



Web Recruitment Release 4, January 2015
Tier 2 Certificate of Sponsorship – Requesting Applicant Details

HR Systems

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1. Web Recruitment – Introduction to Release 4

1.1 Overview of recruitment-related systems and Web Recruitment Releases 1 -3

The recruitment process begins with the identification and definition of a vacancy. This includes developing or updating the PD33 or role description and, for new academic-related and assistant staff vacancies, the grading of the post. Posts which are graded are set up in CHRIS (the HR and Payroll System) by the Grading team in the HR Division.

The new Recruitment Administration System (RAS) is then used to:

- Find the details of a vacancy which exists in CHRIS (posts which have been graded or are being refilled); or
- Enter the vacancy details for a new academic or research post (these are not individually graded so have not already been set up in CHRIS at this point).

Permission to fill a vacancy is then requested and granted in RAS. In most cases, the vacancy should then be advertised. Once all required permissions for a vacancy have been obtained, RAS can be used to place an advert on the University's Job Opportunities pages and to send to external media for publication.

In RAS, a department/institution records whether or not they will be inviting online job applications via the Web Recruitment System. Where the Web Recruitment System is to be used, RAS will:

- Insert an 'Apply online' button on the advert for the vacancy on the Job Opportunities pages;
- Insert a URL in external adverts for the vacancy, which routes to the relevant advert on Job Opportunities.

The Web Recruitment System can then be used to receive and process applications received.

The first release of the Web Recruitment System focused on:

- Allowing applicants to apply online via the University Job Opportunities pages;
- Automatically acknowledging applications;
- Allowing recruiters to view, email and print applications;
- Allowing recruiters/administrators to manage and record the results of the selection process; and
- Transferring the successful applicant(s) into the CHRIS Recruitment Module.

The second release of the Web Recruitment System focused on:

- Allowing applicants to copy personal details, qualifications and employment history from a previous application;
- Allowing recruiters to generate rejection emails and letters to applicants;
- Allowing recruiters to generate reference request emails and letters;
- Allowing referees to upload their reference into the system after a reference request email has been sent to them.

The third release of the Web Recruitment System focused on:

- Allowing recruiters to generate an email to the successful applicant where they need to provide information for a Tier 2 Certificate of Sponsorship;
- Allowing applicants to log back into their Web Recruitment account to enter the additional Tier 2 CoS information and upload supporting documents;
- Allowing recruiters to download the applicant details required for a Tier 2 CoS so that it can be attached to the rest of the CoS application for submission to HR;
- Automated marking of an application as eligible for purging 12 months after the vacancy closes (including extended deletion dates for those vacancies where CoS retention policies apply);
- Allowing super-users to mark a vacancy as a purging exception;
- Automated deletion of unsubmitted applications two months after the vacancy closing date;
- Retaining anonymised data for future trend analysis and management reporting;
- Allowing applicants to enter basic disclosure information when a vacancy has a basic disclosure check selected within new RAS;
- Generating reports of applicant information from within Web Recruitment and export results to Excel; and
- Adding bookmarks to the application pack PDF, allowing recruiters to navigate around more easily between applicants and documents.

1.2 Release 4 overview

Release 4 focuses on:

