UNIVERSITY OF CAMBRIDGE

Recruitment Administration System (RAS)

Version 4.6 October 2021

HR Systems

Recruitment Administration System (RAS)

Contents

1. Introduction

1.1 Overview

The system is available from the systems Log in HR Systems Landing page:

http://www.hrsystems.admin.cam.ac.uk/

Please contact your CHRIS key contact to request access to RAS. CHRIS key contacts will need to request access via the CHRIS Helpdesk.

Queries relating to RAS should be directed to the **CHRIS Helpdesk** by emailing chris.helpdesk@admin.cam.ac.uk.

Further information is available on the HR systems web pages.

Please note that:

- RAS should be used for all vacancies which require permission to fill even if you do not wish to advertise the position.
  - o Note that this includes grant-funded research roles.

- RAS includes an electronic permission to fill process. The permission policies for different job groups, funding sources and Schools are built into it so that it knows when School and Resource Management level approvals are required in addition to department-level approval.

  - Where you wish to request permission to fill for (and subsequently advertise) a vacancy that is currently in CHRIS, you will not need to enter all of the details into the system. RAS will enable you to search for the position and you will just need to confirm some details before requesting permission to fill. This also applies to new positions which have been set up by Grading and Reward after you send them a Role Profile for grading.

- For new academic and research jobs that do not need to go through the grading process (e.g. Research Associates), RAS will help you to enter all the necessary data in the right format and automatically transfer the details into CHRIS when permission to fill is granted.

  - RAS enables you to attach a new position to an existing vacancy by obtaining permission to fill only.

  - If you are collecting applicants through an agency or recruiting a named research fellow, there is an option for preferred candidate only.

2. Log-in

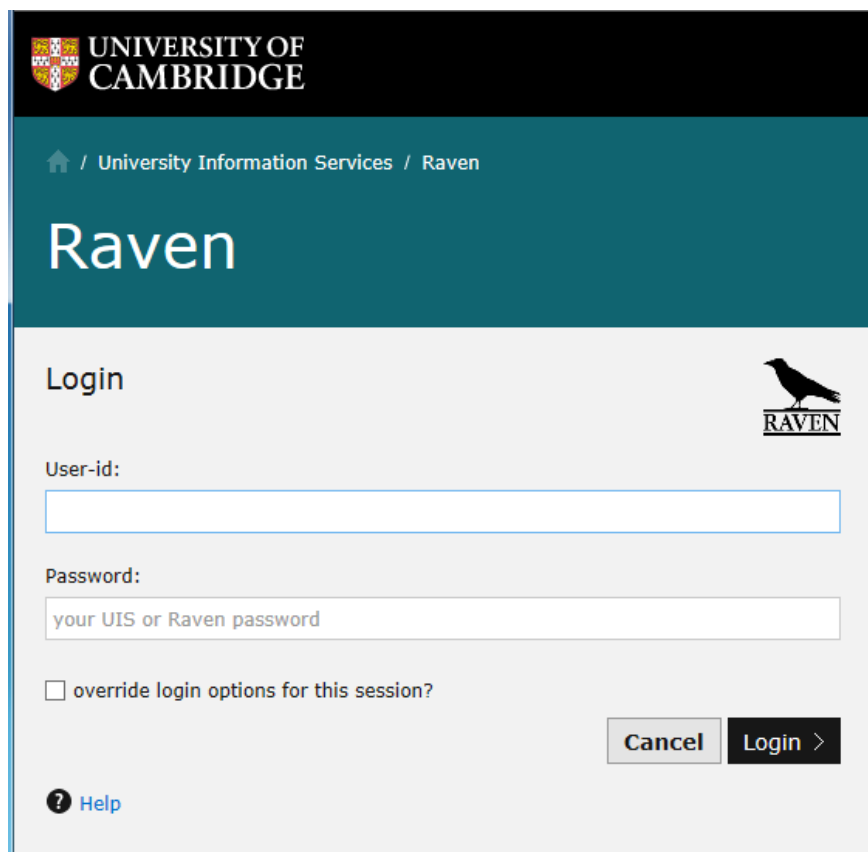Access the HR Systems Home Page http://www.hrsystems.admin.cam.ac.uk and select the link to RAS.
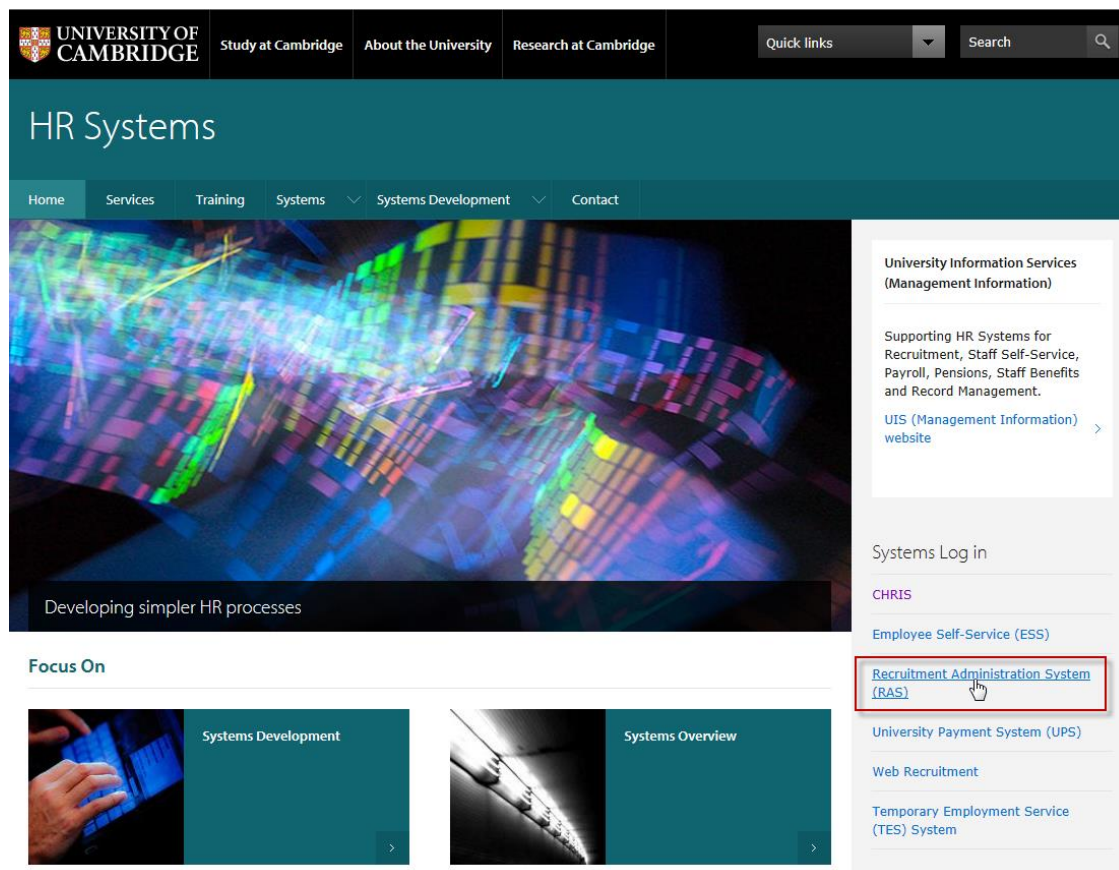
The screen below will be displayed.

1. Click on the link **log in using Raven to access the system**

2. Enter your Raven **User-id** and **password**

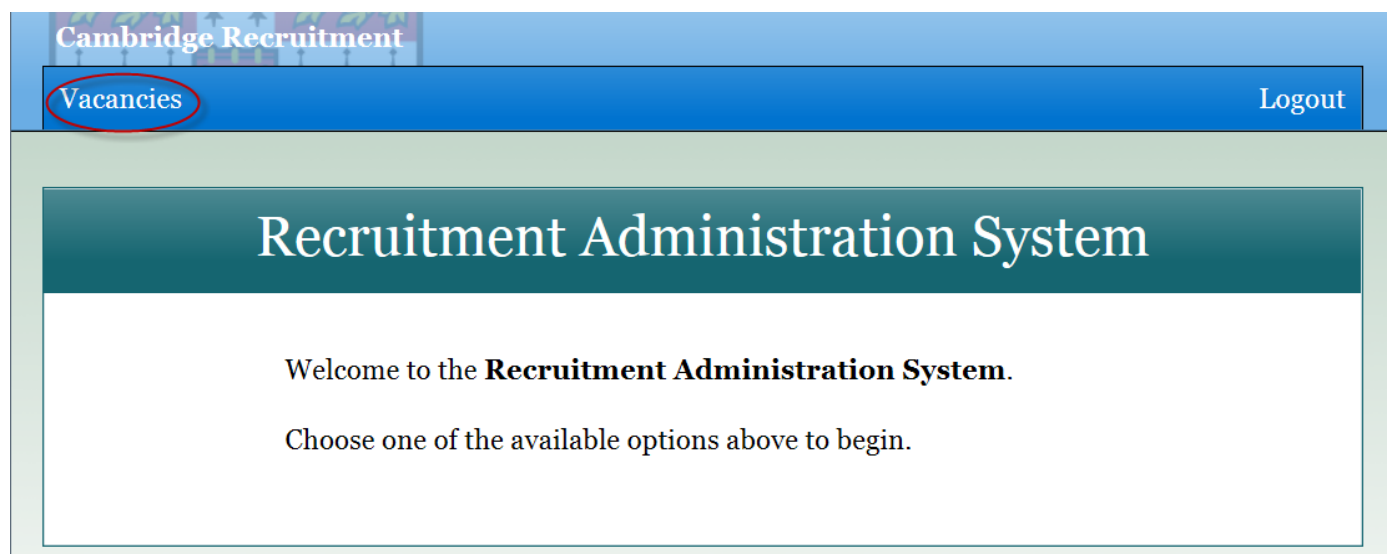# 3. Recruiters – Creating Vacancies, Requesting Permission and Advertising

3.1 Starting Work on a Vacancy

3.1.1 Navigating through the initial screens

1. Select **Vacancies** from the top left of the screen

2. Scroll to the bottom of the screen and click on the **Add vacancy** button

The next page will allow you to find a position, clone a position or add a position/vacancy.

Existing positions

To begin the process for requesting permission to fill for a vacancy in RAS, you either need to:
- 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.

Find position   **Clone position**   **Add position/vacancy**

The option which it is appropriate for you to select will depend on whether the vacancy you wish to work on in RAS either:

A. **Already exists as a vacant position in CHRIS** – This will be the case where you are refilling a position where the current/previous occupant has been made a leaver, or where you have had a new Assistant or Academic-related staff position graded and have been notified of the position number by the Grading and Reward team.

