

With effect from 1 July 2016 all new adverts for academic vacancies where the University is the main employer, must be advertised via CoreHR with applications received online.

This document provides guidance on issues that are particular to academic recruitment and refers you to the general recruitment quick reference guides where appropriate.

This guide covers the following process steps:

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1. Key process considerations

- Staff request to be raised as soon as the recruitment is confirmed and authorised to ensure the Core vacancy is ready for advertising when required.
- Applications submitted and application packs generated via the system.
- Equality and diversity data is captured at application stage via the online application form. No requirement for M1, M2 and M3 forms (unless a manual application is accepted).
- Further particulars should be referred to as the Job Description and Selection Criteria (Job Description for short).
- Applicant statuses must be updated in CoreHR to enable accurate equality monitoring.

2. Raising a staff request

The staff request should be raised as soon as you are aware of the post details in order for the vacancy to be created. In most cases the staff request will be raised by the Division. Responsibility for creating the vacancy in Core will vary across divisions. Your divisional office can advise you of the process for your department.

Navigate to: CorePortal > Dashboards > Staff Request Dashboard > Launch Staff Requests

Follow QRG: [RQ1 Creating and approving a staff request](#) noting the difference(s) below:

Complete/check the details below:

Field Name (* mandatory)	Description
Vacancy type*	Academic

3. Managing the vacancy and advert

Navigate to: Core Personnel > Recruitment > Recruitment Maintenance > Vacancy Detail

Follow QRG: [REC01 Creating a vacancy](#) noting the difference(s) below:

3.1 Job description tab

Specifically:

Field Name (* mandatory)	Description
Job Description*	<p>Paste your advert text into this field. If the salary details are too lengthy 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>You should aim for the advert to be no longer than 2000 characters in length (however, the system does not impose a limit).</p>
Application form profile*	Select Academic Application

3.2 Other details tab

Specifically:

Field Name (* mandatory)	Description
Grade & Salary*	Use this field to enter the grade and salary details. However, if you need to include a

<i>(including allowances and any other benefits)</i>	lengthy description of the benefits package you can include this in the advert text if you prefer. The Grade & Salary field can be left blank.
Contact Person	We recommend that you include the name of an individual, rather than a contact name where possible. Note that the HRIS Support Centre may refer applicants to this person for queries (non-technical) about the application process.

3.3 Questionnaire tab

Specifically:

Field Name (* mandatory)	Description
Availability	This is an optional question. Untick to remove.
Clinical Questions	Can be added as required. These will appear in a separate section in the online application form.

3.4 Documents tab

The Job Description document should state the number of referees required and how/when contact will be made. If applicants are expected to contact their referees this must be clearly stated in the How to Apply section of the job description.

4. Managing the online applicants

Follow [QRG: REC03 Managing online applicants](#) noting the difference below:

If the person managing the interview process is not a CoreHR user, the applicant pack (or individual applications) should be downloaded by a CoreHR user and shared securely (see section 6 below for advice on file sharing options).

CoreHR users must update the applicant statuses and close the vacancy once the successful candidate has been confirmed.

5. Creating the merged packs

Follow [QRG: REC03 Managing online applicants](#) noting the differences below:

Depending upon the number of applicants and the number and size of any attachments you may wish to download and save the individual applicant packs

instead of creating a merged pack. In section **1.3 Generate applications** follow steps 1 to 8 inclusive to generate the individual applicant packs. To create a full merged pack continue from step 9 onwards.

Alternatively you can create a merged pack outside of the system using PDF Converter Enterprise. See [QRG CH29 Using Nuance PDF converter to manage documents](#).

6. File sharing options

The following file sharing options are recommended by IT Services:

1. Local shared drive managed by your IT Department
2. SharePoint
3. Encrypt the data before e-mailing and then share the password securely (i.e. NOT via e-mail)
4. An encrypted USB stick (available from the IT Services shop)

The latest advice on sharing confidential documents by email can be found on the University's Information Security website [here](#).