

Guidance on managing vacancies in CoreHR

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

- Notify applicants who have already submitted their applications. Follow the guidance in [Create and Track Applicant Emails](#).
- Use the blank generic email template in the system and refer to the suggested wording provided.
- 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

- Click on **Vacancy Details** and then **Vacancy Details – 1**.
- Click the  button in the **Currently** field and select **On-Hold**

Currently*

On-Hold ▲

Closed
Filled
On-Hold
Open

- Scroll down and click the  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.

Status type	Scenario	Status to use
"Currently" status	Vacancy has been approved for advertising and no redeployees have been identified.	Open
	Vacancy has not yet been approved to continue to advertisement/ appointment.	On-Hold
	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.	Closed
Vacancy status	Vacancy has been assessed against the Protocol criteria and is not approved to proceed.	Withdrawn – protocol
	All other scenarios	Follow current best practice for updating vacancy status
Applicant status	An applicant could be at any of the various stages of the recruitment process.	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.

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.

1	+2,000
2	+5,000
3	+1,500
4	+1,125
5	+1,062

Useful Reports:

You may find recruitment reports [RECDEP40](#) and [RECDEP41](#) useful for checking your vacancy and applicants statuses.