B. **Already exists as a position in CHRIS and you want to create a duplicate** - This only applies to Assistant and Academic-related positions.

C. **Does not already exist as a position in CHRIS** – This will be the case where you are creating a new Academic or Research staff position of any length, a new ungraded Assistant or Academic-related staff position of nine months or less or recruiting temporary cover. Please note that Research staff position should always be new.

If your vacancy falls into category A above, please follow the steps outlined in Section 3.1.2. If your vacancy falls into category B, please follow the steps outlined in Section 3.1.3. If your vacancy falls into category C, please follow the steps outlined in Section 3.1.4.

3.1.2 How to proceed where your vacancy already exists as a position in CHRIS

1. Follow the steps outlined in Section 3.1.1.

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

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 and the details of the current/previous incumbent of the position) and then click on the **Search** button.

Please Note: If the previous occupant of the position is an academic who has been promoted through a senior academic promotion to Associate Professor, or Professor, the position into which you are recruiting must be the underlying University Assistant Professor position (previously University Lecturer) . You can use the mini explorer in CHRIS to navigate to this position and find the position reference number. If you require assistance with how to locate this information, please contact the CHRIS Helpdesk.

4. You will be taken to a list of all new/vacant positions in CHRIS which match the search criteria you entered. Click on the **Use** 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:
Position reference number: **70006553**
Title: **Senior Scientific Administrator**

Remove result filter

POSITION NAME	⬍	GRADE	⬍	PREV/CURRENT EMPLOYEE	⬍	ACTIONS
Senior Scientific Administrator 70006553; Department of Public Health and Primary Care, The Primary Care Unit		Grade 8				Use

Please note: If the position you want is not shown in the list, this may be because:

- **The current occupant has not been made a leaver –** If this has not been done because the leaving date is to be determined (but that they are leaving has been confirmed), the latest possible leaving date should be entered. This can always be changed later by contacting the CHRIS Helpdesk.

- **The current occupant has not been transferred out yet** - If a person is transferring out of a position to another University appointment, the HR New Appointment team will need to have actioned this before the vacancy can be viewed in RAS. If you believe that this has not been done, please contact them via hrnewappointmentteam@admin.cam.ac.uk.

- **The position will become vacant at a point in excess of 12 months from the current date** – RAS will only display vacant positions up to one year ahead. Please contact the CHRIS Helpdesk if you need to view a vacancy beyond one year.

5. If the message 'currently used by:' is displayed please contact the CHRIS Helpdesk so that they can detach the vacancy.

Existing positions

You searched for:
Position reference number: **77100737**

Remove result filter

POSITION NAME	⬍	GRADE	⬍	ROLE CODE	⬍	PREV/CURRENT employee	⬍	ACTIONS
Regional Manager (International) 77100737; Cambridge Admissions Office		Grade 7		08222		Canning, Claire		Currently used by: Scott, Danielle

6. Please follow the manual instructions (starting in Section 3.3) for completing Steps 1 to 6 but be aware that some sections and fields (for example, position details fields, grade, and job categorisation fields) will be auto-populated from the data held in CHRIS. You will not be able to amend most of this data, although it will be possible for you to change the funding information.

    Please note: If you realise that you have selected the incorrect position, please contact the CHRIS Helpdesk.

3.1.3 How to proceed where you wish to clone a position that exists in CHRIS

This process applied to Assistant and Academic-related positions only.

1. Follow the steps outlined in Section 3.1.1.

2. Click on the Clone position button.

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.

4. 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 70022014; Finance Division	Grade 8	04902	Mrs Joanna Smith	Clone
Finance Trainer 70016994; Finance Division	Grade 7	04385	Mrs Julia Jones	Clone
Finance Trainer 70017238; Finance Division	Grade 6	04403		Clone

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

Find position   **Clone position**   **Add position/vacancy**

5. 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 Redeployment	STEP 5 Permission	STEP 6 Advertisements

Basic details

Organisation unit

Finance Division

Earliest possible start date

Tuesday, 1 February 2022
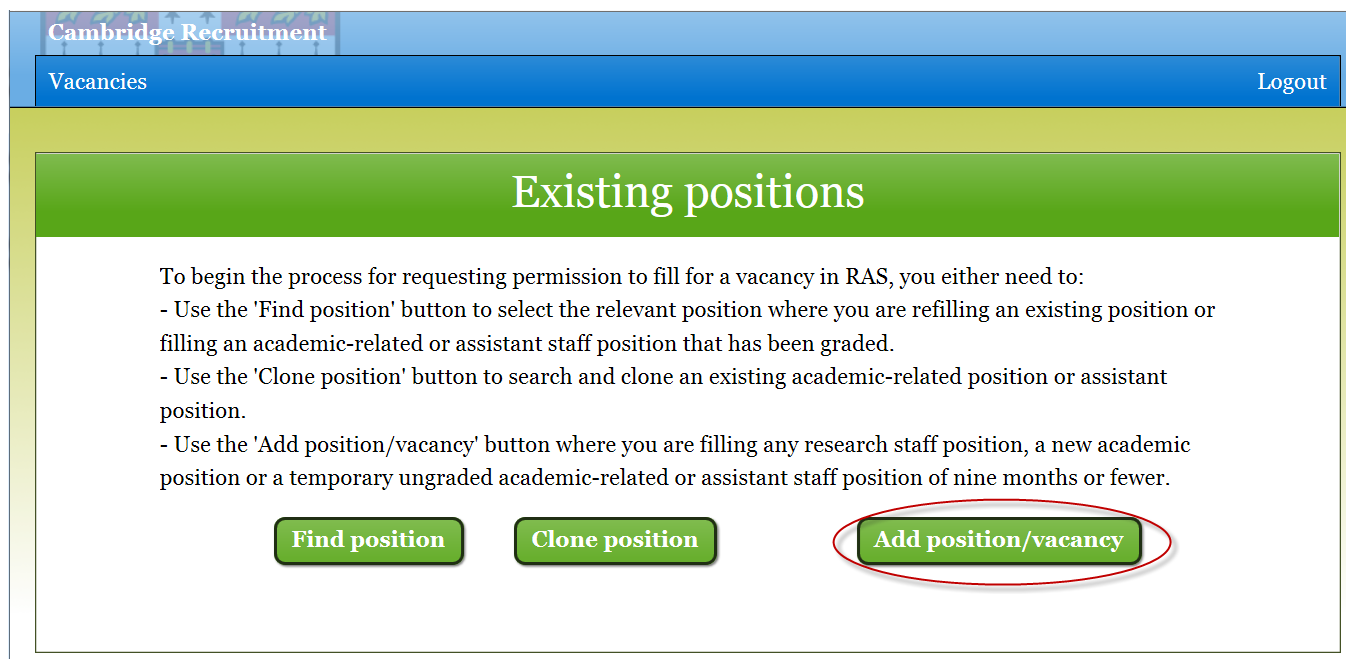
Expected end date

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

3.1.4 How to proceed where your vacancy does not already exist as a position in CHRIS

1. Follow the steps outlined in Section 3.1.1.

2. Click on the **Add position/vacancy** button; this will take you through to Step 1 of the RAS process.

Cambridge Recruitment

Vacancies	Logout

Existing positions

To begin the process for requesting permission to fill for a vacancy in RAS, you either need to:
- 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.

Find position **Clone position** **Add position/vacancy**

3. Please follow the manual instructions (starting in Section 3.3) for completing Steps 1 to 6.

Please note: New assistant and academic-related posts which have tenure of nine months or more cannot be set up on RAS. These need to be graded by the Grading and Reward team, who will then set up the posts in CHRIS, making it possible to find them in RAS using the **Find position** button (as described in Section 3.1.2). If you try and create a post of this type using the **Add position/vacancy** button instead in error**,** you will receive the message shown below after completing Step 1.

Adding a new vacancy
Administrative Officer

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Job Type	Job Details	Funding	Redeployment	Permission	Advertisements

You are trying to set up a new academic-related or assistant staff post lasting nine months or more. These types of post must be graded by the Human Resources Division and set up in CHRIS before you can proceed.
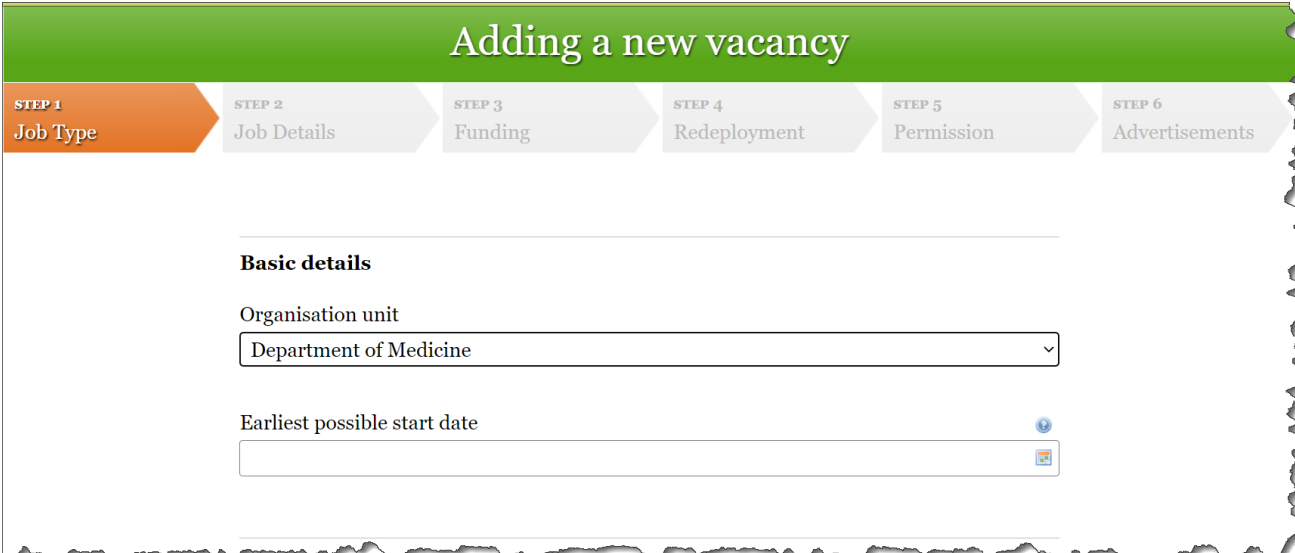
Please submit a completed Role Profile and Grading Request Form to the Human Resources Division to initiate the grading process.

3.2 Step 1 - Job Type

The 'Adding a new vacancy' screen will be displayed, with your department(s) shown as the Organisation unit.

Tip: As you work through the options you will notice that there are question marks to the right hand side of some of the fields, which contain **guidance notes** on how to complete the field. Place your mouse pointer over a question mark icon to read the notes.

1. Select your **Organisation unit**. If you have access to more than one department you can select a different department from the dropdown list.

