to be prepared each time it is to be attached to a new vacancy.

Details for the division/department etc can be added in advance and saved with this text to help reduce preparation time in the future.

When the Reward Team notify you of the Vacancy ID ensure that this is entered into the 'Vacancy reference' and save this into the filename of the document.

6. How to Apply

The 'How to Apply' section of the Job Description and Selection Criteria document should always be edited prior to it being attached to the vacancy.

6.1. Indicate whether 2 or 3 referees are required.

6.2. Advise whether a CV is required in addition to the supporting statement.

6.3. Ensure your instructions match the application form profile specified on the Job Description tab in section 1.4.



Job Description and Selection Criteria Template can be found on the Personnel Services website [Processes & User guides: recruiting staff, Personnel Services site.](#)

7. Enter Dates to Post Vacancy to Website

Core Personnel > Recruitment > Recruitment Maintenance > Vacancy Detail

7.1. If necessary, search for and open the relevant vacancy.

7.2. Ensure you are on the **Vacancy Detail** option in the *Select Details* area.

The screenshot shows a 'Recruitment Dates' form with the following fields:

- Recruitment Opens: [Date field] [Help icon] [Dropdown arrow]
- Posted Internally: [Date field] [Help icon] [Dropdown arrow]
- Posted Externally: [Date field] [Help icon] [Dropdown arrow]
- At Risk: [Date field] [Help icon] [Dropdown arrow]
- Closes: [Date field] [Help icon] [Dropdown arrow]
- Expires: [Date field] [Help icon] [Dropdown arrow]
- Expires: [Date field] [Help icon] [Dropdown arrow]
- Expires: [Date field] [Help icon] [Dropdown arrow]

Field Name (* mandatory)	Description	Field Name	Description
Recruitment Opens	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	Closes	The date that the vacancy expires on the website Time = midday
Posted internally	Not currently active		
Posted Externally	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	Expires	The date that the vacancy expires on the website Time = midday
At risk	Not in use		



Note: If a potential applicant has registered for jobs by email within the applicant portal they will be notified of your vacancy on the posted externally date even if it has not been authorised. This means that when the potential applicant searches for the vacancy it will not be visible on the website. You **must** therefore ensure that you allow a minimum of **three** working days between the dates entered in 'recruitment opens' and 'posted externally' to allow sufficient time for the vacancy to be authorised.

7.3. Click  to save.



Remember to enter the appropriate **Expires** date (and a time of mid-day) to ensure the vacancy does not remain advertised after the closing date.

8. Advising the Advert 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 Advert Team, advert@admin.ox.ac.uk, telling them you are ready to advertise and including any additional information about the vacancy.

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



You can also check the Authorised By and Date Authorised fields on the Vacancy Details screen.

9. Advertising Requirements

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. Tuesday is the day that planned essential 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.

Also ensure that vacancies do not close 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.

See [System availability & login, Personnel Services site](#)



If there is any possibility of the appointed candidate requiring a Tier 2 visa, please read the full Staff Immigration Team guidance on [Advertising Requirements](#).

B. Manage Panel / Advert

10. Advertising



This section allows you to track where the vacancy has been advertised and supports analysis about the effectiveness of advertisements placed. **Note:** it is not necessary to record that it has been advertised on the University's website as this is assumed.



For further information on the use of external advertising, please see the guidance on the [Personnel Services webpage](#).

Core Personnel > Recruitment > Recruitment Maintenance > Vacancy Detail

10.1. If necessary, search for and open the relevant vacancy.

10.2. From the *Select Detail* area, select **Advertising**.

10.3. Record information about any advertising of the vacancy as follows:

10.3.1. Select the **Advert Type** from the list of values.

10.3.2. Select the **Advertiser Name** from the drop down.




If the required Advertiser Name is not available on the list of values, please contact hr.systems@admin.ox.ac.uk.

10.3.3. Enter the **From Date** and **To Date** to record the advertising period.

10.3.4. To monitor costs, enter the **Cost** of the advertising. The **Cost** should be Nett of VAT.

10.3.5. Enter the **Posting Date** and **Status** (optional).

10.4. Click the  button.

11. Add / Maintain Interview Panel

Core Personnel > Recruitment > Recruitment Maintenance > Vacancy Detail

11.1. If necessary, search for and open the relevant vacancy.

11.2. From the *Select Detail* area, select **Interview Panel**.

11.3. Click the  button.

11.4. Enter the details of the interviewers into the fields displayed.



In order to meet Equality and Diversity monitoring requirements, please ensure the **Gender** field is completed for external panel members.

11.5. Select the **Interviewer Type** from the drop down list.

11.6. Click the  button.

11.7. Repeat steps 3 to 6 until all panel members and others associated with the interview process have been added.



The **Interview Panel** relates to the 'Selection Panel' that will be involved in the recruitment process. This does not necessarily mean that all members will take part in the actual interview(s).
The **Interview Panel** can be entered prior to the vacancy being authorised.



At this stage you should ensure all the relevant Vacancy Events have been selected and recorded on the system:

- Approved for internal/external advert. OR Approved for internal advert only.
- Vacancy exempt from advertising (if applicable)
- Redeployment register checked.
- Copy of Advert Printed for UKBA.
- Selection panel members EO briefed.
- Selection panel training confirmed.



You should ensure that the **status** of both the vacancy and the applicant are accurate and up to date for all stages of the process:

- The vacancy status can be updated in all screens located within the Select Detail box.
- The status of the applicant can be updated within the **Applicant Status** screen located within the Select Detail box.