This guide refers to processes REC3_Set up Vacancy and REC4_Manage Panel/Advert (and should be read in conjunction with) the recruitment process outlined on the Personnel Services website. Go to Personnel Services>Recruiting staff>Recruitment process.

This guide covers the following process steps:

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1. Set up the Vacancy

This section of the guide relates to **REC3_Set up Vacancy**

1.1 Notification of the Vacancy

When the Reward Team have actioned the staff request, the staff request approver will receive email notification and will be provided with details of the **Vacancy ID** and the **Post Number** to use. If the approver is not going to manage the vacancy they will need to forward the email on to the relevant recruitment administrator.

1.2 Link the Vacancy to the Post

**Core Personnel > Recruitment > Recruitment Maintenance > Vacancy Detail**

1. The **Search Criteria** screen will open.

To search for vacancy, enter the **Vacancy ID** and click the **Search** button.
2. The Vacancy Selection screen will display:

![Vacancy Selection Screen Image]

3. To open the vacancy, double-click onto the record. The Vacancy Maintenance screen will open.

4. From Select Detail click on to Appointments. The lower part of the screen will be as shown below:

![Vacancy Maintenance Screen Image]

5. Enter the Post Number, as supplied in the email notification, into the Post/Sequence field and press either the [Tab] or [Enter] key.

6. Enter the Sequence number into the next field and again press the [Tab] or [Enter] key.
7. Continue to press either the [Tab] or [Enter] key until all the fields have been populated across the screen:

8. Check that all the details are correct and click OK. A confirmation message will appear, click OK to confirm.

1.3 Reviewing and Completing the Vacancy Details

Core Personnel > Recruitment > Recruitment Maintenance > Vacancy Detail

1. The Search Criteria form will open. To search for a vacancy follow steps 1 – 3 as above.

2. The Vacancy Maintenance screen will open where most of the fields will be pre-populated with the details submitted on the staff request.

3. Review the data contained within the fields and ensure that they are correct before proceeding.

4. Set the vacancy Status to DRAFT.
5. Check/update fields as below:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>DRAFT</td>
</tr>
<tr>
<td>Description</td>
<td>Enter the actual Job Title (in upper &amp; lower case).</td>
</tr>
<tr>
<td>Position Type</td>
<td>Select the appropriate position type.</td>
</tr>
<tr>
<td>Recruitment Opens</td>
<td>Select the date from the List of Values</td>
</tr>
<tr>
<td>Opening time</td>
<td>Select/enter the time in the field to the right of the 'recruitment opens' field</td>
</tr>
<tr>
<td>Recruitment Closes</td>
<td>Select the date from the List of Values</td>
</tr>
<tr>
<td>Closing time</td>
<td>Enter the time (mid-day) in the field to the right of the 'closes' field</td>
</tr>
</tbody>
</table>

6. Click the icon. A confirmation message will appear, click OK to confirm.

The Recruitment Closes date will be displayed to applicants on the website. Refer to the advert time line on page 15 for further guidance.
1.4 Vacancy Profile

Core Personnel > Recruitment > Recruitment Maintenance > Vacancy Detail

1. If necessary, search for and open the relevant vacancy.

2. From the Select Detail area, select Vacancy Profile.

Job Description tab

1. Ensure the Job Description tab is selected. Here you will enter the text that will appear in the vacancy advert on Core.

Refer to the Advertising Checklist which can be found on the Personnel Services website under Recruiting staff/Recruitment Process/Vacancy set-up and advertising for full guidance on preparing and writing the advert. This checklist informs all the steps covered by this guide. Remember, if this position is for INTERNAL APPLICANTS ONLY, this must be clearly stated (in capitals as shown above) at the start of the text in the Job Description field.

NOTE: The field has a limit of 1980 characters.

2. From the Application Form Profile field at the bottom of the screen, select the relevant option from the list of values. This governs the format of the online application form associated with this vacancy. Select from the following options only:

Full Application: To be used for grades 1-5. This will ask applicants the full range of information and allows them to attach a supporting statement and additional documents if required.
Short Application: To be used for grades 6-10. This asks the applicant basic questions and allows them to attach additional documentation such as their CV and supporting statement. If the recruitment panel requires further documents to be uploaded this can be done here.