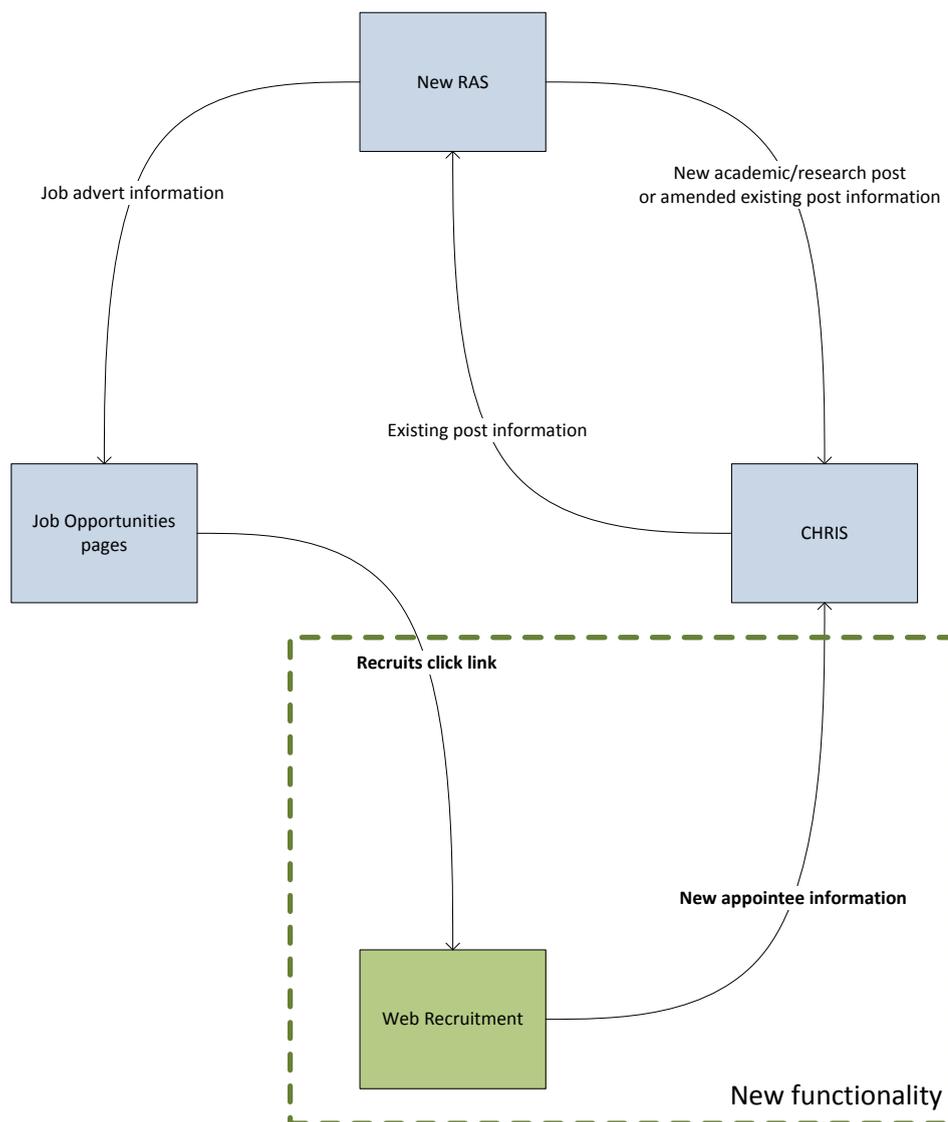
- Removing the need for vacancy administrators in departments/institutions to use the CHRIS Recruitment Module and CHRIS/10A form for the majority of appointments and replacing these with the following actions doing the following within Web Recruitment:
 - Recording details about the offer and appointment within a new Offers section;
 - Uploading supporting documents for an appointment (and Tier 2 Certificate of Sponsorship application, if required); and
 - Submitting an electronic Appointment Request to the HR New Appointment team.
- Pre-filling the Offers section with details about the applicant (from their online application form) and the position (from CHRIS);
- Allowing vacancy administrators to generate an offer letter to the successful candidate using details that they have entered into the system or upload an offer letter they have created outside of the system;
- Allowing vacancy administrators to download a cover sheet for any supporting documents being sent to the HR New Appointment Team outside of the system;
- Recording details of how and when offer letters were sent to the successful candidate;
- Storing and accessing offer letter history;
- Allowing the New Appointment Team to receive and view appointment requests online within a new HR Processing section of the system; and
- Allowing the New Appointments team to transfer details of the applicant and appointment into the CHRIS Recruitment Module.

Departments/institutions should request appointments via Web Recruitment wherever possible and the New Appointment team will transfer successful applicants to CHRIS using their screens within the system. The supporting documents cover sheet can then be downloaded and attached to supporting documents and returned to the HR New Appointment Team for processing.

1.3 HR system linkages

Diagram 1 below shows how the different HR systems link together in the recruitment process.

