This guide should be used to manually create a Vacancy following a failed recruitment campaign when you wish to re-advertise. It refers to processes REC3_Set up Vacancy and REC4_Manage Panel/Advert (and should be read in conjunction with) the recruitment process outlined on the Personnel Services website. Go to Personnel Services>Recruiting staff>Recruitment process.

This guide covers the following process steps:

**A. Set up the vacancy**

1. Create the Vacancy
2. Vacancy Profile
3. Enter Dates to Post Vacancy to Website
4. Advising the Advert Team

**B. Manage Panel / Advert**

5. Advertising
6. Add / Maintain Interview Panel

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**A. Set up the vacancy**

This section of the guide relates to process REC3_Set up vacancy.

1. **Create the Vacancy**

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

   1.1. The Search Criteria form will open. To create a new vacancy, click the **New** button.

   1.2. The Vacancy Maintenance (Vacancy Detail) screen will open. The **Vacancy ID** will have been automatically created. Make a note of this number.
### 1.3. Check/update as applicable:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Status</strong></td>
<td>Select the <strong>Status</strong> as DRAFT</td>
</tr>
<tr>
<td><strong>Description</strong></td>
<td>Enter the actual Job Title into the <strong>Description</strong> field (in upper &amp; lower case).</td>
</tr>
<tr>
<td><strong>Date Opened</strong></td>
<td>Select the <strong>Date Opened</strong> to be today's date</td>
</tr>
<tr>
<td><strong>Requested By</strong></td>
<td>Select the <strong>Requested By</strong> to be your name</td>
</tr>
<tr>
<td><strong>Vacancy Type</strong></td>
<td>Select the appropriate <strong>Vacancy Type</strong></td>
</tr>
<tr>
<td><strong>Job Title</strong></td>
<td>Select the appropriate <strong>Job Title</strong> to match the Post</td>
</tr>
<tr>
<td><strong>Company</strong></td>
<td>Select the appropriate <strong>Company</strong> to match the Post</td>
</tr>
<tr>
<td><strong>Department</strong></td>
<td>Select the appropriate <strong>Department</strong> to match the Post</td>
</tr>
<tr>
<td><strong>Location</strong></td>
<td>Select the appropriate <strong>Location</strong> to match the Post</td>
</tr>
<tr>
<td><strong>Pay Scale</strong></td>
<td>Select the appropriate <strong>Pay Scale</strong></td>
</tr>
<tr>
<td><strong>Position Type</strong></td>
<td>Select the appropriate <strong>Position Type</strong></td>
</tr>
<tr>
<td><strong>Recruitment Opens</strong></td>
<td>Select the <strong>date</strong> from the List of Values</td>
</tr>
<tr>
<td><strong>Opening time</strong></td>
<td>Select/enter the <strong>time</strong> in the field to the right of the ‘recruitment opens’ field</td>
</tr>
<tr>
<td><strong>Recruitment Closes</strong></td>
<td>Select the <strong>date</strong> from the List of Values</td>
</tr>
<tr>
<td><strong>Closing time</strong></td>
<td>Enter the <strong>time</strong> (mid-day) in the field to the right of the ‘closes’ field</td>
</tr>
</tbody>
</table>
1.4. Click the icon. A confirmation message will appear, click OK to confirm.

The Recruitment Closes date will be displayed to applicants on the website. Refer to the advert time line on page 9 for further guidance.

2. Vacancy Profile

If necessary, search for and open the relevant vacancy.

Go to Select Detail > Vacancy Profile.

2.1. Job Description tab

Ensure the Job Description tab is selected. This is where you enter the text that will appear in the vacancy advert on Core.

NOTE: You should aim for the advert text to be no longer than 2000 characters in length.

Refer to the Advertising Checklist which can be found on the Personnel Services website under Recruiting staff/Recruitment Process/Vacancy set-up and advertising for full guidance on preparing and writing the advert. This checklist informs 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.
2.1.1. 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 upload 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 upload 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, i.e., 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.