2. Enter the earliest possible start date for the position. It will not be possible for a person to occupy this position before the date you enter because the position will not exist. This information is passed directly to the CHRIS system to create the vacancy. In most cases please use the current date (i.e.: today) as the earliest possible start date as this will give the greatest flexibility in determining a start date once you have chosen a candidate.

Note: You can use the calendar icon to select the date or manually enter the date e.g. dd/mm/yyyy, dd-mm-yy or dd mmm yy.

3. Where applicable, either enter the end date of the appointment **or** complete the Tenure period and Units of tenure fields.

Expected end date

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

When does this appointment end?

Tenure period	Units of tenure
2	Years

Expected end reason	Position cover reference
Limited Funding	

4. Where a limit of tenure has been entered select the **Expected end reason**

If you select **Temporary Cover/Sickness Cover/Maternity Cover**, the position reference number of the position being covered must be entered in the **Position cover reference** field. The position reference entered will be validated against CHRIS and you will not be able to proceed unless the reference is both present and valid. The funding on Step 3 will also be defaulted from the position cover reference.

Expected end reason

Position cover reference

Apprenticeship
COVID-19 contract extension scheme
COVID-19 contract extension scheme (open ended)
Honorary Clinical Contract
Limited Funding
Maternity Cover
Permanent but core funding - CRI and MRC only
Permanent but funding limited
Permanent but rotating - Design Teaching Fellows only
Project - seasonal work
Rotating - Design Teaching Fellows only
Rotating appointments
Sickness Cover
SOSR - CRI Only
SOSR - MRC/Sanger Only
Specific Project
Temporary Cover
Temporary Cover - Secondment
Tier 4 visa holder (not switching)

Save and Continue

If the position is permanent but has limited funding, select **Permanent but funding limited** from the expected end reason drop down list and then use the tenure period and units fields to indicate the length of the funding.

Tenure period ⍰	Units of tenure
2	Years ▼

Expected end reason ⍰	Position cover reference ⍰
Permanent but funding limited ▼	

5. Select the **Vacancy Type** from the drop down list. This category will be used on the University Jobs Opportunities webpage (www.jobs.cam.ac.uk).

Vacancy Type

Academic
Academic-related
Assistant staff
Professorships/Directorships
Research
Studentships

Select the **Job group** from the drop down list. Job groups are used to automatically generate the correct post name for certain vacancies (such as Research Assistant) and to make the correct grade or range of grades available in Step 2 of RAS.

Vacancy Type

Vacancy category ⍰

Research ▼

Job group ⍰

Research Assistant ✕ ▾

If you want to advertise for either a Research Associate or Research Assistant, select '**Research Associate or Research Assistant**' as the Job group. If you want to advertise for either a Research Associate or a Senior Research Associate select '**Research Associate/Senior Research Associate'** as the job group.

Where you select either of the above two job groups, the CHRIS Helpdesk will amend your Job Opportunities advert for you so that it includes the salary ranges for both grades. However, you must ask external advertising agents to include the salary ranges for both grades using the 'Instructions for agency' box (see Step 6). Otherwise, only one salary range will be published in the salary field on external adverts.
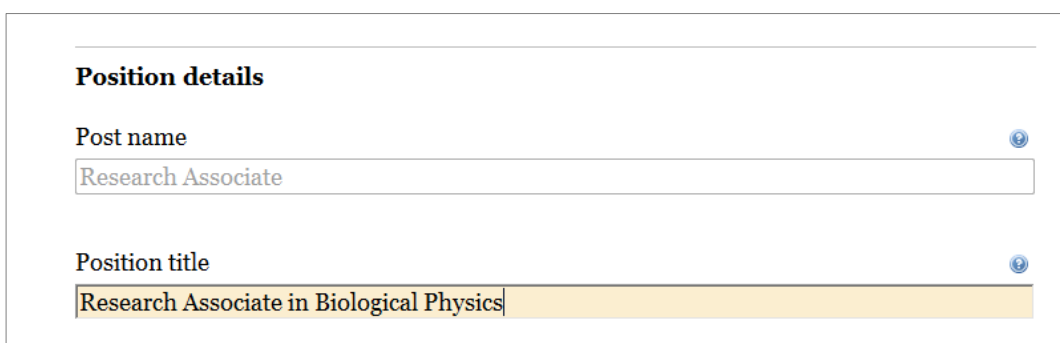
Select **Professorships/Directorships** for both Professorships and Visiting Professorships. Visiting Professorships will follow permissions policies for the School, all others will be routed to the Academic Division.

If you select Professorships/Directorships for a non-Professorial vacancy (e.g. an Academic-related Director or Director of Research), the permission request will be routed according to the permissions policies for the School.

6. Once you have entered the Job group, **Position details** fields will be displayed: **Post name** and **Position title**. Please complete these fields as required.
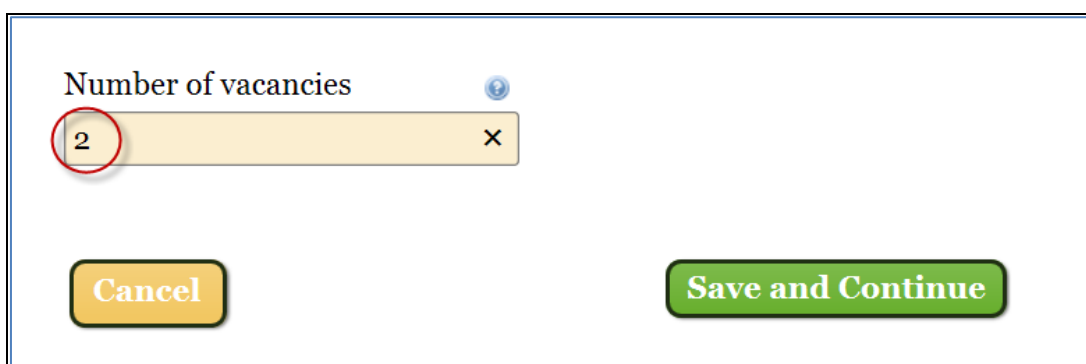
   Please note: Post name and position title will be pre-filled and read-only if your vacancy already exists as a position in CHRIS (as explained in Section 3.1.2). If you need to change these details, you will need to contact the HR New Appointment team (hrnewappointmentteam@admin.cam.ac.uk).

   Where RAS has automatically generated the Post name based on the Job group you selected, this cannot be amended. However, you can add wording to the position title as shown below provided that the total field length is less than 50 characters (this is dictated by the field length in CHRIS).

Position details

Post name

Research Associate

Position title

Research Associate in Biological Physics

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7. Click on the **Save and Continue** button or **Save and Return** if you would like to save your work so far and return to the complete the vacancy request at a later time.

   Please note: When creating **multiple identical new positions**, use the 'Number of vacancies' field to indicate to the New Appointment Team how many more identical positions need to be set up in CHRIS.

Number of vacancies

2   ✕

Cancel   Save and Continue

   Please note: that once permission to fill is granted, CHRIS will automatically create a post and position pair for each of the number of vacancies you specified in the 'Number of vacancies' field in RAS. The post name and position title you entered in RAS will be used in CHRIS.

3.3   Step 2 - Job Details

You have now completed Step 1 and can continue with **Step 2**, adding Job Details.

If you wish to return to the previous section to view or amend any details, click on the coloured Step tabs.

Adding a new vacancy
Research Assistant/Associate

STEP 1 Job Type	STEP 2 Job Details	STEP 3 Funding	STEP 4 Redeployment	STEP 5 Permission	STEP 6 Advertisements

1.   The correct **Pay grade** or an appropriate range of grades for you to select from will be displayed based on the information you provided in Step 1.

Payment details

Pay grade

Grade 7 (Research)

For grade ranges, view the
University salary scales.

Payment details

Pay grade

Either grade 5 or grade 7

For grade ranges, view the
University salary scales.

Tip: Click the University salary scales link if you would like to view the salary range which exists for each grade.

2.   Select whether the position is full time. If the position is part time, enter the contract hours and the FTE will automatically calculate.

Hours

Full time employment
○ Yes ● No

Calculated FTE
0.54

Contract hours
20

Annual weeks worked
52.25

3. If the position is term-time only (that is, the role holder will only work during term-time), select 'Yes' in the Term-time only section. If the position is **not** term-time only, as will commonly be the case, select 'No'

Term-time only: Bookable Holiday
○ Yes ● No

4. Based on the Vacancy category and Job group you selected in Step 1, the position category, basis and type will either be automatically populated for certain vacancies (for example, for research staff) or drop-down lists of appropriate options will be available for you to select from (for example, for assistant staff).

Job categorisation

Position category
Researcher

Position basis
Unestablished

Position type
Non Clinical Researcher

If you are unsure which options you should select, please contact the CHRIS Helpdesk.

The type of online form available to applicants for your vacancy will be defaulted based on the Vacancy category you have selected, in line with existing University policy:

- Academic - CHRIS/6
- Research - CHRIS/6
- Assistant - CHRIS/5
- Academic-related – CHRIS/5 or CHRIS/6

For academic-related vacancies, please click on the radio button next to CHRIS/5 or CHRIS/6 to determine which form is available to applicants for your vacancy. It is not possible to change the default for other vacancies.

Application Form

Form Type

○ CHRIS/5: Full application form, include a link to apply online in adverts. Applicants will not be able to upload documents such as CVs.

◉ CHRIS/6: Basic details and CV, include a link to apply online in adverts

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Please note: The Web Recruitment System will not allow applicants to add attachments to the CHRIS/5 version of the application form. CHRIS/5 applications do not require a CV and cover letter because the CHRIS/5 is a complete, structured application form. All details that you would expect to be in a CV are found in the personal details, education and career history sections and the sort of details you would expect to be in a covering letter are written in the Suitability for the Role section.

The number of referees for the vacancy will default to two. Where appropriate, if you require the applicant to provide three referees then click on three:

Number of Referees

○ 2 ◉ 3 ○ Do not ask for references via Web Recruitment

An extra space for the third referee will be displayed within the on line application form.
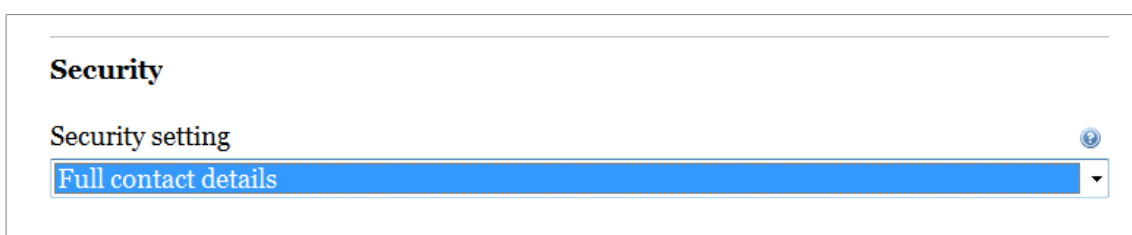
5. There is an additional option for Preferred candidate only. This option can be used where applications are not going to be collected via the Web Recruitment System e.g. agency recruitment or where a position is not advertised e.g. a named research fellow on a grant.