Diagram 1: HR systems linkages in the recruitment process



1.4 System and process support

Technical queries relating to the Web Recruitment System should be directed to the **CHRIS Helpdesk** by emailing chris.helpdesk@admin.cam.ac.uk.

The New Appointment Team should be contacted for advice about making appointments via hnewappointmentteam@admin.cam.ac.uk.

The Compliance Team should be contacted for advice about Tier 2 Certificate of Sponsorship applications and other immigration matters via complianceteam@admin.cam.ac.uk.

2. Web Recruitment – available documentation

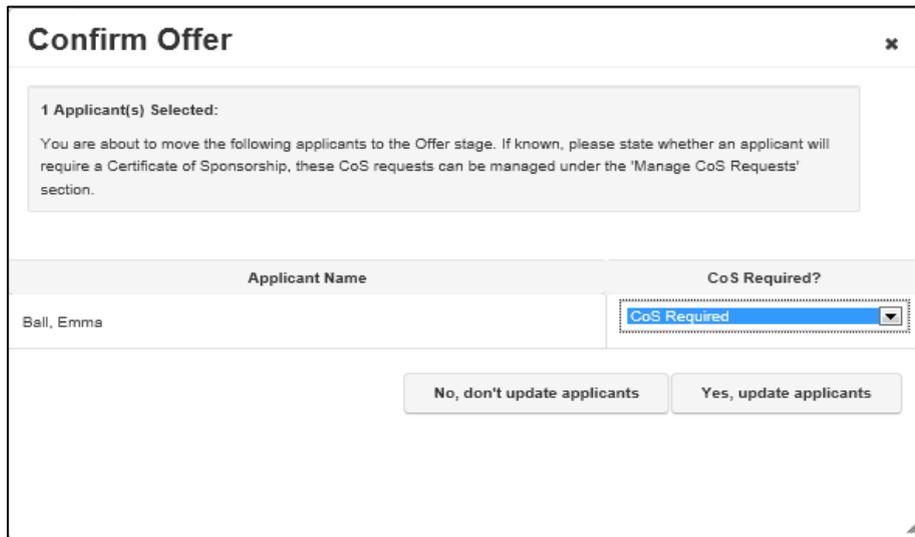
This manual (shaded in grey below) forms part of the wider set of documentation for Web Recruitment summarised in the table. These documents can be found on the [HR Systems Web Pages](#), along with additional supporting information (including links to videos and release notifications).

Title	Document Type	Description
Guide for Selectors	User guide	A guide designed for selectors that describes the process of logging on to Web Recruitment, viewing and downloading application packs.
Managing Vacancies	User guide	This is the main user guide, which explains how to find vacancies in the system, grant other access, download application forms, record outcomes at each stage of selection and complete recruitment so that the appropriate retention policy is applied to the details of the vacancy.
Tier 2 Certificate of Sponsorship – Requesting Applicant Details	Quick reference	This is a two page pictorial overview of the end-to-end process for requesting information from a successful applicant for a Tier 2 Certificate of Sponsorship (CoS) application. It is intended for users who do not require the level of detail provided by the step-by-step instructions in the user guide below.
Tier 2 Certificate of Sponsorship – Requesting Applicant Details	User guide	This guide provides detailed step-by-step instructions on how to request that a successful applicant logs back into their Web Recruitment account to provide information and supporting documents needed for a Tier 2 CoS application.
Generating Correspondence	User guide	This guide explains how to generate rejection emails/letters and reference request emails/letters within the system. It also details how to view references uploaded directly into the system by referees and how to upload references received by post/email.
Generating Reports	User guide	The Web Recruitment system provides standard vacancy reports for applicant and referee details (for example, for use in mail merges or for email lists). This document describes the standard reports and how to generate them. It also describes how to use the custom reporting tool built into the application.
Managing Offers	Quick reference	This is a two page pictorial overview of the end-to-end offer and appointment process. It is intended for users who do not require the level of detail provided by the step-by-step instructions in the user guide below.
Managing Offers	User guide	This guide describes the process of making an offer, generating an offer letter, recording offer outcomes and entering additional information so that an electronic appointment request can be made to the HR New Appointment team. This process replaces the need for departments/institutions to use the CHRIS Recruitment Module and CHRIS 10(A) form for most appointments. The guide also provides a summary of how to request Tier 2 CoS information; full details are in the CoS guide.
Overview of the Applicant Process	User guide	A guide for internal users of the Web Recruitment System that describes the process of making an online application from the applicant's perspective.
Applicant Frequently Asked Questions (FAQs)	FAQs	This document details common queries from applicants that have been reported through the CHRIS Helpdesk, in the applicant survey and to vacancy contacts within departments/institutions.
Administrator Frequently Asked Questions (FAQs)	FAQs	This document details common queries from recruiters, selectors and vacancy administrators reported through the CHRIS Helpdesk, in the department/institution benefits survey and system demonstrations.
Processing Appointment Requests	User guide	This guide is for the HR New Appointment team and describes how to find, check and process Appointment Requests from departments/institutions.

