

# Recruitment process using CoreHR



1. Initiate request	
1. Business and academic cases	
2. Job description & person specification	
3. Define planned salary range and funding etc.	
4. Consider redeployment	
5. Raise staff request	Guide: Create and approve staff request

2. Approve request	
1. Departmental approval	Guide: Create and approve staff request
2. Divisional / Protocol approval (if applicable)	Guide: Create and approve staff request
<b>Reward Team</b>	
3. Grading (if required)	
4. Set Up:	<ul style="list-style-type: none"> <li>* Post</li> <li>* Planned appointment</li> <li>* Create vacancy</li> </ul>

3. Update Vacancy	
1. Consider redeployment	* Consider suitability for any priority candidates within your department
2. Complete vacancy	<ul style="list-style-type: none"> <li>* Update vacancy details</li> <li>* Set up vacancy profile</li> <li>* Manage questionnaires</li> <li>* Upload supporting information</li> </ul> Guide: Prepare a vacancy for advertising
<b>Adverts Team</b>	
3. Authorise vacancy	<ul style="list-style-type: none"> <li>* Authorise vacancy</li> <li>* Publish adverts</li> </ul>

4. Manage Panel/Advert	
1. Manage adverts	* Record where advertised Guide: Record advertising
2. Set up selection panel	<ul style="list-style-type: none"> <li>* Enter selection panel names and details</li> </ul> Guide: Record interview panel members and create interview schedules
	* Panel briefing
3. Prepare for interviews	<ul style="list-style-type: none"> <li>* Set up dates for shortlisting, interviews etc.</li> <li>* Agree interview questions</li> </ul>

**KEY**

- On CoreHR
- Off system
- Optional - on or off system

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6. Manage applications & shortlisting	
1. Manage manual applications	* <b>Input applications</b> Guide: Add a manual application
2. Prepare for shortlisting	* <b>Generate application packs</b> * <b>Create merge file</b> * <b>Screen applicants</b> * <b>Produce shortlisting pack</b> Guide: Generate shortlisting packs and screen applicants
3. Shortlist review	* Review applications
4. Manage applicants	* <b>Update statuses and events</b> Guide: Manage Recruitment statuses and events * <b>Email rejected applicants</b> Guide: Create and track applicant emails

7. Manage Interviews	
1. Invite to interview	* <b>Set up interview schedule</b> Guide: Record interview panel members and create interview schedules * <b>Generate invites</b> Guide: Generate and download letters and forms in CoreHR or Create and track applicant emails
2. Prepare documentation	* Prepare interview record forms
3. Interviews	* Hold interviews * Communicate outcome
4. Manage applicants	* <b>Update statuses</b> * <b>Record preferred candidate</b> Guide: Manage Recruitment statuses and events * <b>Reject applicants</b> Guide: Generate and download letters and forms in CoreHR or Create and track applicant emails
5. Manage references	* <b>Request and check references for preferred candidate</b> Guide: Manage applicant details

8. Manage Offers/monitor recruitment 9. Initiate pre-employment checks	
1. Record verbal offer/ negotiations	* <b>Link planned appointment to vacancy</b> * Record <b>Offer made-Personnel</b> * Record <b>Offer accepted-Personnel</b> Guide: Manage a successful applicant
2. Manage references	* <b>Request and check references</b> Guide: Manage applicant details
3. Pre-employment checks	* <b>Record right to work &amp; references</b> Guide: Manage a successful applicant * Other checks
4. Final rejections	* <b>Reject applicants</b> Guide: Generate and download letters and forms in CoreHR or Create and track applicant emails
5. Close vacancy	* <b>Close vacancy</b> Guide: Close a vacancy