   The permission to fill only option enables you to attach an additional position to a new vacancy.

   Please see section 3.5.1 for instructions on using Preferred candidate and section 3.3.1 on using Permission to fill only.

   ○ Preferred candidate only: no link to apply online in any adverts, preferred candidate can provide their details online e.g. for named research fellows or agency recruitment

   ○ Permission to fill only: use this to attach an additional position to a new vacancy. For example, if you have already made an offer to one applicant and find that you need to make an offer to another applicant on the same vacancy.

5. Select the security setting which is appropriate to the vacancy. The vast majority of jobs will require you to select the option of 'Full contact details' from the drop-down list. However, if the post is of a sensitive nature, has specific security concerns and you would not like the department/institution's name to be included in any advertisements, please select the option of 'No contact details (e.g. animal house)'. This option is most commonly used for animal house vacancies.

   Security

   Security setting   ?
   Full contact details   ▾

6. Enter the correct **Probation period** and select the appropriate **Probation units** in accordance with the University's Probationary Arrangements. A link to the relevant web page is available below these fields.

Reporting and review

Probation period   ⓘ   Probation units

9

Months ▾

For probation length guidance, view the
University length of probationary periods page.

7. Use the **Find manager** button to select the correct Reporting Manager for the vacancy.

Reporting Manager   **Find manager**

You will need to enter the name of the reporting manager and then click on the **Find employee's** button.

Find reporting manager

Current employee: (none)

Forename

Elizabeth

Surname

Timperley-Preece

Position title

Cancel   **Find employees**

This will return a list of matching names from CHRIS from which you can choose the appropriate person. Click on the radio button next to the correct name and then click on **Select employee**.

The selected manager will be passed to CHRIS during the synchronisation process.

8. Screening checks have been arranged into two sections: those that can apply to various types of vacancy and those that apply to clinical roles.

    Select the Screening check(s) you require by clicking in the box(es) to left in 'Check Name' column or by selecting the type of check from the drop down list.

    If the check is 'essential before employment' (meaning that the role holder must not start work before the check has been completed), please also click in the box on the right.

    Please note: you cannot select 'essential before employment' for the Occupational Health (OH) check, or Research Passport checks. This is because these checks being incomplete should never prevent an individual starting work with the University (although it may restrict the duties that they can undertake until the check is completed).

Screening Checks

NAME	ESSENTIAL BEFORE EMPLOYMENT
DBS Check (select from drop-down list if required)	
No DBS check ▼	☐
☑ Basic disclosure	☐
☐ OH Medical Clearance	☐
☑ Security	☐
☐ Certificate of Good Conduct	☐
☐ Tier 2/5 new starter payslip	☐

Clinical Checks

Research passport (select from drop-down list if required)	
No Research passport needed ▼	☐
☐ Honorary Clinical Contract	☐
☐ NMC Registration	☐

Please note: it is vitally important that you determine and record the screening checks for your vacancy accurately, both when you are creating a new post/position or refilling an existing role (check requirements can vary with legislative and University policy changes). This is because the checks that you select determine the wording that is automatically inserted into your adverts by RAS and the content of the online application form.

Take every care to ensure that the required checks for the vacancy have been determined and recorded correctly before you proceed.

Please also note: If you have selected any of the Disclosure and Barring Service check options, the Basic disclosure option or the Security check option and you have chosen to receive online applications through the Web Recruitment System (see Section 3.3), questions relating to DBS, Basic disclosure or Security checks will appear in the application form. It is critical for ensuring **legal compliance** that applicants are not asked these questions if we are not entitled to the information. It is also vital that applicants are asked these questions when required and that HR has accurate information about required checks.

Please also note: For Research Passports, you will also need to select the appropriate Occupational Health and DBS checks separately. The system does not do this automatically, so that the correct information is recorded in CHRIS and so that the correct wording appears on the Offer letter in Web Recruitment.

Please see https://www.hr.admin.cam.ac.uk/recruitment/stage-4b-screening for guidance on screening check requirements. Seek advice from the Compliance Team in advance if you are unsure if a particular check is needed or not.

9. Check the **Location** information. This address can be changed where the position is to be based at another location to the department address

Location

Address

Department of Physics
Cavendish Laboratory
19 J J Thomson Avenue

City/town

CAMBRIDGE

County/state

Post code

CB3 0HE

Country

United Kingdom

3.3.1 Permission to Fill Only

Select the permission to fill only option where you have another vacancy in RAS that you want to attach a further position to, and you know its reference number. When you choose 'Permission to fill only' a text field appears where you are required to type the vacancy reference.

Proceed to get permission to fill as usual. When permission has been granted, you will be able to use the new position to make an offer in Web Recruitment. You will use the existing vacancy: in this case AB16263.

3.4   Step 3 - Funding

1.   Select **Add funding source**
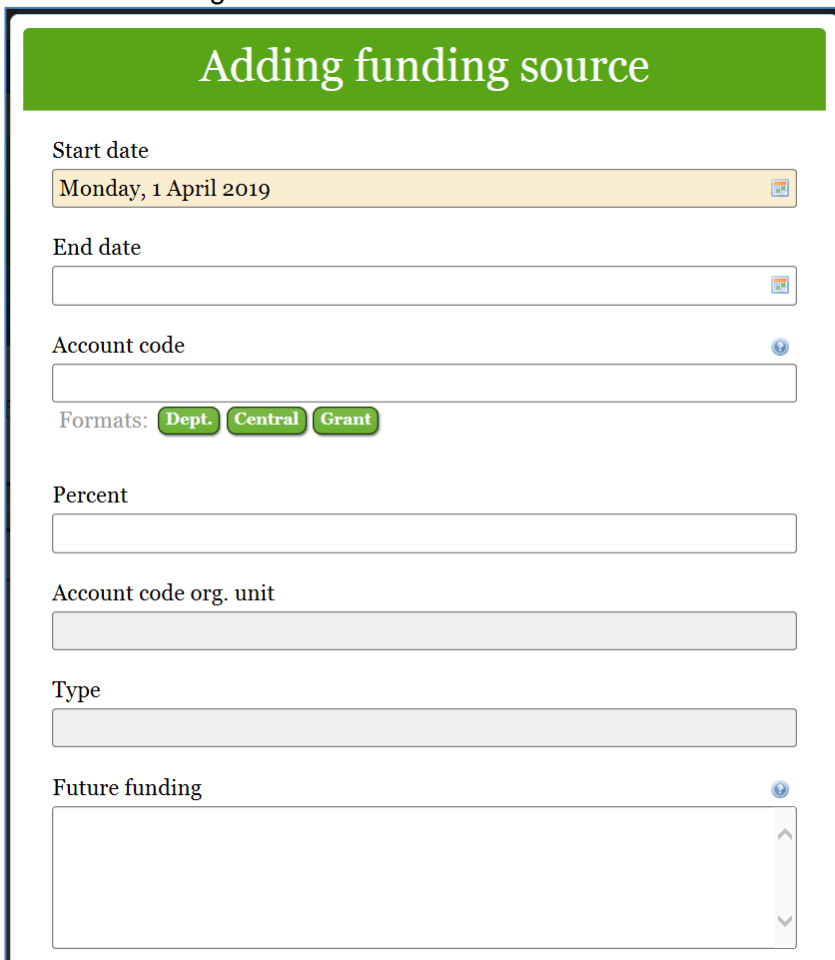
2.   The **Start date** of the funding is automatically populated with the date you provided in Step 1 as the 'Earliest possible start date' for the job.

Enter the funding **End date** if there is one. It should be left blank if the funding is on-going.

3. Enter the full CUFS **Account code** if you have it. For further details on how you should do this, click the ⊕ button.

> Account code ⊕
>
> [   ]
>
> Formats: **Dept.** **Central** **Grant**

Where the full cost code is not available at the point of recruiting, a dummy cost code can be used. Based on the source of funds, click on the Dept., Central or Grant button as appropriate and replace the question marks (??) with the CUFS two letter department code.

Dummy code examples for each funding source are provided below. Please note this uses the code AB which is for the Academic Division, please use **your** department two letter code

Department funding

> Account code ⊕
>
> Z.??.ZZZZ.ZZZZ.ZZZZ.ZZZZ
>
> Formats: **Dept.** **Central** **Grant**

To

> Account code ⊕
>
> Z.AB.ZZZZ.ZZZZ.ZZZZ.ZZZZ
>
> Formats: **Dept.** **Central** **Grant**

Grant funding

> Account code ⊕
>
> ??ZZ/999.99.RG99999.ZZZZ
>
> Formats: **Dept.** **Central** **Grant**

To

> Account code ⊕
>
> ABZZ/999.99.RG99999.ZZZZ
>
> Formats: **Dept.** **Central** **Grant**

Chest/UEF funding

> Account code ⊕
>
> Z.??.ZZZZ.AZZZ.ZZZZ.ZZZZ
>
> Formats: **Dept.** **Central** **Grant**

To

> Account code ⊕
>
> Z.AB.ZZZZ.AZZZ.ZZZZ.ZZZZ
>
> Formats: **Dept.** **Central** **Grant**

4. Enter the **Percent** for the account code. For example, if there is only one funding source, you will enter 100.

> Account code   ⍰
> Z.AB.ZZZZ.ZZZZ.ZZZZ.ZZZZ
> Formats: Dept. Central Grant
>
> Percent
> 100

5. You can inform approvers of any anticipated future funding changes using the Future funding text box. This is for information purposes only and does not transfer into CHRIS. Any changes in costing must be communicated to the HR Amendment team using a CHRIS/50 form.

6. Click on the **Add funding** button

> Start date
> Monday, 1 April 2019   📅
>
> End date
>   📅
>
> Account code   ⍰
> KAZZ/999.99.G999999.ZZZZ
> Formats: Dept. Central Grant
>
> Percent
> 50
>
> Account code org. unit
> Department of Physics
>
> Type
> Grant
>
> Future funding   ⍰
>
>
> Cancel   Add funding

7. Where a funding source of **less than 100%** has been entered, click on the **Add funding source** button again to add the subsequent funding source(s).