3. Requesting a Tier 2 Certificate of Sponsorship (CoS)

3.1. Actions required before reaching the CoS details section of the process

When an applicant is selected and moved to **Offer in progress**, the following offer confirmation window appears:



Applicant Name	CoS Required?
Ball, Emma	CoS Required

The confirmation window will indicate whether a CoS may be needed by the successful applicant based on his/her responses to the right to work questions in his/her job application form. However, you must double-check the successful applicant’s right to work status with him/her and establish if he/she needs a Tier 2 CoS. As required, you can amend the default by selecting from the drop-down list.



Please ensure that you record the requirement for a Tier 2 CoS accurately for each of your vacancies in Web Recruitment

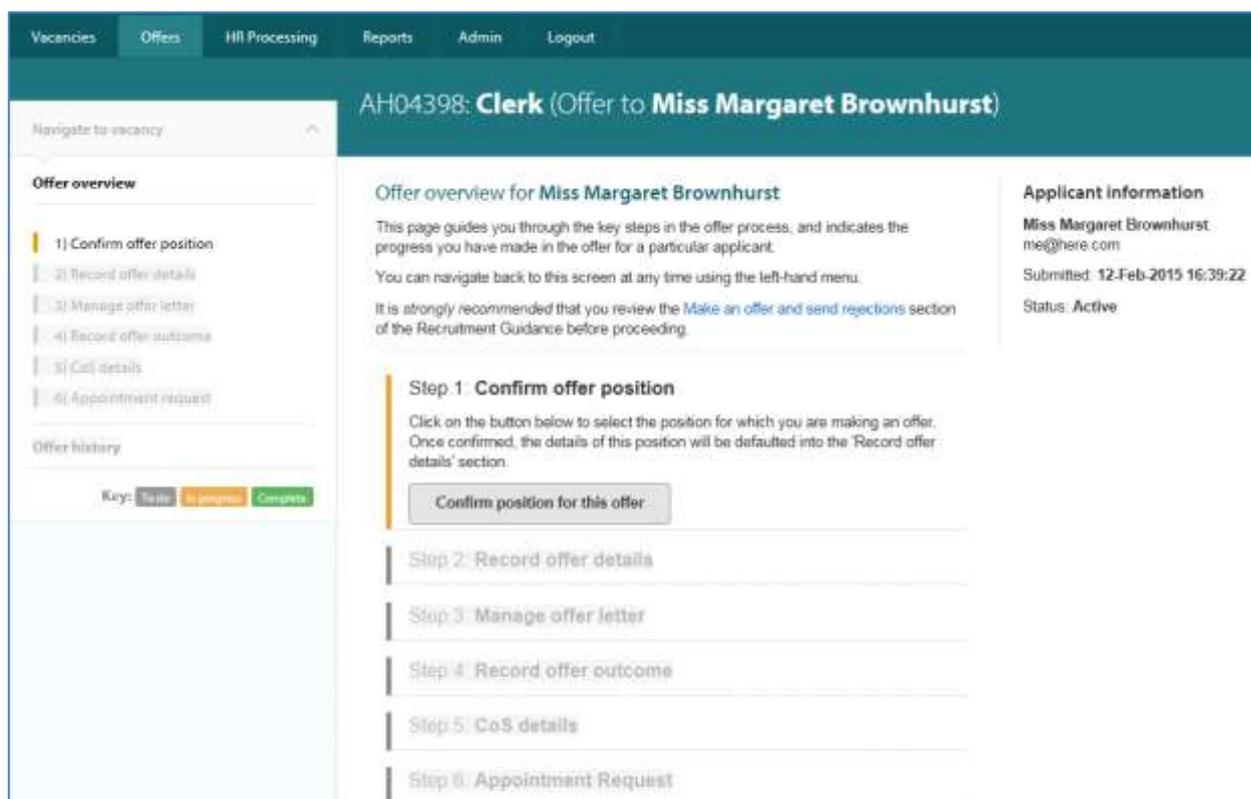
It is very important that this information is recorded correctly because the University is required by law to keep certain documents and information from the recruitment process indefinitely where an individual requires a Tier 2 CoS. The Web Recruitment System will only retain records beyond the normal University retention period for completed vacancies where it is instructed to do so; in this case, that means ensuring that the successful applicant is recorded as requiring a CoS.

