

With read-only access there is a range of information you can view but not amend. However you are able to generate letters, forms and some contracts. The table at the end of this guide details the documents that can be produced from the e-Recruitment module.

What's changed?
Guidance added on generating letters and forms. Nov16

This guide covers the following:

- A. Viewing vacancy details 1**
- B. Viewing applicant details 5**
 - 1. Viewing Applicant statuses 5
 - 2. Viewing individual applicant details 6
- C. Generating letters, forms and contracts 7**
- D. Table of documents available in CoreHR 10**

Navigate to: Recruitment > Recruitment Enquiries > Vacancy Detail

A. VIEWING VACANCY DETAILS

1. Enter your search criteria eg the Vacancy ID and click on .

2. The *Vacancy Selection* window opens:

Vacancy Id	Description	Date Opened	Date Closed	Status	Authorised By	Department	Job Title
118933	Technician (4)	28-JUL-2015		Open	HELEN CHILD	INSTITUTE OF FUTURE	TECHNICIAN

ROb Read only access to e-Recruitment

3. Double click to open the vacancy you wish to view. The *Vacancy Query* window opens:

The screenshot shows the 'Vacancy Query' window with the following details:

- Vacancy Section:**
 - Vacancy Id: 118933
 - Vacancy Status / Date: Open (selected), 28-JUL-2015
 - Status: APPTMD, APPOINTMENT MADE
 - Description: Technician
- Select Detail:** A list on the right with 'Vacancy Profile' selected.
- Detail Section:**
 - Date Opened: 28-JUL-2015, Date Closed: (empty)
 - Requested By: 2340071, SHEONA WILES
 - Vacancy Type: ST, Support and Technical
 - Job Title: TECH, TECHNICIAN
 - Company: 10, UNIVERSITY OF OXFORD
 - Department: ZW, INSTITUTE OF FUTURE TECHNOLOGIES
 - Location: 991, ZW - FUTURE TECHNOLOGIES
 - Pay Scale: 05S, STANDARD GRADE 5
 - Reporting To: (empty)
 - Recruitment Dates: Recruitment Opens, Closes, Posted Internally, Expires, Posted Externally, Expires, At Risk, Expires (all empty)
 - Authorised By: HELEN CHILD
 - Date Authorised: 28-JUL-2015
 - Post Administrator: (empty)
 - Position Type: N, NEW POST - INTERNAL FUNDING

4. From the **Select Detail** box click on vacancy profile to view further details of the vacancy.

- 4.1. Job Description tab: contains the advert text and the type of application form attached to the vacancy (Application Form Profile).

The screenshot shows the 'Vacancy Query' window with the 'Job Description' tab selected. The 'Vacancy' section at the top is identical to the previous screenshot. The 'Job Description' section contains:

- Instructions: "Enter the job description here as you want it to appear in the vacancy advert.", "If the post is fixed term you should include the length of the term e.g this post is funded for 2 years", "Ensure you include the closing date and when you expect the interviews to take place".
- A large text area for the job description.
- Application Form Profile: 38, Short Application (highlighted with a red box).

ROb Read only access to e-Recruitment

4.2. Other Details tab: contains details of the grade and salary and departmental information that appear on the advert.

4.3. Documents tab: shows all documents that have been attached to the advert. Once the merged applicant pack has been created this can also be viewed here.

Display Name	Filename	Filesize (KB)	Language	
Merged Applications	118933_build_interview_pack.pdf	174.8	English	Text
				Text
				Text
				Text
				Text
				Text
				Text
				Text
				Text
				Text
				Text

- 4.4. Questionnaire tab: shows all questions included on the application including any specific questions that have been added for this particular vacancy.

Vacancy

Vacancy Id: 118933

Vacancy Status / Date: Open Hold Filled Closed 28-JUL-2015

Status: APPTMD **APPOINTMENT MADE**

Description: Technician

Select Detail: Vacancy Detail, **Vacancy Profile**, Interview Panel, Advertising, Appointments, Assessments Codes

Questionnaire

Active Categories:

Order	Question Category
1	GENERAL
2	RIGHT TO WORK
3	UNIVERSITY CONNECTIONS

Add Questions: Assign Question Categories, Add Specific Question, View Questionnaire Preview

Enter in new values for rating if you wish:

<input type="checkbox"/>	>=	100
<input type="checkbox"/>	>=	75
<input type="checkbox"/>	>=	50
<input type="checkbox"/>	<	25

List of Questions:

Seq. No	Question	Category	Answer Type	Active Ind
1	GENERAL	GENERAL	SectionHeader	<input checked="" type="checkbox"/>
2	AVAILABILITY Are there any dates when you are NOT available for interview?	GENERAL	Free text	<input checked="" type="checkbox"/>
3	HOW YOU FOUND OUT ABOUT THIS VACANCY Please indicate how you found	GENERAL	Radio	<input checked="" type="checkbox"/>
4	 Please specify - if on-line which website, - if printed media which newspa	GENERAL	Free text	<input checked="" type="checkbox"/>
5	PREVIOUS EMPLOYMENT MATTERS Are there any disciplinary proceedings ag	GENERAL	Yes/No	<input checked="" type="checkbox"/>
6	 If YES, please give details, including pending proceedings.	GENERAL	Free text	<input checked="" type="checkbox"/>
7	NOT IN USE - ENCOURAGING ACCESS - If invited for interview, do you need any part	GENERAL	Free text	<input type="checkbox"/>
9	WORKING IN THE UK	RIGHT TO WORK	SectionHeader	<input checked="" type="checkbox"/>

When an applicant selects an Unsuitable Answer to a question then: N/A Display a Warning Stop the Applicant Applying

5. To view posts and planned appointments that have been linked to the vacancy choose 'Appointments' from the Select Detail box.

Vacancy

Vacancy Id: 118933

Vacancy Status / Date: Open Hold Filled Closed 28-JUL-2015

Status: APPTMD **APPOINTMENT MADE**

Description: Technician

Select Detail: Vacancy Detail, Vacancy Profile, Interview Panel, Advertising, **Appointments**, Assessments Codes

Appointment

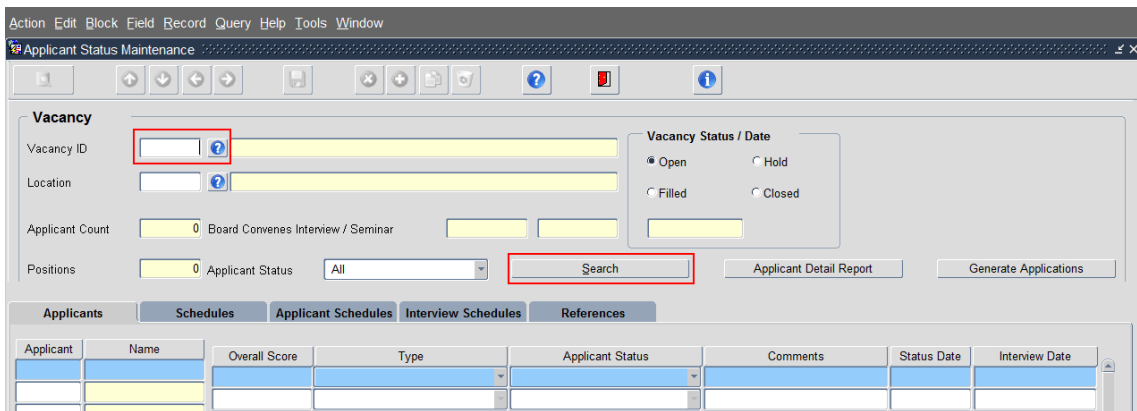
Post/Sequence	Post Title	Department	Post Type	Planned Start Date	Planned End Date
228803	TECHNICIAN	ZW	INSTITUTE OF FUTURE TECHNOLOGI	FIXED TERM	13-JUL-2015 12-JUL-2017
228803	TECHNICIAN	ZW	INSTITUTE OF FUTURE TECHNOLOGI	FIXED TERM	01-SEP-2015

