

## 1. Introduction

### 1.1 Overview

Cloning is the process by which a Department can create a duplicate of a graded post previously created in the institution.

The introduction of the Clone position feature removes the need to go through HR, and will enable departments to create clones and request permission to fill in minutes.

**This process applies to Assistant and Academic-related positions only..**

## 1. Creating a new clone

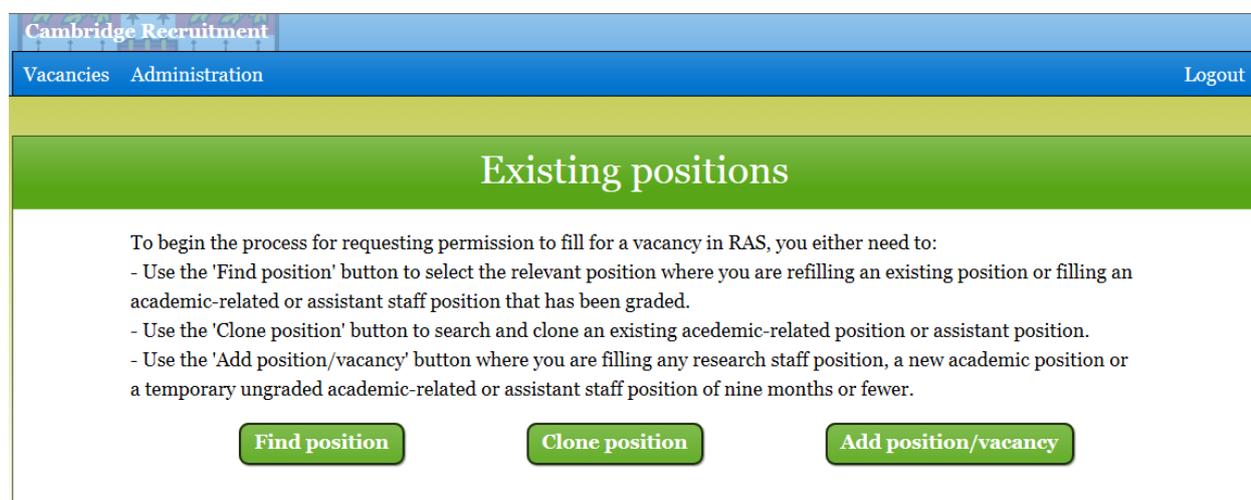
1. Select **Add vacancy** from the vacancies list

Use the 'Find vacancies' option to look for specific vacancies you have already started working on within RAS. For all new vacancies (whether for a new job or for an existing job in CHRIS) select the 'Add vacancy' option.

Find vacancies

Add vacancy

2. Click on the **Clone position** button



The screenshot shows the Cambridge Recruitment system interface. At the top, there is a blue header with 'Cambridge Recruitment' on the left and 'Logout' on the right. Below the header is a navigation bar with 'Vacancies' and 'Administration' links. The main content area has a green header with the text 'Existing positions'. Below this header, there is a white box containing instructions for requesting permission to fill a vacancy in RAS. The instructions are as follows:

- Use the 'Find position' button to select the relevant position where you are refilling an existing position or filling an academic-related or assistant staff position that has been graded.
- Use the 'Clone position' button to search and clone an existing academic-related position or assistant position.
- Use the 'Add position/vacancy' button where you are filling any research staff position, a new academic position or a temporary ungraded academic-related or assistant staff position of nine months or fewer.

At the bottom of the white box, there are three green buttons: 'Find position', 'Clone position', and 'Add position/vacancy'.

3. You will be taken to the **Find positions** page. Here you need to enter information about the position you want to work on in RAS (such as Position title, Position reference number, the details of the current/previous incumbent of the position and the role code number) and then click on the **Search** button

## Find positions

Position title

Position reference number

Employee first name

Employee last name

Role code number

- You will be taken to a list of all the positions in CHRIS which match the search criteria you entered. Click on the **Clone** button next to the position you wish to work on in RAS; this will take you through to Step 1 of the RAS process.

Existing positions

You searched for:  
 Title: **finance trainer**  
Remove result filter

POSITION NAME	GRADE	ROLE CODE	CURRENT EMPLOYEE	ACTIONS
Finance Trainer <small>70022014; Finance Division</small>	Grade 8	04902	Mrs Joanna Smith	<span style="background-color: #4CAF50; color: white; padding: 2px 5px; border-radius: 3px;">Clone</span>
Finance Trainer <small>70016994; Finance Division</small>	Grade 7	04385	Mrs Julia Jones	<span style="background-color: #4CAF50; color: white; padding: 2px 5px; border-radius: 3px;">Clone</span>
Finance Trainer <small>70017238; Finance Division</small>	Grade 6	04403		<span style="background-color: #4CAF50; color: white; padding: 2px 5px; border-radius: 3px; border: 2px solid red;">Clone</span>

Page 1 First Previous 1 to 3 of 3 (3) Next Last Rows 20

Find position
Clone position
Add position/vacancy

- Continue with creating the vacancy as usual. Information such as Limit of tenure and hours will be populated from the cloned position, so these should be checked and amended where required.

Adding a new vacancy

Finance Trainer

STEP 1  
Job Type

STEP 2  
Job Details

STEP 3  
Funding

STEP 4  
Permission

STEP 5  
Advertisements

**Basic details**

Organisation unit

Earliest possible start date

**Expected end date**

Please provide either an appointment end date, or tenure length. ?

When does this appointment end? ?



## 2. Notification that a cloned vacancy requires approval

When a recruiter has requested permission to fill a cloned vacancy, the email which is sent to approvers clearly states in the heading and the text that it is for a cloned vacancy.

RAS: AG10887 - Finance Trainer in Finance Division (Cloned) REQUEST for permission to fill.

A vacancy in RAS has been created and requires permission to fill for Finance Division.

The details of the vacancy request are as below:

Position title:  
Finance Trainer

Department/Faculty:  
Finance Division

Vacancy Number:  
AG10887

Position Reference :  
Not yet assigned

Position Basis:  
Established - Permanent

Funding type:  
Central

Account code:  
U.AG.AGBG.ABAA.AHHA.0000 (100.0%)

**This is a cloned position and was cloned from:**

Position Reference number: 70016994

Position title: Finance Trainer

To approve or deny this vacancy, please log into the Recruitment Admin System (RAS) at the following link:  
<http://staging.hrsystems.admin.cam.ac.uk/ras-webapp/vacancy/list>