Once you have made any changes and you wish to move the successful applicant to the offer stage, click on the **‘Yes, update applicants’** button.



Please note that you will have the opportunity to change your response to the “CoS required?” question later in the Offer process if circumstances change.

The applicant will then appear in the **Offers** tab.



The CoS process is Step 5 in the six-step offer process.

Full details of the process for Steps 1 to 4 are included in the Managing Offers Guide on the [HR Systems pages](#).

This guide focuses on Step 5 of the process, once a conditional offer has been already been accepted. Once this outcome has been recorded in Step 4, you will be routed automatically to Step 5.



Your first task within this section is to confirm whether a Tier 2 CoS is required for your successful applicant to obtain right to work in the UK, having confirmed this with your successful applicant.

You also need to decide whether you will:

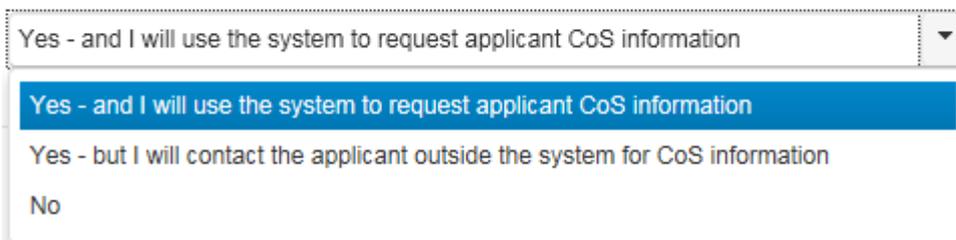
- Use the system to request that the applicant logs back into their Web Recruitment account to provide further details and supporting documents required for their Tier 2 CoS Application; OR
- Contact the applicant outside of the system to request the required documents.



Detailed guidance on Tier 2 of the points-based immigration system (including the Tier 2 CoS application process and required documents) can be found on the HR Division's [Immigration](#) web pages.

- 1 Confirm whether the applicant requires a Tier 2 CoS and whether or not you will be using the system to obtain CoS details/documents from them by selecting the appropriate value from the drop down list.

Does the applicant require a Tier 2 CoS?



Yes - and I will use the system to request applicant CoS information

Yes - and I will use the system to request applicant CoS information

Yes - but I will contact the applicant outside the system for CoS information

No



If the CoS is for an applicant who applied outside the Web Recruitment System and was then added as a manual applicant, you will not have the option to use the system to request CoS details.

- 2 Click on the **Confirm** button.



The rest of this user guide focuses on how the rest of the process works when you have selected and confirmed either of the 'Yes...' options from the drop-down menu shown above.