Vacancy funding

STARTS	ENDS	COST CODE	%	TYPE	
01 Apr 2019		KAZZ/999.99.G999999.ZZZZ	50.0	Grant	Edit

Cancel   Add funding source

8. When funding entries totalling 100% have been entered, click on the **Continue** button.

Vacancy funding

STARTS	ENDS	COST CODE	%	TYPE	
01 Apr 2019		KAZZ/999.99.G999999.ZZZZ	50.0	Grant	Edit
01 Apr 2019		Z.KA.ZZZZ.ZZZZ.ZZZZ.ZZZZ	50.0	Departmental	Edit

Cancel   Continue

3.5   Step 4 – Redeployment

You will need to select whether the post to which you are recruiting is, or is not, in scope of the Exceptional Circumstances set out in the Redeployment Framework.

For further information please see:

Redeployment Framework | Human Resources (cam.ac.uk)

Select the first option if the post _is not_ in scope of the Exceptional Circumstances set out in the Redeployment Framework.

Then select Save and Continue.

Select the second option if the post is in scope of the Exceptional Circumstances set out in the Redeployment Framework.

Enter the following details:

Name of Approver
Date of Approval
Exceptional Circumstance
Summary of the exceptional circumstances

○ This post *is not* in scope of the Exceptional Circumstances set out in the Redeployment Framework
◉ This post is in scope of the Exceptional Circumstances set out in the Redeployment Framework

Name of Approver: A response is required

Date of Approval:

Exceptional Circumstance:

Please provide a brief summary of the exceptional circumstances for this role

Click on the Save and Continue button.

3.6 Step 5 - Permission

If you are not familiar with how the University's permission to fill/create process operates, please see Section 4 of this manual before completing Step 5 of RAS.

1. Information to support your request for permission to fill/create can be provided to approvers by using the document upload facility at the bottom of the page.

This vacancy is fully funded and ready to request permission to fill. Provide details of the permission request and click below to proceed.

Select your chosen file from your file directory by double-clicking on it.
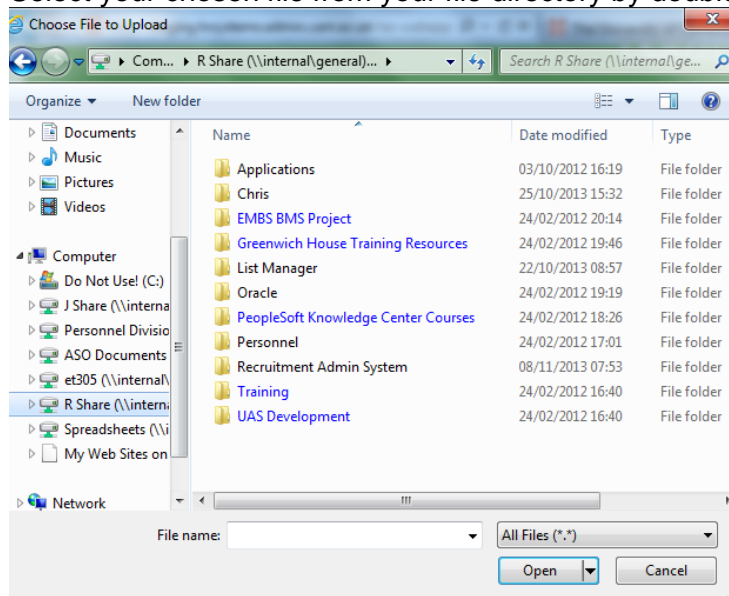
Click on Upload.

Your uploaded file will display as shown below.

You can upload multiple documents by repeating the steps above.

Please note: For security purposes the system will only allow you to upload files of the type .pdf or .doc(x).

The documents will then be available to approvers as an attachment to your permission request within RAS.

2. Explain in the **Justification for filling** field why you (or the person responsible for the vacancy) would like the position to be created/filled. The information you provide in this box (and/or in uploaded attachments) should provide a clear business case for the vacancy such as why it is essential to the department/institution/University and why other options (such as refilling on a part-time basis or reallocating work amongst existing staff) are not appropriate. This information will be reviewed by the approver/approvers for your vacancy when they receive your permission request.

3. The **Cost in year 1** is required for positions that require RMC approval. This is the approximate total cost of the position (salary plus on-costs as stated on the University salary scales pages). Approvers at department and School level are also likely to require this information but this may vary according to local arrangements.

Cost in year 1	⚙
£45,612	

4. The **Fill date required** will automatically be populated with the date that you entered as the 'Earliest possible start date' in Step 1.

Fill date required

Monday, 1 April 2019

Cancel   **Save and Continue**

5. Click on the **Save and Continue** button to submit your permission request.

Please note: You will not be able to make any changes to Steps 1-4 once you do this.

An email will be sent to the approver for your department/institution, prompting them to log into RAS and review your permission request. When they approve your request, an email will be sent to your School-level approver (if School-level approval is required by the permission to fill policy), prompting them to review your request. When they approve your request, an email will be sent to the approver for the University's Resource Management Committee (if RMC-level approval is required by the permission to fill). Whilst your vacancy is awaiting approval at any level, it will have a status of 'Permission requested' on the Vacancies page of RAS.

POSITION AND VACANCY CODE ⬍	START DATE ⬍	RECRUITER ⬍	STATUS ⬍	ACTIONS
		⌄		
Research Associate KA17943;	01 Apr 2019	Turton, Hazel	Permission requested	Permission details View

Where a vacancy is referred back to the Recruiter, permission to fill will need to be requested once the required changes have been made.

Referred back to Recruiter — **Set permission** **Edit**

Click on the View button to the right hand side of the Funding Source

FUNDING SOURCE	DEPARTMENT APPROVAL
JRAG/338.07.G107032.ADHA (100%) View	*REFERRED*

The following message will be displayed:

This vacancy has been referred back to the recruiter, and is awaiting them to address the details below and re-submit.

ORG UNIT	OUTCOME
Department: Faculty of Education	*REFERRED*
School: School of the Humanities and Social Sciences	To be DELEGATED
University: General Board	To be DELEGATED

Scroll down to the bottom of the page and click on the Re-request permission to fill button.

Permission to Fill

Cancel   **Re-request permission to fill**

3.6.1 Permission to fill for preferred candidate only

Where Preferred Candidate only is selected the Number of Referees option will default to **Do not ask for references via Web Recruitment.** This is because references may have been taken up as part of a selection process administered outside of the Web Recruitment System.

If you need to take up references as part of the appointment process you should select the relevant number of references here.

Proceed with Funding and permission to fill as usual.

Once permission to fill has been granted a message will appear whilst the vacancy is transferred to web recruitment.

For Preferred Candidate vacancies there is no need to wait overnight. The transfer process takes a couple of minutes and when complete a button marked Continue to WR will appear.

Permission to fill this vacancy has been granted.

		DEPARTMENT APPROVAL	SCHOOL APPROVAL	RMC APPROVAL	STATUS
Z.ZZZZ (100%)	View	*APPROVED*	*DELEGATED*	*DELEGATED*	Approved

Information supplied by the recruiter

Justification for filling

Professor Schneider wants to recruit 2 x Research Assistant/Associates for 2 years fixed term in the first instance. Funding will be: 1 PDRA x KMZA/180.01.RG88611 1 PDRA x KMZA/210.01.RG94446

Date to fill

Monday, 1 April 2019

Cancel   Continue to WR   Continue

The Continue to WR button also appears on Step 6

STEP 1 Job Type	STEP 2 Job Details	STEP 3 Funding	STEP 4 Redeployment	STEP 5 Permission	STEP 6 Advertisements

No advertisements for current vacancy.

Cancel   Add advertisement

No further information files for current vacancy.

Add further information file   Continue to WR

Clicking on the Continue to WR button will take you directly to the vacancy in Web Recruitment. You won't need to search for it.

3.7 Step 6 – Advertisements and adding Further Information

On completion of Permission details, the final step of **Advertisements** will be displayed. You can begin this step whilst you are still awaiting permission to fill being granted. However, adverts cannot be published until permission is granted.

1. If you would like an HR7 Further Information document to be displayed at the bottom of your University's Job Opportunities pages advert, click on the **Add further information file** button.

2. Click on the **Choose File** button next to the File name field.

3. Select the file (in PDF format) that you wish to upload and double-click on it.

   The file path of the selected document will be shown in the File name window in Step 6 of RAS.

4. Enter a **File reference/label** and any **Description** you wish to add and click **Save**.

The screen will now display your Further Information document on screen, as shown below.

Please note: You can change the file by clicking out of Step 6 Advertisements and then back into it. The screen will now appear like this:

You can click on Remove to delete the file you uploaded and then repeat the steps for uploading a document. (This can be changed even after the vacancy has been published)

Once you have written and published an advert in Job Opportunities, a link to your file will appear at the bottom of the advert web page, using the name you gave your file, as shown below.

Further information

- Further Information Document

5. When you are ready to start writing an advert, click on the **Add advertisement** button. You may find that you need to return to a previous step of the process to view the screen.

Viewing a vacancy
(RC27652) Research Assistant/Associate

STEP 1 Job Type	STEP 2 Job Details	STEP 3 Funding	STEP 4 Redeployment	STEP 5 Permission	STEP 6 Advertisements

No advertisements for current vacancy.

Cancel   Add advertisement

6. Enter a **title** for the advert. This is for internal use only and to help you differentiate between different adverts.

Viewing a vacancy
(RC27652) Research Assistant/Associate

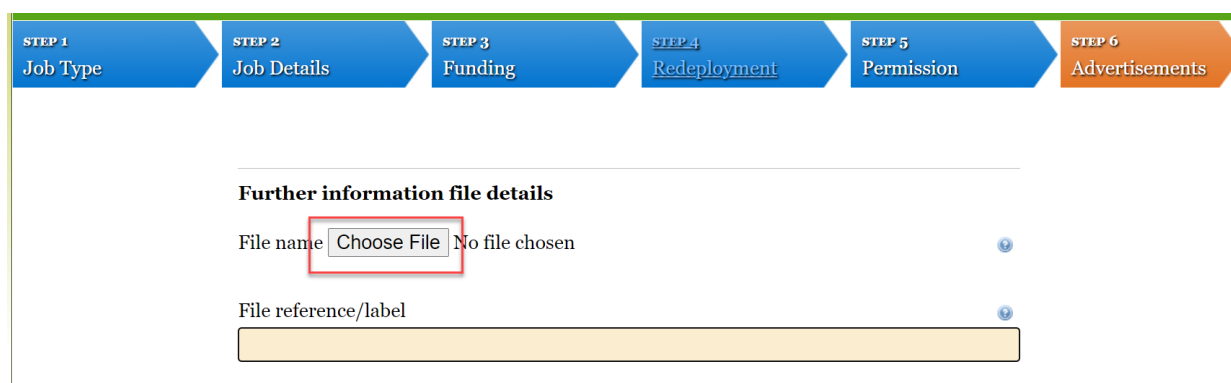| STEP 1 Job Type	STEP 2 Job Details	STEP 3 Funding	STEP 4 Redeployment	STEP 5 Permission	STEP 6 Advertisements

Advert details

Advert internal-only title

Jobs Opportunities advert

Application closing date

7. Enter the **Application closing date.** This will be incorporated automatically into your advert header when it is sent to media. It can be seen in the advert preview (see point 19 below).

