

REC02 - Managing paper applications

This guide relates to process **REC5a_Manage Manual Applications** (and should be read in conjunction with) the recruitment process outlined on the Personnel Services website. *Go to Personnel Services>Recruiting staff>Recruitment process.*

What's changed?

Updated guidance on where the completed M1 form should be sent.



Applications for Core vacancies must be made online. In cases of genuine need, and where an online application is impossible, departments may decide to accept paper application forms. In such cases, you may issue the paper application form to the applicant. Once the applicant has returned the form, you must key this into Core as described below. For further details on the full process, and when it would apply, please refer to the guidance on the Personnel Services website which can be found under *Personnel Services>Recruiting staff>Recruitment process>Manage applications and shortlisting>Manual applications*



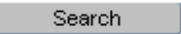
The manual application process should not be used as a means of accepting late applications. For information on how to manage late applications please refer to [QRG: REC03 Online Applications](#).

This guide covers the following process steps:

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A. Searching for existing applicants

CorePersonnel>Recruitment>Recruitment Maintenance > Applicant Detail


1. The *Applicant Maintenance* screen will open. Check the applicant is not already on the system:
 - 1.1. Enter the applicant's surname into the **Name** field.
 - 1.2. Enter the first line of their address into the **Address** field.
 - 1.3. Click the  button to check if they are already recorded in the system.

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If the applicant already exists in the system go to **section D**.

If they are a new applicant complete the steps in **sections B and C** below.

B. Creating a new applicant record

1. Click the  button.
2. Taking information from the paper application you have received, complete the **Forename** and **Surname** fields.



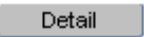


If you press the **[Tab]** key after entering the applicant's Forename and Surname, the system will look for potential matches with existing applicants. Any matches will be displayed. If the potential match is the same person, click the **OK** button to update their record and go to section 4. If the potential match is not correct, click the **Cancel** button to continue entering the details of the new person.

3. Complete the first line of the address and the email address in the **Personal Detail** section.



Take care when entering the email address – once it has been saved it cannot be changed as it acts as a unique identifier for the applicant in the applicant registration process.

4. Click the  button. The system will generate the next available applicant number and display it in the **Applicant Number** field.
5. From the *Select Detail* area, select **Vacancy Detail**.
6. Enter the vacancy ID or select the relevant vacancy from the list of values in the **Vacancy Id** field (you will need to scroll across to the right or expand the window to see the *Vacancy Id*).
7. Click the  button to link the applicant to the vacancy.
8. Click the  button to the left of the Vacancy Id field.

C. Entering the applicant details



At this stage you will enter the applicant's details via a browser window. This will either open in a new window or as a minimised window under your browser icon. Please note that the **Back** button on the browser should not be used at any point.

1. The personal details you have already entered will be shown.
2. Complete the remaining fields. Please ensure you enter the information in exactly the same way in which the applicant submitted it – spelling errors and all.
3. Click the **Save and Continue** button. You will be taken to the *Application Checklist* screen.
4. Select each section in turn and complete as per the details provided, with the exception of the Equality and Diversity Monitoring screen.
5. Complete the fields in the *Equality and Diversity Monitoring* screen as follows:

Sex:	Prefer not to say
Date of Birth:	01/01/1901
Country of Citizenship:	Not known
Ethnic Origin:	Prefer not to say
Describe if Other:	PAPER APPLICATION FORM
Do you have a disability:	Prefer not to say
Sexual Orientation:	Prefer not to say
Religion or Belief:	Prefer not to say



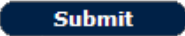
Having completed the application details you should enter the **Applicant ID** and **Vacancy ID** onto an M1 form. Go to *UAS Home > Equality and Diversity > Recruitment Monitoring Scheme*. Post it to the applicant and ask them to complete the form and send it to HRIS Data Services, Dartington House, Dartington House, University Offices, Wellington Square, Oxford, OX1 2JD. The Data Service team will then update the Equality and Diversity Monitoring screen with the information supplied by the applicant.

6. In the *Attach Documents* screen attach a scanned copy of the paper application (where scanning is available).
7. Once all the information has been entered, click the **Preview Form** button and check the information is correct.




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Ideally, where possible, at this stage you should ask an appropriately authorised colleague to compare the online application with the paper original to ensure you have entered the details correctly.

8. Tick the **Terms of use** checkbox.
9. Return to the Application Checklist and click the  button.
10. Close the browser window.

D. Updating an existing applicant record

1. Double click to select the relevant applicant from the search results.
2. From the *Select Detail* area, select **Vacancy Detail**. At this stage you need to ensure they have not already applied for the same vacancy online.
3. If they have not previously applied for this vacancy; click the  icon on the toolbar to add a new row.
4. Select the relevant vacancy from the list of values in the Vacancy Id field (scroll across to the right to see the *Vacancy Id*).
5. Click the  button to link the applicant to the vacancy.
6. Click the  button to the left of the Vacancy Id field.



At this stage you will enter the applicant's details via a browser window.
NB: The **Back** button on the browser should not be used at any point.

7. You will be asked if you would like to take the existing details that the system holds for the applicant and use them as a basis for the application for this vacancy. Click the **Copy** link to use the existing details.

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8. The personal details already entered will be shown. Edit / complete the fields as appropriate and with reference to the newly submitted paper application form and click the **Save and Continue** button.
9. You will be taken to the *Application Checklist* screen.
10. Select each section in turn and complete/amend as per the details provided in the paper application, following steps 1 to 10 in section 3 above.