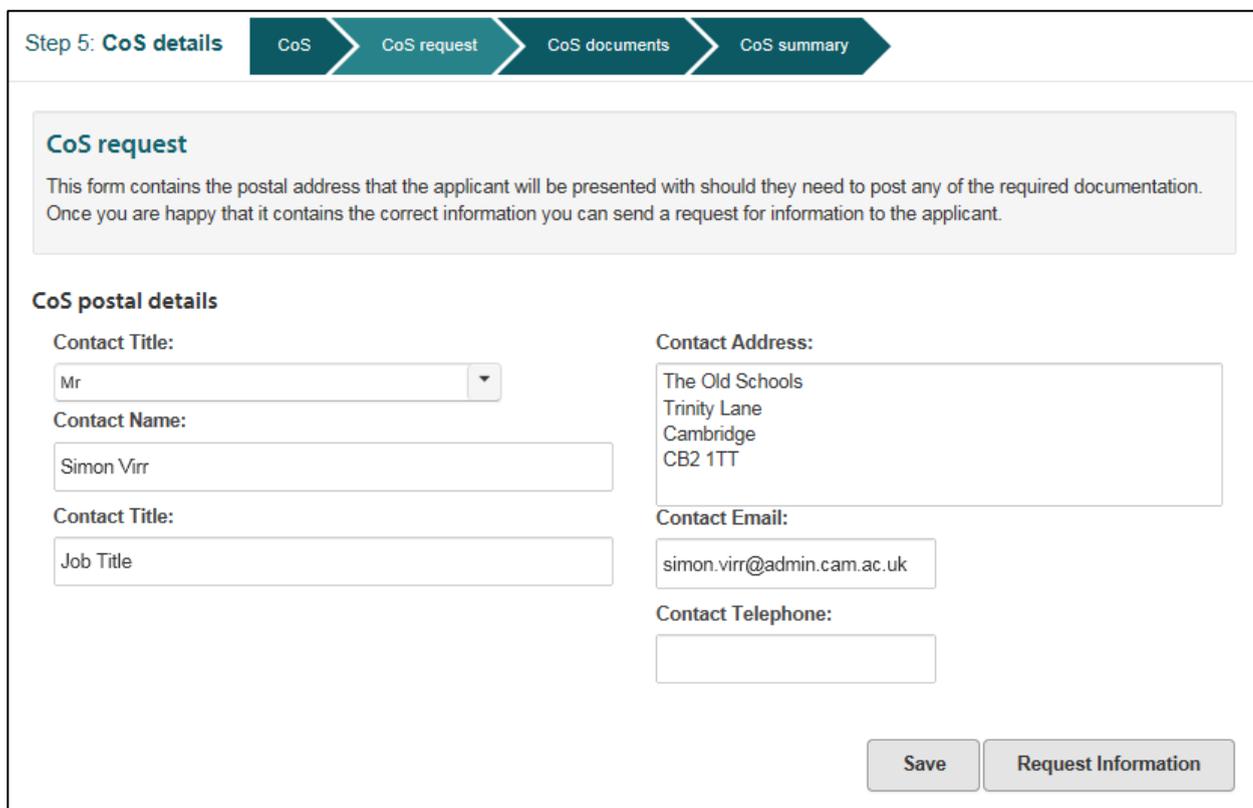
- If you selected **Yes – and I will use the system to request applicant CoS information**, follow the instructions provided in section 3.2 below and onwards.
- If you selected **Yes – but I will contact the applicant outside the system for CoS information**, follow the instructions in [section 3.5.2](#).

3.2 Inviting an applicant to complete their CoS details in Web Recruitment

3.2.1 Steps to be taken by you

Where you have clicked on **Yes – and I will use the system to request applicant CoS information** (as described in section 3.1), you will be routed automatically to the second tab within Step 5 – **CoS request**.

Here you will be recording contact details to be provided to the successful applicant when they are emailed by the system and asked to log-in to enter details required for their CoS application. He/she can then use these contact details in the event that there are any documents which they are not willing or able to upload.



Step 5: CoS details

CoS CoS request CoS documents CoS summary

CoS request

This form contains the postal address that the applicant will be presented with should they need to post any of the required documentation. Once you are happy that it contains the correct information you can send a request for information to the applicant.

CoS postal details

Contact Title: Mr

Contact Name: Simon Virr

Contact Title: Job Title

Contact Address: The Old Schools
Trinity Lane
Cambridge
CB2 1TT

Contact Email: simon.virr@admin.cam.ac.uk

Contact Telephone:

Save Request Information

Review/update or enter the contact details that you wish to be provided to the successful applicant.