8. Select the correct **Security setting**. This will default to 'Full contact details', but 'No contact details (e.g. Animal House)' can be selected where the department/institution should not be displayed on adverts (e.g. for Animal House vacancies).

9. **A General Location** (such as Central Cambridge or West Cambridge) can be entered. This general location will be displayed in addition to the department/institution name.

   The general location entered will appear in the right hand pane of the Job Opportunities page (where, for example, salary and closing date details are found).

   Where No contact details is selected for the Security Setting this location will be displayed instead of the department/institution name.

Security setting

No contact details (e.g. Animal House)

General Location

West Cambridge

10. When placing an advert you will need to consider whether it is available for internal secondment. Select one of the following options:

Advert content

Is this role available as a secondment within the University?
○ Internal secondments only
○ Internal secondments welcome
○ Not available for secondments

Where **Internal secondments only** is selected Internal Secondment Opportunity will be added to the position title and the following text will be inserted in the advert:

The post is offered to internal candidates only on the basis of a secondment from their current role in the University.
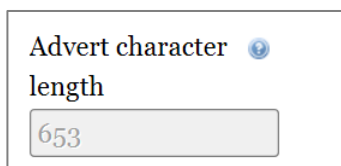
Where **Internal secondments welcome** is selected the following text will be inserted in the advert:

Applications are welcome from internal candidates who would like to apply for the role on the basis of a secondment from their current role in the University.

No additional text will be added where **Not available for secondments** is selected.
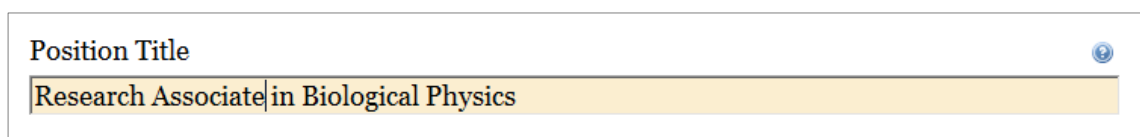
11. You do not need to enter anything into the **Advert character length** field. This will automatically display the number of characters in your advert (excluding title and closing date information) once you have entered it (as set out in point 12 below) and pressed Save.

Advert character length

653

12. Amend the **Position Title** field as required – this will be used as the title for your advert.

Position Title

Research Associate in Biological Physics

13. Add the wording for the main body of your advert in the **Advert content** field (under Position Title).

It is particularly important that you remember to provide a named contact so that applicants can raise questions about the vacancy or recruitment process, and that you are aware of UK Visas and Immigration's Resident Labour Market Test requirements.

Standard wording relating to any required pre-employment checks, limit of tenure or limited funding will be automatically be inserted for you.

Please note: When copying and pasting text from Microsoft Word or other software packages, please check the **formatting** after you have clicked Save. Certain symbols do not copy across properly, such as apostrophes. However, they will display properly if you delete the symbol you copied across and re-type it directly into the text box. It is possible for the CHRIS Helpdesk to add text in **bold** or *italics* for you; please contact them if you wish to do this.

Please also note: If you have an @ symbol in a URL and want to show the URL in the advert text on Job Opportunities then you will need to replace the @ symbol with %40. If you are unsure how to do this then please contact the CHRIS Helpdesk.

Advert content - please read the help text

Fixed-term: The funds for this post are available for 2 years in the first instance.

Once an offer of employment has been accepted, the successful candidate will be required to undergo a basic disclosure (criminal records check) check.

We are seeking to find a Research Assistant/Associate to work on the modelling of electron wavefunction localisation in molecular semiconductors and metal halide perovskite materials. The post will be based in the Optoelectronics Group at the Department of Physics, University of Cambridge.

The successful candidates will join an international project supported by the Simons Foundation on 'Localisation of Waves', see http://wave.umn.edu that builds on a recent theoretical breakthrough called the 'localization landscape'. This interdisciplinary collaboration brings together mathematical tools from harmonic analysis, partial differential equations and probability, with high performance computational simulations and state-of-the-art experimental investigations of ultra-cold atoms and semiconductors. The goal of the project is a unified understanding of wave localization, enabling the solution of some of the most compelling puzzles in modern condensed matter physics and gaining control over the behaviour of waves in disordered media.

14. Indicate whether the position is available for flexible working

○ Available for flexible working
◉ Not available for flexible working
Please refer to the guidance on flexible working

Where **Available for flexible working** is selected the following text will be included.

◉ Available for flexible working
○ Not available for flexible working

Flexible Working

We welcome applications from individuals who wish to be considered for part-time working or other flexible working arrangements.

Please refer to the guidance on flexible working

15. Where you wish to attract applications from underrepresented groups and there is justification to do so, you can add a positive action statement here. You should refer to the positive action guidance for more information.

○ Add positive action
◉ Do not add positive action
Please refer to the guidance on positive action

Where Add positive action is selected the following text will be included. You must amend the text so that it is appropriate for your institution's needs.

◉ Add positive action
○ Do not add positive action

Positive Action

We particularly welcome applications from women and /or candidates from a BME background for this vacancy as they are currently under-represented at this level in our department/institution/Faculty/School/University.

Please refer to the guidance on positive action

16. Add **Instructions for applicants** on the application process for the vacancy and how they should apply for the vacancy or who they can contact for further details. This will be shown in your advert, underneath the main advert content.

Instructions for applicants

Applicants should submit a CV, publication list and statement of current research interests. Any videos should be sent to the postal address provided. Please contact John Smith via John.Smith@department.cam.ac.uk for further information about the vacancy.

Please note that you <u>do not</u> need to add any details here about the apply online process. When the advert is published, if this is to external media then the details and the link to the vacancy on Job Opportunities will <u>be automatically added</u> to the advert. When the advert is published to Job Opportunities itself an 'apply on line' section (with text and a button) is <u>automatically added</u> to the advert.

The type of information that could be added into the **Instructions for applicants** field would be, for example, details of who to contact for further information about the vacancy and details of what documents applicants should attach (if any). Documents can only be attached for a CHRIS 6 vacancy. Only PDF file type is supported, and applicants may upload up to 5 files.

Applicants are given a link to an e-mail address to allow them to request assistance with technical issues. Any queries about the vacancy or about their application will still need to be directed to the contact mentioned in the advert.

17. The **Footer** text box will automatically include the vacancy reference and the University's standard statements on equal opportunities and right to work. This will be included at the bottom of your advert.

Footer
Please quote reference KA17943 on your application and in any correspondence about this vacancy.
The University actively supports equality, diversity and inclusion and encourages applications from all sections of society.

18. Add any **Instructions for the agency**.

This text is <u>not</u> part of the content of your advert; it is sent to the point of contact for the media you have chosen to publish your advert in (the University's advertising agency or jobs.ac.uk). Therefore, you should include anything that you want them to know about or do in relation to your advert. For example, if you wish the advert to be published as part of a composite with other adverts or if you wish to have an enhanced advert package

Instructions for Agency

Save and Return   **Save**

Please note: You will need to give external advertising agencies special instructions on salary information in adverts for the following types of vacancy:

- University Assistant Professor (Honorary Consultant)
- University Associate Professor (Honorary Consultant)
- Research Associate OR Research Assistant
- Research Associate/Senior Research Associate
- University Professor
- Professorship/ Directorship

19. Once complete click on the **Save** button.

20. Click **Add Media** button at the bottom of the page.

The 'Adding media booking' dialogue box will be displayed.

21. Select the **Media** type required from the dropdown list

22. Enter the **Start date** and **End date** and click on **Add media**

23. The media you have chosen will appear in the Media/Publication list

24. Select **Add Media** again to add any additional media to which you wish to publish the **same** advert.

25. The **Preview** button can be used to view a pop-up preview of the advert.

Preview advert/media booking

Research Associate (Fixed Term)

Department/Location: Department of Physics, West Cambridge

Salary: £32,236-£39,609

Reference: KA17943

Closing date: 31 March 2019

Fixed-term: The funds for this post are available for 2 years in the first instance.

Once an offer of employment has been accepted, the successful candidate will be required to undergo a basic disclosure (criminal records check) check.

We are seeking to find a Research Associate to work on the modelling of electron wavefunction localisation in molecular semiconductors and metal halide perovskite materials. The post will be based in the Optoelectronics Group at the Department of Physics, University of Cambridge.

The successful candidates will join an international project supported by the Simons Foundation on 'Localisation of Waves', see

Please note: It is imperative that you set-up the University Job Opportunities pages as a media type with an advert date and a publication date up until your closing date if you would like applicants to be able to apply online. Applicants cannot apply online if there is no Job Opportunities advert as this is where the link to the online application form is displayed.

26. Click on the **Export to PDF** button at the bottom of the pop-up to generate a PDF of your advert preview, which can be saved/printed as required. Click on the **Ok** button to exit from the pop-up advert preview and to return to your advert and list of chosen media.

Please quote reference KA17943 on your application and in any correspondence about this vacancy.

The University actively supports equality, diversity and inclusion and encourages applications from all sections of society.

The University has a responsibility to ensure that all employees are eligible to live and work in the UK.

Ok   **Export to PDF**

Please note: the pop-up advert preview and PDF advert preview are intended to give you/others involved in the recruitment process an indication of how your advert looks with the different sections pulled together. It does not necessarily reflect the format that your advert will have as this will depend on the media that you choose. Given the vast number of media options available, it is impossible for RAS to create mock-ups of different formats.

27. Changes can be made to your advert by selecting the **Edit** button.

Media bookings			
MEDIA/PUBLICATION	**DATE SENT**	**STATE**	
University Job Opportunities		Not published	Publish Preview Edit Remove
		Add media	

28. Once you are happy with the advert content, select the **Publish** button.

Media bookings			
MEDIA/PUBLICATION	**DATE SENT**	**STATE**	
University Job Opportunities		Not published	Publish Preview Edit Remove
		Add media	

29. Adverts will only be sent to the selected media upon permission to fill being successfully granted. If you click on Publish before permission to fill 'Published awaiting permission' will be displayed.

   NOTE: Permission to fill has yet to be granted. All published adverts will be sent to the selected media upon permission to fill being successfully granted.

<div align="center">Vacancy advertisements</div>

TITLE	MEDIA	STATE	
Jobs Opportunities advert	University Job Opportunities	Published, awaiting permission	Edit

The 'State' column will read 'Published' once permission to fill has been granted.

MEDIA/PUBLICATION	DATE SENT	STATE
University Job Opportunities	21 Oct 2021	Published

30. If you need to create a different version of your advert (for example, a shorter advert for chargeable media), or if your initial adverts were unsuccessful and you wish to re-advertise, click on **Step 6 Advertisements** for your vacancy.

