Introduction

This guide relates to stages REC 3-4 of the recruitment process outlined in the Recruitment Statuses and Events diagram.

For further guidance on recruiting staff, please see the HR Systems webpages.

This guide covers the following process steps:

1. Advertising
2. Costs

1. Advertising

This section allows you to track where the vacancy has been advertised, this data is available in the RECDEP42 Vacancy Adverts report.

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 HR Support webpage.

Core Portal > corehr > Recruitment Dashboard > Vacancies > Actions > Edit Vacancy > Costs and advertising > Advertising

To record information about any advertising click on the Add for the Advertiser Details window to open

What’s changed?
This guidance has been created following the move of the Recruitment functionality from Back Office to Portal in February 2020.
Recording costs and advertising

Select the **Advert Type** and **Name** from the drop down.

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

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

Click the **Save** button.

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

### 2. Costs

If there are any costs associated with the interviews, other than advertising, you may wish to record these here.

To record any costs click on the **Add** button for the *Edit Recruitment Costs window* to open.

Add the recruitment cost details to the fields in this screen and click **Save**.