If you created a system-generated offer letter for this applicant, the contact details used for the offer letter will be displayed by default. These can be amended as required.

Click on the request information button.

[Request Information](#)

A confirmation message will then be displayed to check that you wish to proceed with requesting CoS details from the successful applicant.

Send Request for CoS Information ✕

You are about to request that the applicant: **Brownley, Margaret** logs back into the recruitment system to provide the additional details required for a Tier 2 Certificate of Sponsorship request.

Applicants will have the option to supply supporting documents through the post.

Request that applicant provides proof of their qualifications:

▼

[Request Information](#)

Before clicking on **Request** Information, decide whether you want the applicant to be asked to provide proof of any qualifications/professional registrations and update the drop-down after '**Request that applicant provides proof of their qualifications?**' as required.

Request that applicant provides proof of their qualifications:

▼

Yes

No

 You must choose “Yes” where a qualification / professional registration was specified in the job advert as required (rather than desirable) for the post.

Click on the **Request Information** button.

Send Request for CoS Information ✕

You are about to request that the applicant: **Brownley, Margaret** logs back into the recruitment system to provide the additional details required for a Tier 2 Certificate of Sponsorship request.

Applicants will have the option to supply supporting documents through the post.

Request that applicant provides proof of their qualifications:

▼

Request Information

The applicant is then sent an email inviting them back to their Web Recruitment account to provide details and documents required for their Tier 2 CoS application.

The CoS Status in Step 5 will be updated to reflect that data has been requested.

CoS Status:
Data Requested

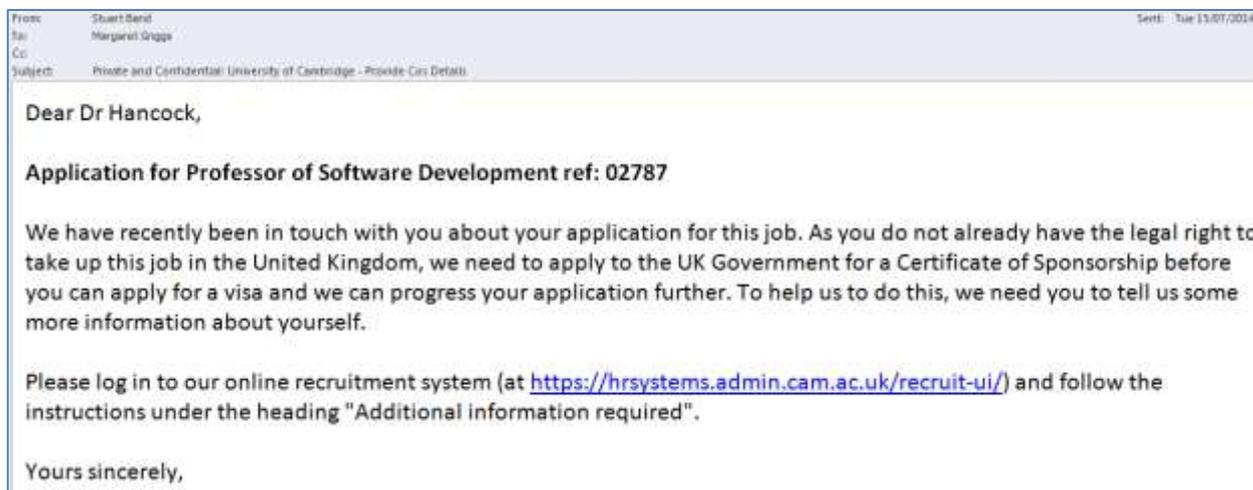
CoS Status Information:

- **Not Requested:** Request for CoS application details not yet sent.
- **Data Requested:** Request for CoS application details sent, awaiting information from the applicant
- **Data Received:** Applicant has completed required CoS information

i It has been confirmed that a CoS is required.