Application with inbuilt supporting statement: Designed primarily for lower graded roles where a relatively concise application is appropriate. There is no facility for applicants to attach documents to this application form.

3. Adjust the ‘How to Apply’ section in the Job Description and Selection Criteria document to ensure your instructions match the Application Form Profile used.

4. Click the button.

Other Details tab

<table>
<thead>
<tr>
<th>Field Name (* mandatory)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Org Unit &amp; Location:</td>
<td>Enter the department name and physical location of the vacancy (e.g. IT Services, Banbury Road, Oxford). This will appear as a sub-heading in the vacancy advertisement.</td>
</tr>
<tr>
<td>Grade &amp; Salary:</td>
<td>Enter the vacancy grade and salary in the format of: Grade X: £00,000 - £00,000 p.a.</td>
</tr>
<tr>
<td>Tags:</td>
<td>To create an automatic feed to the Nature Jobs website enter naturejobs. If there is any other text in this field, either remove it or use a comma to separate it from the naturejobs tag.</td>
</tr>
<tr>
<td>Contact Person:</td>
<td>Enter the name of the person that applicants should contact if they have a query. This can be an actual name or a generic title such as</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:recruitment@futuretech.ox.ac.uk">recruitment@futuretech.ox.ac.uk</a></td>
</tr>
<tr>
<td>Phone</td>
<td>0186 1234568</td>
</tr>
<tr>
<td>E-Recruitment URL:</td>
<td></td>
</tr>
</tbody>
</table>
‘Personnel Administrator’.  

**Email:** Enter the email address that applicants should contact if they have a query e.g. recruitment@admin.ox.ac.uk.  

**Phone:** Enter the number for applicants to ring if they have a query.  

**E-Recruitment URL** When the vacancy is posted on the website the url will appear here. If required this can be copied to publish on your own local website.  

2. Click the button.  

The information entered into the **Org Unit & Location, Grade & Salary, Contact Person, Email and Phone** fields will be displayed to applicants on the e-Recruitment job pages. At least one field of **Contact Person, Email and Phone** must be completed. If the Contact name is completed it is advisable to also include the relevant email or phone details.  

**Questionnaire tab**  

1. Select the Questionnaire tab.  

2. You will see a list of mandatory question categories listed in the **Active Categories** section, and the related questions are shown in the **List of Questions** section.  

Within the mandatory categories is the question “Are there any dates when you are not available for interview?” This is an optional question. To remove this question from the mandatory category, ‘uncheck’ the box next to it and save the changes.
3. If you wish to add additional question categories to your vacancy, e.g. Clinical Appointment or Priority Candidates or the vacancy is for Internal Applicants only:

   a. Click the **Assign Question Categories** button. The Add Categories screen will open.

   ![Add Categories Screen]

   b. Tick the categories you wish to add to your application form.

   c. Number the categories in the order you wish them to display by typing the number into the Order field (mandatory categories are numbered 1 – 4).

   d. Click the **OK** button.

4. The additional questions will now have been added to the List of Questions section.

5. It is highly recommended that the questions are reviewed now to check the way they will be presented to the applicant. To do this, click the **View Questionnaire Preview** button. The questions will display in a new window.

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Where the vacancy is for internal applicants only, you must choose to add ‘APPLICANTS – INTERNAL ONLY’ and the Order number must be ‘0’. After you click onto OK the other mandatory categories will automatically re-order themselves. Where you have opted to use the application form with inbuilt supporting statement you must select the Priority candidates question.
1. Select the **Documents** tab.

2. To attach the Job Description and Selection Criteria document and any other relevant documents, click the **Load Document** button.

   a. Click the **Browse...** button and select the relevant document (e.g. *Job Description and Selection Criteria*).

   b. Click the **Upload** button.

   c. Click the **Close window** button.

   d. Click **Yes** to confirm the document upload has been successful (please note that you won’t be able to tell if the document load has been successful until you click Yes).