B. VIEWING APPLICANT DETAILS

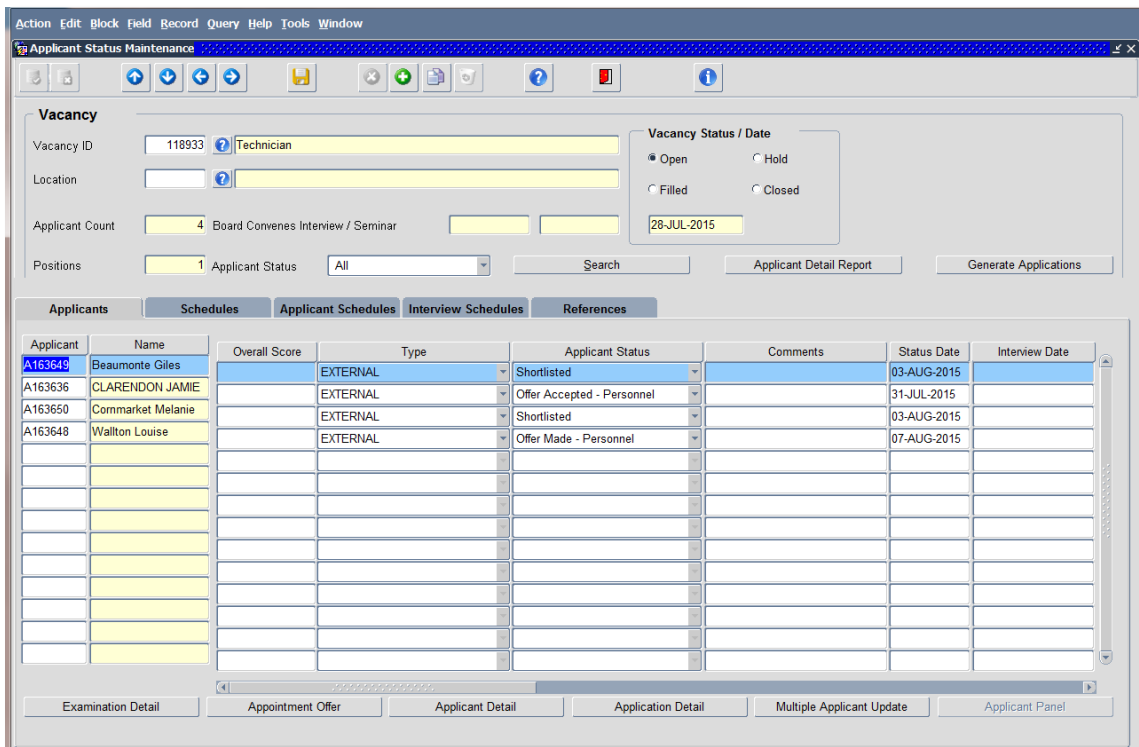
1. Viewing Applicant statuses

Navigate to: Recruitment > Recruitment Enquiries > Applicant Status

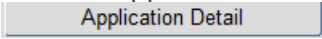
1.1. Enter or search for the vacancy you wish to view and click on



1.2. The applicants for your chosen vacancy will be displayed:



1.3. To view an individual applicants details eg home address click on the applicant you wish to view and then click on

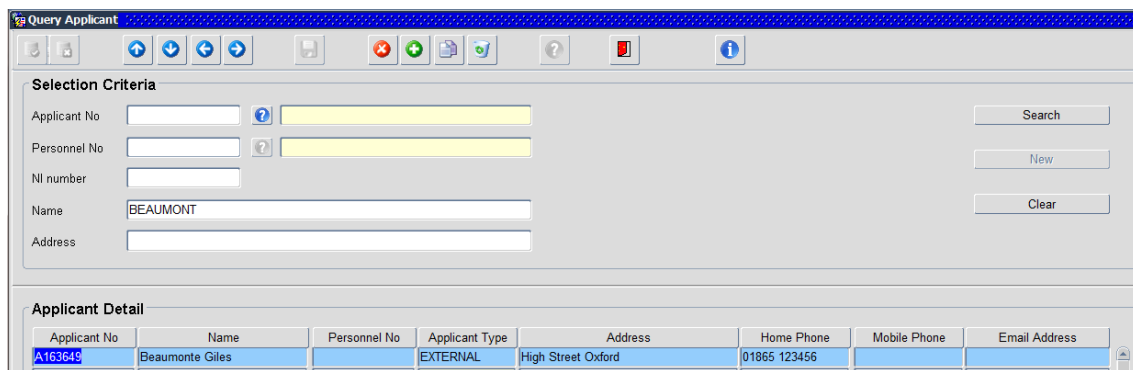
1.4. To view an individual application click on the applicant that you wish to view and then click on .

1.5. Click on  to exit.

2. Viewing individual applicant details

Navigate to: Recruitment > Recruitment Enquiries > Applicant Detail

The 'Query Applicant' window opens:



2.1. Enter your search criteria (this will usually be the applicant No or Name) and click on search.

2.2. Results of your search will be displayed in the Applicant Detail section in the lower half of the screen.

2.3. Click once to select the record you want to view then double click in the applicant ID field to open the record.

The Applicant record opens:

Applicant
 Applicant No: A163649
 Personnel No: []
 NI number: []
 Location: []
 Forename: Giles
 Surname: Beaumonte

Select Detail
 1 - Personal Detail
 2 - Vacancy Detail
 3 - Applicant Status
 4 - Assessment Detail
 5 - User Defined
 6 - Events
 7 - Medical Detail

Personal Detail
 Middle Name: PHILPE
 Known As: []
 Title: [] Initials: []
 Qualification: []
 Address Line1: High Street
 Address Line2: Oxford
 Address Line3: []
 Address Line4: []
 Address Line5: []
 Post Code: OX1 1AA
 Country: []
 Phone No: 01865 123456
 Mobile No: []
 Email: []

Applicant Match

Personnel No	Applicant No	Name	Details	Unlink
[]	[]	[]	Details	Unlink

Employee Link
Link

2.4. To view details of any vacancies that the applicant has applied for choose 'Vacancy Detail' in the **Select Detail** box.