This will take you to a vacancy advertisements page. Click on **Add advertisement** and you will be able to write a different advert.

<div align="center">Vacancy advertisements</div>

TITLE	MEDIA	STATE		
Job Opps Advert	University Job Opportunities	Not published	Edit	Remove

Cancel   Add advertisement

3.8   Being Granted Permission to Fill/Create

1.   Once permission to fill or create a vacancy at the highest level of approval required for the vacancy has been granted, you will receive an email to confirm this. The subject line of the email will include the department/ faculty, position title and the level of approval required. The email will include any comments made by approvers, such as any conditions relating to permission being granted. An extract of an example of this email is found below.

> Your request for permission to fill a position funded by Department of Clinical Biochemistry has been approved. See details below.
>
> Position title:
> Wellcome Trust Clinical PhD Fellow
> Department/Faculty:
> Department of Clinical Biochemistry
> Vacancy Number:
> RG18387
> Position Reference :
> 70043316
> Funding type:
> Grant
> Account code:
> RGAG/320.02.RG85590.ADQA (100.0%)
>
> This vacancy is now ready to be published to your desired media agencies.
>
> See below for all approval comments related to this request (be aware that some actions may be pending for the recruiter):

Your vacancy will now have a status of 'Permission granted' on the Vacancies page

Research Associate KA17944; pos ref: 70069132	01 Apr 2019	Turton, Hazel	Permission granted	Permission details View

2.   Any adverts which you have already selected the **Publish** button for will be sent to your chosen media automatically when permission to fill is granted, with no further action needed from you.

3.   If you are still working on an advert at the point permission to fill is granted, the advert will be sent immediately to your chosen media when you do select the **Publish** button.

4. Exceptions to the 'Standard' Process

- **Maternity Cover/Sickness Cover/Temporary Cover**

  Where you are recruiting temporary cover for a member of staff (e.g. when someone is going on Maternity Leave), you will not be able to find their position in RAS (i.e. because they have not left and so their position is not vacant in CHRIS). In such cases, you will need to create a new position using the instructions in Section 3.1.3 but you must ensure that you select the appropriate Expected end reason in Step 1 (Maternity Cover/Sickness Cover/Temporary Cover) and that you enter the Position reference number of the member of staff being covered.

- **Overlapping appointments**

  If a member of staff is leaving and you want their replacement to have a handover period, you will need to contact the New Appointment Team (hrnewappointment@admin.cam.ac.uk) to set up an overlap position (i.e. another position under the same post). Once an overlap position has been created for you, this will be available for you to find and select in RAS.

- **Ungraded academic-related and assistant staff posts**

  When you are creating a temporary post/position of less than nine months which has not been graded, select Generic national spine as the grade. You then need to email the CHRIS Helpdesk with the approval from Grading and Reward to pay a particular spine point and the Helpdesk will add this salary into the advert for you. You will also need to include the spine point in the 'Instructions for agency box' in Step 6 if advertising through external advertising agents.

- **Studentships**

  Studentships must always be created as a New Vacancy, using Add Vacancy, Add Position/Vacancy. (They should NEVER be reused.)
  Select Studentships from the Vacancy category and Job group drop down boxes.

  Vacancy Type

  Vacancy category

  | Studentships | ⌄ |

  Job group

  | Studentships | × | ▾ |

  When creating a studentship in RAS, Steps 2-3 do not need to be completed, and will automatically be greyed out.

  ## Adding a new vacancy
  ### (LB27654) Studentship

  | STEP 1 Job Type | STEP 2 Job Details | STEP 3 Funding | STEP 4 Redeployment | STEP 5 Permission |

  This vacancy is fully funded and ready to request permission to fill. Provide details of the permission request and click below to proceed.
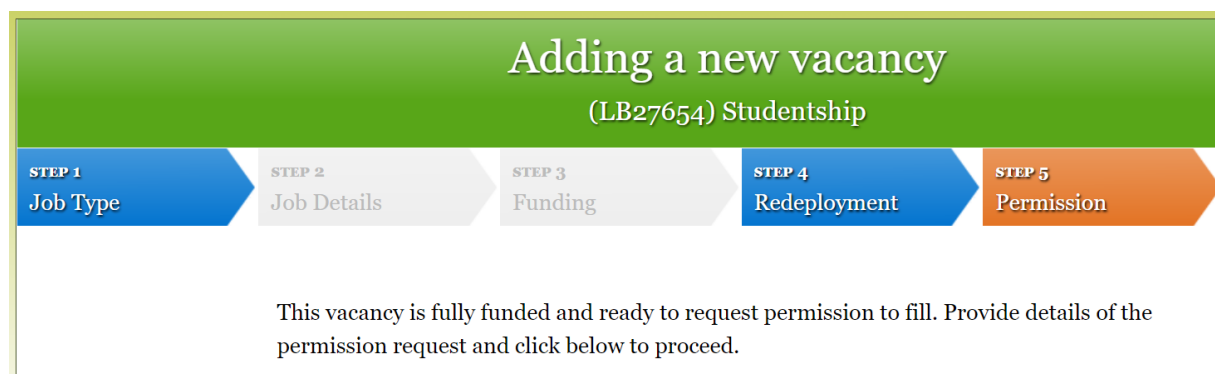
- **Research Assistant/Research Associate and Research Associate/Senior Research Associate vacancies**

  When creating a research post where the level of the appointment will depend on the person recruited, you must provide the salary ranges for both grades to external media and ask them to include both of these in the advert using the 'Instructions for agency box' in Step 6. Otherwise, only one of the salary ranges will be published on external adverts. The CHRIS Helpdesk will amend Job Opportunities adverts for you automatically.

- **Library invigilator vacancies**

  The salary is automatically hidden in the advert header.

- **Marie Curie early stage and experienced researchers**

  As the salary for Marie Curies can vary according to the work programme they are funded by, the salary is not automatically displayed in the advert.
  The Payment details will default to Marie Curie Fellow:

  Payment details

  Pay grade
  Marie Curie Fellow

  Please contact the Recruitment Administration Team Leader or Immigration and Compliance Manager before advertising a Marie Curie vacancy so that he/she can assist with identifying the relevant work programme and will therefore be able to give you the paragraph that should be included in the body of your advert.

  Salary information will need to be included within the body of your advert. This can be in euros but you should include a note of the value in pounds at the time the advert is placed.

  University Associate Professor (Honorary Consultant) vacancies

  You must ask external advertising agents to add the words
  'dependent on seniority' after the salary range by using the 'Instructions for agency' box in Step 6. The CHRIS Helpdesk will do this automatically for Job Opportunities adverts.

- **Advertising two or more different vacancies in the same advert**

  If you wish to advertise two or more different vacancies in the same advert, you can do this by:

  - Completing Steps 1-5 in the normal way for all of the relevant vacancies;

  - Completing Step 6 for only one of the vacancies (i.e. providing information about all the vacancies within one advert);

  - Contacting the CHRIS Helpdesk to ask them to amend the advert to show all of the required salary ranges within the Job Opportunities advert;

  - Including a request in the Instructions for agency box in Step 6 for external media to include all of the required salary ranges within any other adverts.

  Please note: If your department/ institution is using Web Recruitment, multiple vacancies should not be advertised in the same advert **unless** they are identical. If you advertise non-identical vacancies on a single on-line advert then this will cause significant issues during the selection and appointment process, including:

  - Confusion for selectors due to the fact that applications for different vacancies will be mixed in together;

  - Inaccurate recruitment data. For example, it will not be possible to report on how many people have applied for which vacancy. This will cause issues for Athena SWAN, other E&D reporting

- Incorrect vacancy details will appear in system correspondence (e.g. rejections, reference requests) and the tabs used to make an Offer, generate a letter and request an appointment by the New Appointments team.

- **University Professor**

  For University Professors (previously Readers), the system assumes that the salary range begins on point 1 of the grade which is incorrect. University Professors are appointed to Point 2 of Grade 11 (Point 63).

  You will need to include the correct salary in the Instructions for Agency box if you are advertising externally.

  For internal adverts, please contact the CHRIS Helpdesk to ask them to amend the advert to show the correct salary range within the advert on the Job Opportunities Pages.

- **Professorships/ Directorships Salaries**

    Due to the large variety of requirements, salaries will not be shown on adverts for Professorships/ Directorships. Salary details should be included within the body of the advert.

    Alternatively, please contact the CHRIS Helpdesk to ask them to amend the advert to show the correct salary range within the advert on the Job Opportunities Pages.

5. How to Search for a Vacancy in RAS

On the **Vacancies** home page in RAS (please see Section 3.1.1 if you are unsure where this is), there are two search facilities which can be used to enable:

- Recruiters to find any vacancy that they have started working on and saved in RAS and any other vacancies for their department or area.

- Approvers to find a particular vacancy and review the details of the permission to fill/create request

5.1 Search - Option 1

1. Directly underneath the headings row which has a black background (see screen shot below) there are black fields and drop down lists. Here, you can do any combination of the following to search for a vacancy. The more options you use, the more refined your search will be:

   - Enter the position name of the vacancy

   - Enter the start date of the vacancy

   - Select the appropriate recruiter's name from the drop-down list

   - Select the appropriate status of the vacancy

      o **In progress** – if the recruiter stopped working on the vacancy before the end of Step 3

      o **Permission request pending** – if the recruiter completed Steps 1-3 but has not completed Step 4 yet

      o **Permission requested** – if the recruiter has completed Steps 1-4 and is awaiting the highest level of approval for the vacancy to be granted

      o **Permission granted** – if the recruiter has received the highest level of approval required for the vacancy that working day

      o **Permission denied** – if any level of approver has rejected the request for permission to fill/create a vacancy

      o **Referred back to recruiter** – if any level of approver has referred the request for permission to fill/create a vacancy back to the recruiter for further information

   - Select two dates to use to search for vacancies

      o **Last updated between** – use the date pickers to select a from and a to date to use for searching

   Tip: In text fields, wildcards can be used to replace unknown characters:

      - '*' matches more than one unknown character e.g. *Lecturer will find all positions containing the word lecturer (not case sensitive)

      - '?' matches exactly one unknown character e.g. 7000???5 will find all position references starting 7000 and ending in five

Marie Curie	04 Mar 2019	Turton, Hazel	In progress	Edit Delete
Student **KA17947**;	01 Mar 2019	Turton, Hazel	Permission request pending	Edit Delete
Research Associate **KA17943**;	01 Apr 2019	Turton, Hazel	Permission requested	Permission details View
Research Associate **KA17942**;	30 Mar 2019	Turton, Hazel	Permission requested	Permission details View
Research Fellow **AH17945**; pos ref: 70069133	01 Dec 2018	Virr, Simon	Permission granted	Permission details View

2. Your search results will be displayed in a list.

    If the recruiter has not yet requested permission to fill (completed Step 4), buttons will be available for them to **Edit** (continue working on) the vacancy or to **Delete** it.

