

This document notes the differences only that are particular to academic recruitment. You should use this scenario factsheet in conjunction with the **Prepare a vacancy for advertising** guide.

### Key points to note

- Staff request to be raised as soon as the recruitment is confirmed and authorised to ensure the CoreHR vacancy is ready for advertising when required. See the **Create and approve staff requests** guide.
- Applications submitted and application packs are generated via the system. See the **Generate shortlisting packs and screen applicants** guide.
- Equality and diversity data is captured at application stage via the online application.
- Further particulars should be referred to as the Job Description and Selection Criteria (Job Description for short).
- Applicant statuses must be updated to enable accurate equality monitoring. See the **Manage Recruitment statuses and events** guide.

### Key differences are:

Menu option	Field Name (* mandatory)	Description
<b>Vacancy Details</b>		
<b>Vacancy details - 1</b>	Default application form*	Select <b>Academic Application</b>
<b>Vacancy details - 2</b>	Grade & Salary* <i>(including allowances and any other benefits)</i>	Enter the grade and salary details. If needed, include a thorough description of the benefits package - include this in the advert text and leave the Grade & Salary field blank.
<b>Current Questions</b>	Clinical Questions	Can be added as required. These will appear in a separate section in the online application form.
<b>Vacancy Profile</b>		
<b>Job Description</b>  (This is the advert text)	Job Description	<p>Add advert text. If the salary details are too long to appear in the 'Grade and Salary' field they can be included in the advert text. If you are including a longer description of the benefits package, we recommend you include this as the final paragraph before the closing date details.</p> <p>Adverts should be no longer than 3,500 characters in length (NB the system does not impose this limit). Guidance on formatting the advert text can be found in the <b>Create and format advert text</b> guide.</p>