

## 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](#).

### What's changed?

This guidance has been created following the move of the Recruitment functionality from Back Office to Portal in February 2020.

This guide covers the following process steps:

1. **Advertising** ..... 1
2. **Costs**..... 2

## 1. Advertising

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

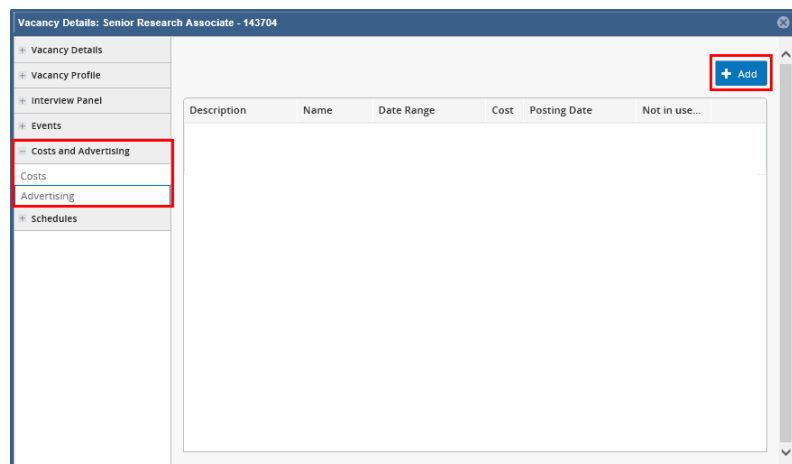
**Note:** it is not necessary to record that it has been advertised on the University's website as this is assumed.



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



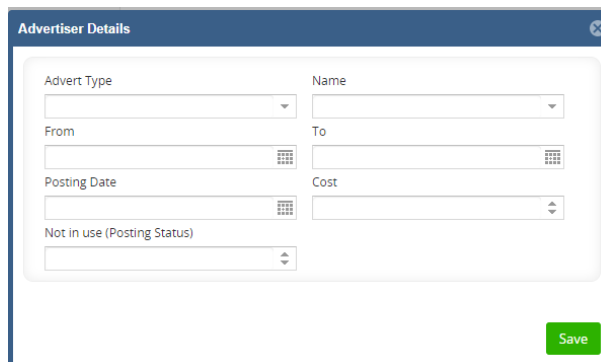
# Recording costs and advertising

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  button.



The 'Advertiser Details' form contains the following fields: 'Advert Type' (dropdown), 'Name' (dropdown), 'From' (calendar), 'To' (calendar), 'Posting Date' (calendar), 'Cost' (dropdown), and 'Not in use (Posting Status)' (dropdown). A green 'Save' button is located at the bottom right.

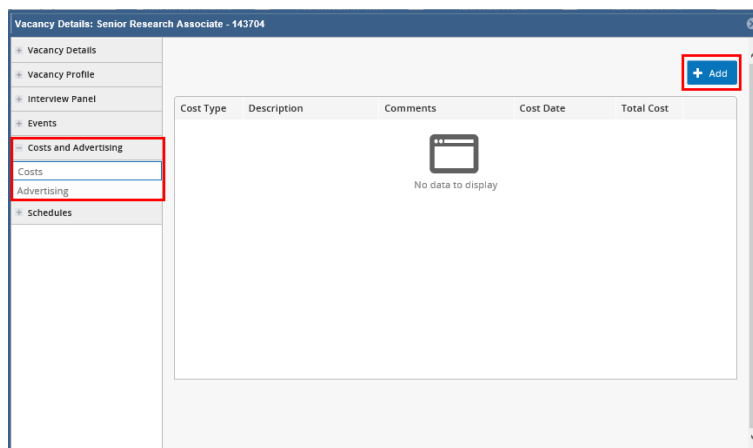


If the required Advertiser Name is not available on the list of values, please contact [hr.systems@admin.ox.ac.uk](mailto:hr.systems@admin.ox.ac.uk).

## 2. Costs


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

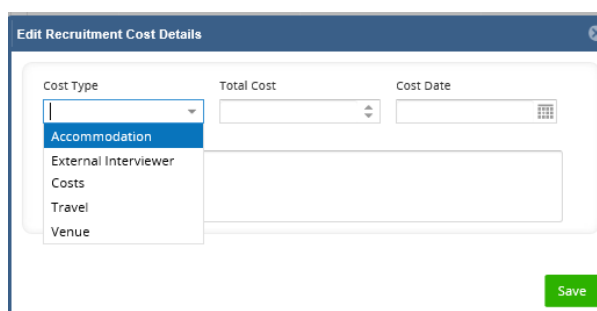
**Core Portal > corehr > Recruitment Dashboard > Vacancies > Actions > Edit Vacancy > Costs and advertising > Costs**



The 'Vacancy Details' window shows a sidebar with 'Costs and Advertising' expanded to show 'Costs' and 'Advertising'. A red box highlights the '+ Add' button in the top right corner. The main area shows a table with columns: Cost Type, Description, Comments, Cost Date, and Total Cost. The table is currently empty with the message 'No data to display'.

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 .



The 'Edit Recruitment Cost Details' form has fields for 'Cost Type' (dropdown), 'Total Cost' (input), and 'Cost Date' (calendar). A dropdown menu is open under 'Cost Type', showing options: Accommodation, External Interviewer, Costs, Travel, and Venue. A green 'Save' button is at the bottom right.