Recording costs and advertising

HRIS SUPPORT CENTRE

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

This section allows you to track where the vacancy has been advertised, this data is available in the RECDEP42 Vacancy Adverts report.
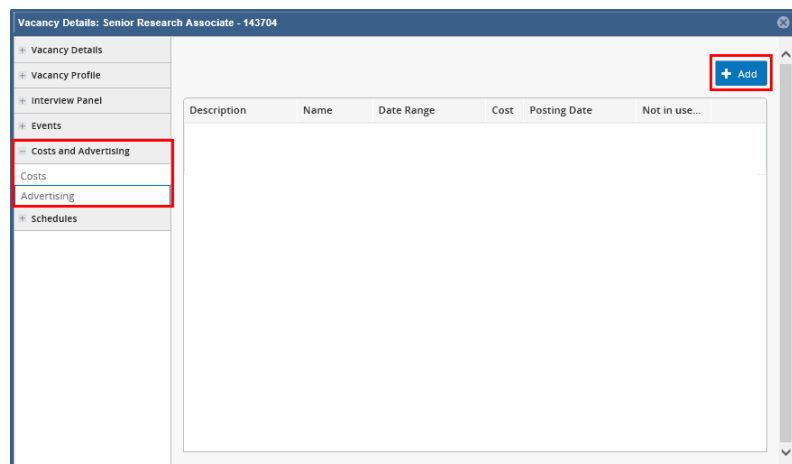
Note: it is not necessary to record that it has been advertised on the University's website as this is assumed.

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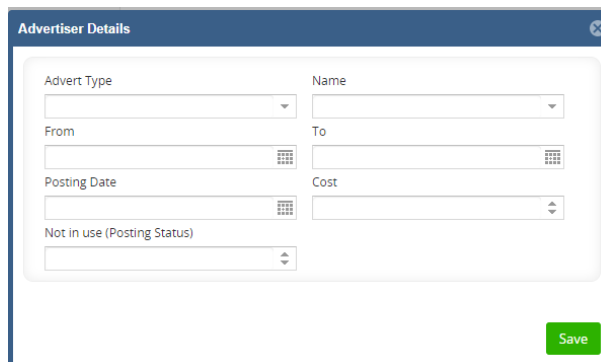
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Select the **Advert Type** and **Name** from the drop down.

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

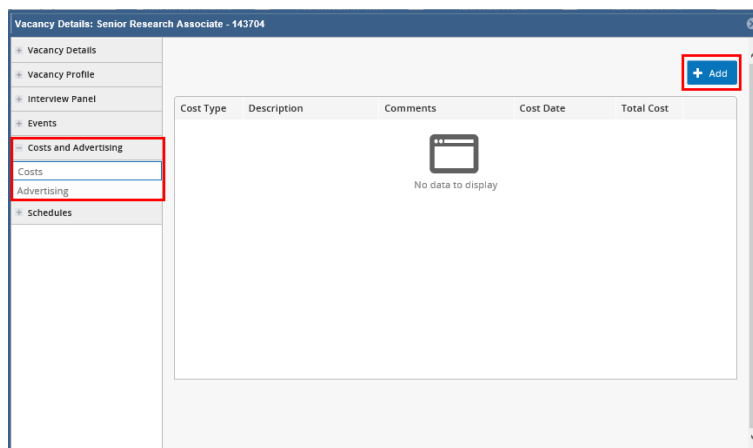To monitor costs, enter the **Cost** of the advertising. The Cost should be net of VAT.

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.

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2. Costs

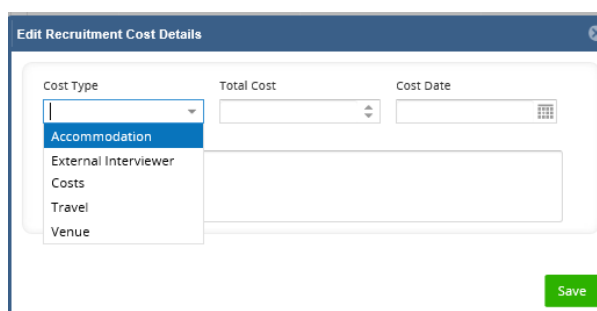If there are any costs associated with the interviews, other than advertising, you may wish to record these here.

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

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]