This document is intended as a guide for those divisions and departments who have not yet completed the process of updating their existing vacancies in response to the Recruitment Freeze and Redeployment Protocol.

There is no expectation that departments that have already taken steps to implement the Protocol will alter their approach. However, where possible, please follow the guidance on the use of Statuses as this will enable accurate reporting to PRAC and Council.

In summary, departments are advised to:

1. **As soon as possible**, remove all job adverts from the University Jobs and Vacancies page that have not already obtained the relevant Protocol approval, and place the vacancy “On-Hold” by following the guidance in section 1.

2. **As soon as possible**, contact all applicants, at all stages of the recruitment process, to update them on the plans for the vacancy.

3. **Ideally by Friday 15 May**, have updated all recruitment statuses in relation to all open vacancies in CoreHR, as detailed in section 2. This is critical to support accurate reporting to PRAC and Council. Functions departments, and divisions can request a list of their open vacancies and receive support in updating the statuses by contacting recruitment.protocol@admin.ox.ac.uk

### 1. Take down currently advertised vacancies

In accordance with the Protocol, all recruitment exercises that are currently underway should be paused immediately (if an offer has not already been made) and the posts assessed against the criteria for approval.

To minimise the number of applicants submitting applications for vacancies which may not proceed, all adverts which have not obtained the required approval must be removed from the University Jobs and Vacancies website as soon as possible, following the steps below:

#### 1.1 Update closing date fields

Core Portal > corehr > Recruitment Dashboard > Vacancies > Actions > Edit Vacancy

On the **Vacancy Details 1 tab**, update the following fields:
Recruitment... closes on

Publish to External Website... close on
to 21 April 2020 (time midday).

1.2 Remove vacancy from other jobs boards

Ensure the advert is also removed from any external jobs boards and your departmental website. Email hemidlands@jobs.ac.uk to request the advert is removed from jobs.ac.uk.

1.3 Notify applicants

   a) Notify applicants who have already submitted their applications. Follow the guidance in Create and Track Applicant Emails.

   b) Use the blank generic email template in the system and refer to the suggested wording provided.

   c) Email all applicants for any other vacancies you have in progress, to advise them of the current plans for the post. Note that for some vacancies you may need to advise external applicants that they will no longer be considered.

1.4 Change the “Currently” status to “On-Hold”

   Core Portal > corehr > Recruitment Dashboard > Vacancies > Actions > Edit Vacancy

   a) Click on Vacancy Details and then Vacancy Details – 1.

   b) Click the button in the Currently field and select On-Hold

   c) Scroll down and click the Save button.

2. Update the statuses of all vacancies and applicants

The Recruitment Freeze and Redeployment Protocol will rely on central access to accurate information about vacancies across the University. It is critical that you update and continue to maintain recruitment statuses in the system to ensure
the effective operation of the Protocol and accurate reporting to PRAC and Council.

The table below highlights the three system statuses that must be maintained and indicates which statuses to use for likely scenarios relating to the Protocol. Refer to Recruitment type, statuses and events if you need further guidance on navigation and system steps to update these fields.

<table>
<thead>
<tr>
<th>Status type</th>
<th>Scenario</th>
<th>Status to use</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Currently” status</td>
<td>Vacancy has been approved for advertising and no redeployees have been identified.</td>
<td>Open</td>
</tr>
<tr>
<td></td>
<td>Vacancy has not yet been approved to continue to advertisement/appointment.</td>
<td>On-Hold</td>
</tr>
<tr>
<td></td>
<td>Vacancy process is complete for a reason not related to the Protocol (e.g. candidate appointed) or does not meet the Protocol criteria so will not proceed.</td>
<td>Closed</td>
</tr>
<tr>
<td>Vacancy status</td>
<td>Vacancy has been assessed against the Protocol criteria and is not approved to proceed.</td>
<td>Withdrawn – protocol</td>
</tr>
<tr>
<td></td>
<td>All other scenarios</td>
<td>Follow current best practice for updating vacancy status</td>
</tr>
<tr>
<td>Applicant status</td>
<td>An applicant could be at any of the various stages of the recruitment process.</td>
<td>Keep statuses up to date at all times. If closing the vacancy or placing it on-hold, ensure all applicant statuses are also up to date.</td>
</tr>
</tbody>
</table>

2.1 Closing the vacancy

Once you are certain that the vacancy process is complete, either because the vacancy has been withdrawn or you have successfully appointed, follow the steps in Closing a vacancy.

3. Re-opening a vacancy

If your vacancy is approved for either internal or external advertisement, you must contact the Adverts team (adverts@admin.ox.ac.uk) to arrange for it to be re-published.

Useful Reports:

You may find recruitment reports RECDEP40 and RECDEP41 useful for checking your vacancy and applicants statuses.