   Thought should be given to the naming and file type of documents to be uploaded. Documents should have a meaningful name and should include the Vacancy ID. Once uploaded you can edit the file name if desired (this is the name that will be displayed on the advert)

   The choice of file types should bear in mind applicants with lower versions of software; for this reason files with the extension .doc or .PDF are recommended.

3. To view a document, click into the row of the document you wish to view and click the **View** button.
4. *To delete a document*, click into the row of the document you wish to delete and click the **Delete** button.

   a. Click **Yes** to the warning message. Then click **OK** to the confirmation message.

5. To set the Options which govern where the document should be made available, select each document in turn:

   a. In the Options area, the check boxes will indicate where the document will be viewable from.

   b. To edit the current selected options, click the **Edit Options** button. Select the relevant options and click the **Save** button.

   ![](image)
   All documents should have both the **Application Form** and **Job Specification** fields ticked in the Options area in order for them to be visible as part of the online application. Do **NOT** check any of the fields in the Options area if the documents are for your reference only and not to be viewed by the applicant (e.g. alternative advertisement text).

6. Click the **button.**

1.5 Job Description and Selection Criteria Template

The Job Description and Selection Criteria Template needs to be prepared each time it is to be attached to a new vacancy. Details for the division/department etc can be added in advance and saved with this text to help reduce preparation time in the future.

When the Reward Team notify you of the Vacancy ID ensure that this is entered into the ‘Vacancy reference’ and save this into the filename of the document.

How to Apply

The ‘How to Apply’ section should always be edited prior to it being attached to the vacancy.

   a. Indicate whether 2 or 3 referees are required.

   b. Advise whether a CV is required in addition to the supporting statement.

   c. Ensure your instructions match the application form profile specified on the Job Description tab in section 1.4.
1.6 Enter Dates to Post Vacancy to Website

**Core Personnel > Recruitment > Recruitment Maintenance > Vacancy Detail**

1. If necessary, search for and open the relevant vacancy.

2. Ensure you are on the **Vacancy Detail** option in the **Select Details** area.

<table>
<thead>
<tr>
<th>Field Name (* mandatory)</th>
<th>Description</th>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
</table>
| Recruitment Opens        | Enter the date that you complete the vacancy set up and are ready to notify the adverts team.  
  **Time** = 9am         | Closes     | The date that the vacancy expires on the website  
  **Time** = midday      |
| Posted internally         | Not currently active |           |             |
| Posted Externally         | Enter the date that the advert is to be posted onto the website. Ensure that you allow 3 days from the date entered in ‘Recruitment Opens’.  
  **Time** = 9am  
  *See the Vacancy Time Line in section 1.7 below* | Expires    | The date that the vacancy expires on the website  
  **Time** = midday |
| At risk                  | Not in use  |           |             |

**Note:** If a potential applicant has registered for jobs by email within the applicant portal they will not be notified of your vacancy unless it is authorised before the posted externally date. You must therefore ensure that you allow the 3 days between ‘recruitment opens’ and ‘posted externally’. 
3. Click 🔄 to save.

Remember to enter the appropriate **Expires** date (and a time of mid-day) to ensure the vacancy does not remain advertised after the closing date.

### 1.7 Advising the Advert Team

Once you are happy that all required fields have been completed you need to request authorisation of the vacancy.

Forward the ‘Post/Appointment now authorised’ email, received from the Reward Team, onto the Advert Team, adverts@admin.ox.ac.uk, telling them you are ready to advertise and including any additional information about the vacancy.

The Advert Team will notify you when the vacancy has been authorised or whether there are any queries or amendments required.

You can also check the Authorised By and Date Authorised fields on the Vacancy Details screen.

### Vacancy Time Line

Advertisements for vacancies will be checked and authorised within three working days of receipt. The vacancy will be ‘live’ on the University website from the date you set for posting externally. You should make the ‘Recruitment Closes’ date two to four weeks after this third day. It is this date that appears on the Job Details in the Jobs and Vacancies website pages, i.e. what the applicant sees once they have selected the link.