Applicant
 Applicant No: A163649
 Personnel No: []
 NI number: []
 Location: []
 Forename: Giles
 Surname: Beaumonte

Select Detail
 1 - Personal Detail
 2 - Vacancy Detail
 3 - Applicant Status
 4 - Assessment Detail
 5 - User Defined
 6 - Events
 7 - Medical Detail

Vacancy Detail

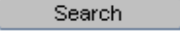
Application	Vacancy ID	Location	Applicant Status	Bounty Referral
Detail	118933	Technician	SHL	Shortlisted
Detail	[]	[]	[]	[]

C. GENERATING LETTERS, FORMS AND CONTRACTS

CorePersonnel > Recruitment > Recruitment Enquiries > Applicant Status

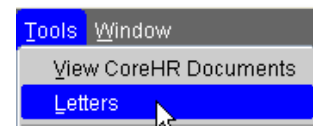
1. The *Vacancy* screen will open. In the **Vacancy Id** field, enter or select your vacancy from the list of values.

ROb Read only access to e-Recruitment

2. Select the relevant applicant status e.g. *Shortlisted* and click the  button. A list of relevant applicants will be displayed.

Applicant	Name	Overall Score	Type	Applicant Status	Comments	Status Date	Interview Date
A163649	Beaumont Giles		EXTERNAL	Shortlisted		03-AUG-2015	

3. Select **Tools > Letters** from the menu.



4. The *Generate Letters Module* dialogue box will appear:

Update as follows:

- 4.1. Letter Group: Recruitment (default)
- 4.2. Select the Letter Type Invite to Interview
- 4.3. Options will default to 'Perform Mail Merge' and must not be changed

ROb Read only access to e-Recruitment

4.4. Ensure the Selection option is set to All Query Records.

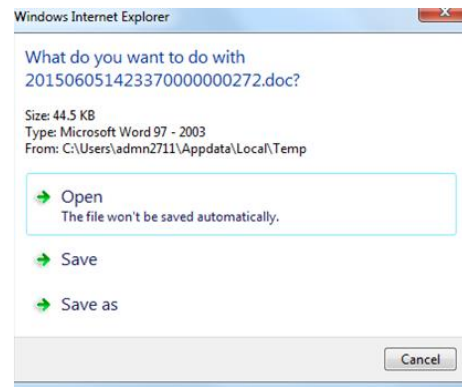
4.5. Ensure the Send Email field is unchecked.

4.6. Click the  button.

5. A new pop up window will open.


6. Choose 'Open' for prompts to appear

7. If you can't see the prompt questions, minimise all screens to find prompt box

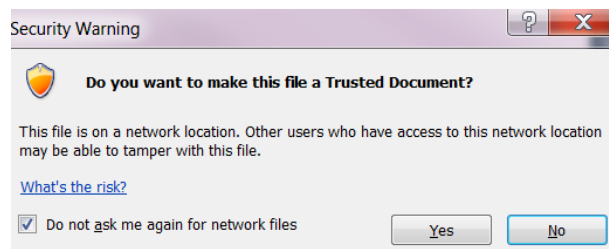


8. If the message below appears at the top of the page click on **Enable Content**.



 **Note:** The message will also appear if you re-open the document. Either click on '**Enable Content**' or the 'x' on the right-hand side which will ensure that the macro will not re-run as it has now been disabled.

If you receive the message below, select 'No'.



9. Enter the relevant details for each prompt. **NB:** some prompts are repeated for each applicant. You will need to answer each of these in turn for each applicant you are generating a letter for.

10. If required amend the text.

11. Save, print and post the letter as required.

12. Save the document in a secure location as a .doc or .docx file and Exit to return to CoreHR.
13. Close the window in your browser.
14. If the document is saved as a .docx you will not see the above Security Warning when reopening a saved document.

D. TABLE OF DOCUMENTS AVAILABLE IN COREHR

Document	Module	Notes
Conditional offer letter	e-Recruitment	
Congregation form	e-Recruitment Personnel	
Contract (various)	Personnel	Select the required contract template from the list. It is important that you select the correct contract template depending on the type of post. The template will be pre-populated with standard paragraphs in accordance with the data selected in the Employee Status and Sub Status fields. It is important that these have been completed accurately so the contract letter is appropriately populated.
Data collection form	e-Recruitment Personnel	The document will be populated with specific questions in accordance with your responses to the on-screen prompts. You must answer each of the additional questions carefully so the correct questions are included.
Equality and diversity form	Personnel	For direct appointments only . All other appointees will have provided equality data as part of their online application.
Pre-emp health questionnaire	e-Recruitment Personnel	When generating the questionnaire you must answer each of the additional medical questions carefully.
University card Form	e-Recruitment Personnel	