2.1.2. Click the button.

### 2.2. Other Details tab

2.2.1. Select the **Other Details** tab. Complete as follows:

<table>
<thead>
<tr>
<th>Field Name (* mandatory)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Org Unit &amp; Location:</strong></td>
<td>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.</td>
</tr>
</tbody>
</table>
Grade & Salary: Enter the vacancy grade and salary in the format of: Grade X: £00,000 - £00,000 p.a.

Tags: To create an automatic feed to the Nature Jobs website enter naturejobs. If there is any other text in this field, either remove it or use a comma to separate it from the naturejobs tag.

NB: For MPLS and Medical Sciences departments only

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 applicants should 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.

2.2.2. 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.

2.3. Questionnaire tab

2.3.1. Select the Questionnaire tab.
2.3.2. 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 as shown in the screenshot below.

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.

2.3.3. If you wish to add additional question categories to your vacancy, e.g. Clinical Appointments:

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

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

   c. 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).

   d. Click the OK button.
2.3.4. The additional questions will now have been added to the List of Questions section.

a. To preview the questions as the applicant will see them, click the View Questionnaire Preview button. The questions will display in a new window.

b. If you wish to add questions to your vacancy that are not currently listed, please contact the support team.

2.4. Documents tab

2.4.1. Select the Documents tab.

2.4.2. To attach the Job Description and any other relevant documents, click the Load Document button.

a. Click the Browse... button and select the relevant document (e.g. Job Description).

b. Click the Upload button.

c. Click the Close window button.

d. 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.

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

2.4.4. *To delete a document*, click into the row of the document you wish to delete and click the **Delete** button.

2.4.5. Click **Yes** to the warning message. Then click **OK** to the confirmation message.

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

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

   b. To edit the current selected options, click the **Edit Options** button. Select the relevant options and click the **Save** 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).

2.4.7. Click the **button.

3. **Enter Dates to Post Vacancy to Website**

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

3.2. Ensure you are on the Vacancy Detail option in the *Select Details* area.
### 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  
*See the Vacancy Time Line in section 1.4 below*

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.

3.3. Click the **button.

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.

4. **Advising the Advert Team**

Email the Advert Team using adverts@admin.ox.ac.uk. The subject of the email should
include the **Vacancy ID**, **Job Title** and the word **Core**. Any additional information about the vacancy should also be contained within the email.

### 4.1. Vacancy Time Line

Advertisements for vacancies will be checked and authorised within three working days of receipt. The vacancy will be ‘live’ on the University website from the date you set for posting externally. You should make the ‘Recruitment Closes’ date two to four weeks after this third day. It is this date that appears on the Job Details in the Jobs and Vacancies website pages, i.e. what the applicant sees once they have selected the link.

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 [http://www.admin.ox.ac.uk/hrisprogramme/usinghris/sysavailability/](http://www.admin.ox.ac.uk/hrisprogramme/usinghris/sysavailability/) for further details of system availability.

### B. Manage Panel / Advert

This section of the guide relates to **REC4_Manage Panel/Advert**.

### 5. 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.

#### 5.1. If necessary, search for and open the relevant vacancy.

#### 5.2. From the **Select Detail** area, select Advertising.

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

##### 5.3.1. Select the **Advert Type** from the list of values.
5.3.2. 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.

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

5.3.4. To monitor costs, enter the **Cost** of the advertising. The **Cost** should be Net of VAT.

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

5.3.6. Click the button.

To meet Work Permit requirements, print a copy of the advertisement as soon as it is live. You should also update the **Vacancy Events** to indicate that you have done this.

### 6. **Add / Maintain Interview Panel**

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

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

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

6.3. Click the **Add** button.

6.4. 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.

6.5. Select the **Interviewer Type** from the drop down list.
6.6. Click the **Save** button.

6.7. 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.