Marie Curie	04 Mar 2019	Turton, Hazel	In progress	Edit Delete
Student **KA17947**;	01 Mar 2019	Turton, Hazel	Permission request pending	Edit Delete

If the recruiter has already requested permission to fill, they will only be able to view (not edit) the vacancy

5.2 Search - Option 2

1. Click on the **Find vacancies** button at the bottom of the Vacancies page.

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. Enter the **Requisition number** (vacancy reference number) which RAS allocated to the vacancy (found on the Vacancies page under the position title heading or at the top of the page when you view the vacancy). You may wish to enter the **Position Title** as an alternative or in addition to the requisition number. Click on **Search.**

Find vacancies

Use this form to find specific vacancies you have already started working on within RAS.

Position title

Requisition number

AH17897   ×

Position Reference

Search

3. The results of your search will be displayed.

You searched for:
Requisition number: **AH17897**

Remove result filter

Export

Status Filter: [_____] ⓘ

POSITION AND VACANCY CODE ⇕	START DATE ⇕	RECRUITER	STATUS ⇕	ACTIONS
[_____]	[_____]	[___ ▾]		
Marie Curie Fellow **AH17897**; pos ref: 70069085	01 Nov 2018	Virr, Simon	Permission granted	Permission details View

6. Approvers

6.1 Notification that a Vacancy Requires Approval

When a recruiter has requested permission to fill/create a vacancy and your approval (or that of another approver at the same approval level as you) is required, you will receive an email to alert you of this. The subject line of the email will include the department/ faculty, position title and the level of approval required. An extract from an example of this email is found below.

A vacancy in RAS has been created and requires permission to fill for Department of Haematology.

The details of the vacancy request are as below:

Position title:
 Research Assistant
Org Unit:
 Department of Psychiatry
Vacancy Number:
 RN00922
Funding type:
 Grant

Account code:
 RBZZ/999.99.RG99999.ZZZZ (100.0%)

To approve or deny this vacancy, please log into the Recruitment Admin System (RAS) at the following link:
http://chris.cam.ac.uk/ras_uat/vacancy/list

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.

6.2   Log-in

1. Use the link from the email to log in to RAS or access RAS from the HR Systems Home Page: https://www.hrsystems.admin.cam.ac.uk/

2. Click on the link **log in using Raven to access the system**

3. Enter your Raven **User-id** and **Password**
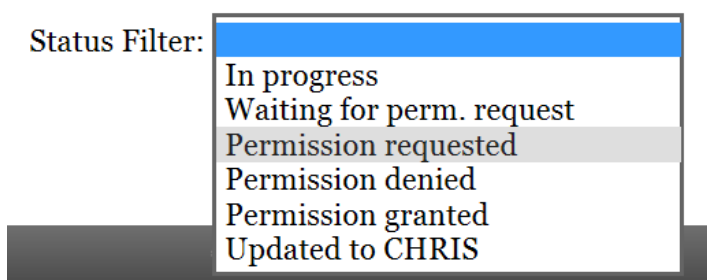
6.3   How to Find and Approve Vacancies

1.   Select **Vacancies** from the top left of the screen
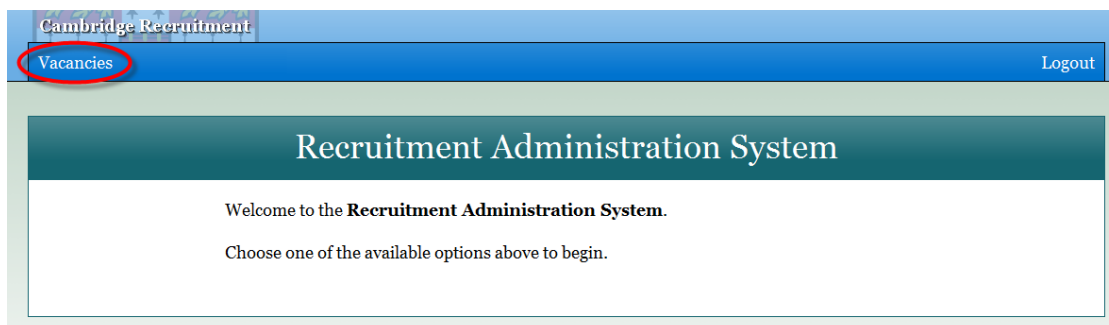
2.   The list of vacancies will be displayed

3.   To view just the vacancies that require Permission, select Permission Requested from the dropdown list.

4. This will filter the list of vacancies to show only those that are awaiting approval.

POSITION AND VACANCY CODE	START DATE	RECRUITER	STATUS	ACTIONS
Research Associate KA17943;	01 Apr 2019	Turton, Hazel	Permission requested	Permission details View
Research Associate KA17942;	30 Mar 2019	Turton, Hazel	Permission requested	Permission details View
Research Associate PH17923;	08 Feb 2019	Wilson, Susan	Permission requested	Permission details View

5. Once you have found the relevant vacancy, you can view information supplied by the recruiter about the permission to fill request by clicking on the **Permission details** button in the Actions column at the right hand side of the screen.

Permission requested   Permission details   View
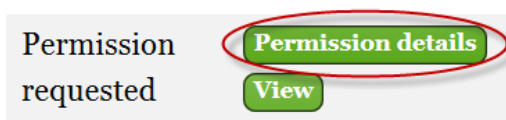
6. You will be taken to the Step 5 Permissions page for the vacancy. Here you can see:

- The funding source (costs code) proposed
- The recruiter's justification for wanting to fill the vacancy
- The estimated cost in year 1
- The date the recruiter wishes to fill the vacancy
- A link to any attachments that the recruiter has uploaded

Viewing a vacancy
(RC27653) Research Associate

STEP 1 Job Type	STEP 2 Job Details	STEP 3 Funding	STEP 4 Redeployment	STEP 5 Permission	STEP 6 Advertisements

This vacancy is currently waiting upon the following permission approvals.

FUNDING SOURCE		DEPARTMENT APPROVAL	SCHOOL APPROVAL	RMC APPROVAL	STATUS
AHZZ/999.99.G999999.ZZZZ (100%)	View	*APPROVED*	Pending Moss, Elizabeta Millard, Michael	To be DELEGATED	Pending

Information supplied by the recruiter

Justification for filling

7. You can view all of the details that the recruiter has entered about the vacancy by clicking on the relevant section in the banner at the top of the page. If the recruiter has drafted any adverts, you can view these by clicking on the Step 6 section of the banner.

8. Click on the View button next to the funding source details in Step 5 Permission, as shown below.

FUNDING SOURCE		DEPARTMENT APPROVAL	SCHOOL APPROVAL	RMC APPROVAL	STATUS
Z.KA.ZZZZ.ZZZZ.ZZZZ.ZZZZ (50%)	View	Pending Hewitt, Liz Turton, Hazel Stokes, Sam Bates, Clare Weale, Gillian O'Flynn, Irene Daley, Suzanne	To be DELEGATED	To be DELEGATED	Pending
KAZZ/999.99.G999999.ZZZZ (50%)	View	Pending Hewitt, Liz Turton, Hazel Stokes, Sam	To be DELEGATED	To be DELEGATED	Pending

You will have another opportunity to view the Information supplied by the recruiter.

ORG UNIT	OUTCOME
Department: Department of Physics	Pending
School: School of the Physical Sciences	To be DELEGATED
University: General Board	To be DELEGATED

Information supplied by the recruiter

Justification for filling

The Department of Training is planning to develop and run a new suite of leadership development courses in 2019/20. This is a key part of the Department's agreed strategic plan. It will be impossible to deliver without replacing our leadership development specialist who will be leaving shortly.

Underneath the Information supplied by the recruiter, there is a section where you can record your **Permission to fill decision**.

Permission to Fill

Related Files

File name   [Browse...] **Upload**   ⦿

Permission to fill decision   *A response is required*

[▾]

ACD Number   ⦿

[   ]

Approver comments/conditions   ⦿

[   ]

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9. If you wish to attach documents in support of your decision for the recruiter/other approvers to review, click on the **Browse** button next to the **File name** field. You can then search through your document and select your chosen attachment and click on **Upload**. Repeat for multiple files.

   Please note: For security purposes the system will only allow you to upload files of the type .pdf or .doc(x).

   Related Files

   File name   [Browse...] **Upload**   ⦿

10. Select the description from the dropdown list which matches your decision: **Approve, Deny or Refer back to recruiter**

Permission to fill decision   *A response is required*

Approve
Deny
Refer back to recruiter

11. If you are an RMC (University) level approver and you have approved the permission to fill/create request, enter the ACD Number in the field provided.

ACD Number

12. Enter the reasons for your decision, or any conditions associated with it, in the **Approver comments/conditions** text box.

Approver comments/conditions

I support the recruiter's comments that this post is vital for the success of a critical new project within the department - please see the attached document for further details. Post xxxx will be suppressed if permission to create is granted for this post.

13. Click on the **Save** button to save your approval decision.

The status of the vacancy will change under the relevant approval heading to **Approved**. You will also be able to see what further levels of approval, if any, are required for permission to fill/create to be granted.
In the example below, Department Approval has been granted and School Approval is still required. The vacancy does not require RMC Approval.

Where the vacancy requires any further levels of approval (for example, if you have granted Department-level approval but School-level approval is also needed), the relevant approver(s) for the next level up will receive an email. This will notify them that a permission to fill/create request has been submitted and requires their attention (see example email below).

14. Once permission has been granted at ALL levels required, the recruiter will receive an email to notify them of this (see below).

Your request for permission to fill a position funded by Department of Physics has been approved. See details below.

Position title:
 Research Associate
Department/Faculty:
 Department of Physics
Vacancy Number:
 KA17944
Position Reference :
 Not yet assigned
Funding type:
 Departmental
Account code:
 Z.KA.ZZZZ.ZZZZ.ZZZZ.ZZZZ (100.0%)

This vacancy is now ready to be published to your desired media agencies.

See below for all approval comments related to this request (be aware that some actions may be pending for the recruiter):

15. The vacancy will be given a status of **Permission granted**

Vacancies

Export   Status Filter: Permission granted ▼   ⓘ

Position and Vacancy Code	Start Date	Recruiter	Status	Actions
		▼		
Research Fellow AH17945; pos ref: 70069133	01 Dec 2018	Virr, Simon	Permission granted	Permission details View
Research Associate KA17944; pos ref: 70069132	01 Apr 2019	Turton, Hazel	Permission granted	Permission details View
Director of Human Resources [Temporary Cover] AH17916; pos ref: 70069122	18 Feb 2019	Wilson, Susan	Permission granted	Permission details View