Once the vacancy has been authorised you must not make any amendments to it. You **MUST** contact the Advert Team in the first instance to discuss the implications of any changes you require after the initial vacancy authorisation.

Where possible try not to close vacancies on a Tuesday. Tuesday is the day that planned essential maintenance tasks are undertaken (if necessary). As a precaution therefore, it would be better to avoid closing vacancies and committing to production of shortlisting packs on this day.

Also ensure that vacancies do not close over a weekend, bank holiday or fixed closure periods, to ensure that applicants and you have access to help and support as required around the closing date of your vacancy.

See [System availability & login, Personnel Services site](#)

To meet Work Permit requirements, print a copy of the advertisement as soon as it is live. You should also update the **Vacancy Events** to indicate that you have done this.
2. Manage Panel / Advert

This section of the guide relates to process REC 4 Manage Panel/Advert.

2.1 Advertising

This section allows you to track where the vacancy has been advertised and supports analysis about the effectiveness of advertisements placed. **Note:** it is not necessary to record that it has been advertised on the University’s website as this is assumed.

To comply with Immigration Compliance, vacancies must be advertised in the following locations:

1. **Any University research and/or teaching posts, and any post with an annual salary of £71,600 or more** - must be advertised in **two** locations which both meet Home Office criteria.

   *There is no need for these posts to be advertised on JobCentre Plus. Advertising on the University website and jobs.ac.uk, for example, will meet the criteria.*

2. **All other posts** - Adverts must be placed on **both** JobCentre Plus and one other place (such as the University website) which meets Home Office criteria.

   [http://www.admin.ox.ac.uk/personnel/permits/tier2/overseas/advertisingrequirements/](http://www.admin.ox.ac.uk/personnel/permits/tier2/overseas/advertisingrequirements/)

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**Core Personnel > Recruitment > Recruitment Maintenance > Vacancy Detail**

1. If necessary, search for and open the relevant vacancy.

2. From the **Select Detail** area, select **Advertising**.

3. Record information about any advertising of the vacancy as follows:

   a. Select the **Advert Type** from the list of values.

   b. Select the **Advertiser Name** from the drop down.

   If the required Advertiser Name is not available on the list of values, please contact hr.systems@admin.ox.ac.uk.
c. Enter the **From Date** and **To Date** to record the advertising period.

d. To monitor costs, enter the **Cost** of the advertising. The **Cost** should be Nett of VAT.

e. Enter the **Posting Date** and **Status** (optional).

4. Click the button.

2.2 Add / Maintain Interview Panel

Core Personnel > Recruitment > Recruitment Maintenance > Vacancy Detail

1. If necessary, search for and open the relevant vacancy.

2. From the **Select Detail** area, select **Interview Panel**.

3. Click the **Add** button.

4. Enter the details of the interviewers into the fields displayed.

   ![Warning]
   In order to meet Equality and Diversity monitoring requirements, please ensure the **Gender** field is completed for external panel members.

5. Select the **Interviewer Type** from the drop down list.

6. Click the **Save** button.

7. Repeat steps 3 to 6 until all panel members and others associated with the interview process have been added.

   ![Question]
   The **Interview Panel** relates to the ‘Selection Panel’ that will be involved in the recruitment process. This does not necessarily mean that all members will take part in the actual interview(s). The **Interview Panel** can be entered prior to the vacancy being authorised.
At this stage you should ensure all the relevant Vacancy Events have been selected and recorded on the system:
- Approved for internal/external advert. OR Approved for internal advert only.
- Vacancy exempt from advertising (if applicable)
- Redeployment register checked.
- Copy of Advert Printed for UKBA.
- Selection panel members EO briefed.
- Selection panel training confirmed.

You should ensure that the **status** of both the vacancy and the applicant are accurate and up to date for all stages of the process:
- The vacancy status can be updated in all screens located within the Select Detail box.
- The status of the applicant can be updated within the **Applicant Status** screen located within the Select Detail box.