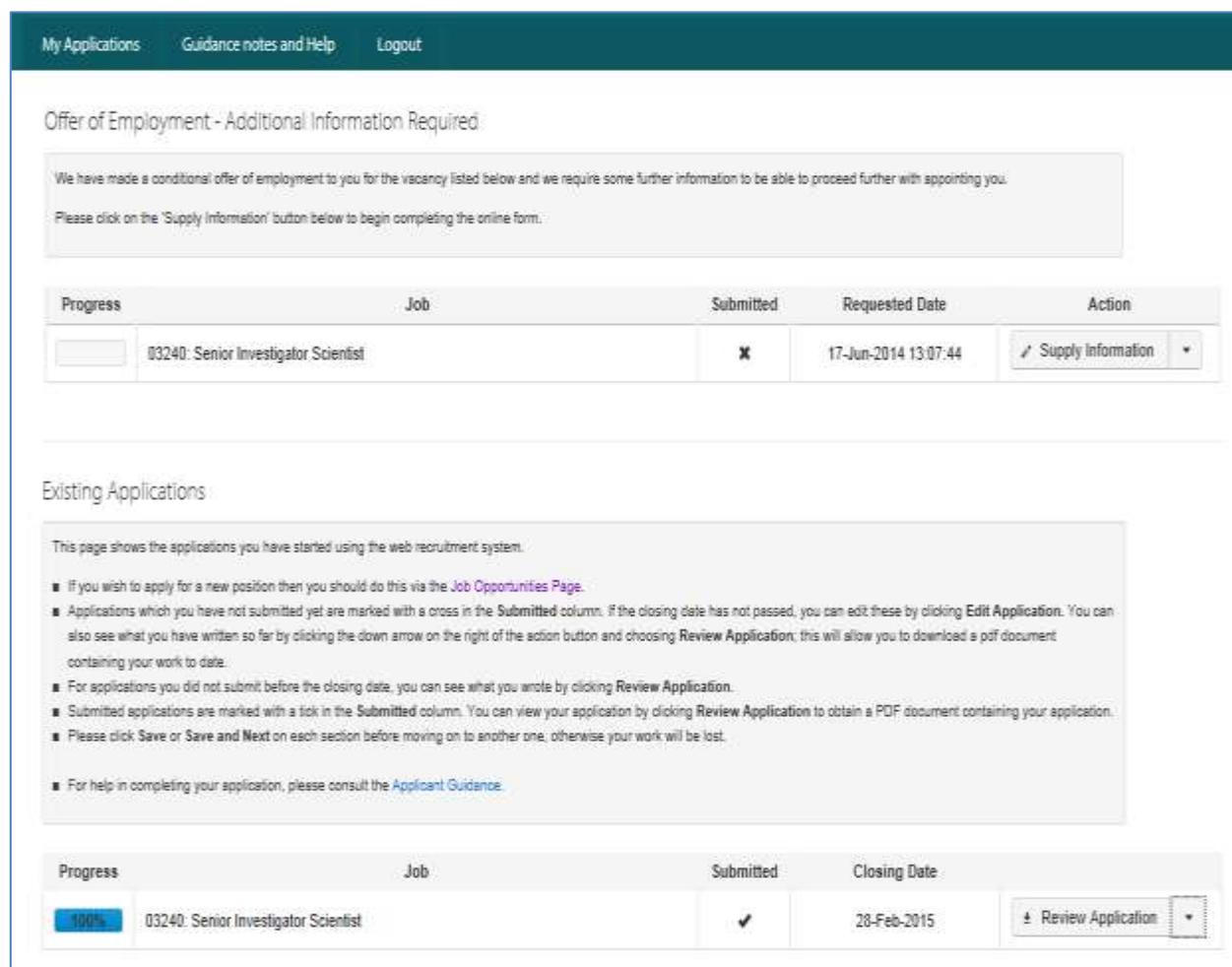
3.2.2 What the applicant sees

When you make a request for the applicant to provide you with CoS details, the following standard email is sent to his/her registered email address:



When the applicant clicks on the link provided in the email they are directed to the Applicant log-in screen where they will need to enter their email address and password.

When the applicant logs into the system, the first screen they see explains at the top that they need to provide additional information to us.



The applicant can then click on **Supply Information** and a form is displayed with three tabs.

Here, they will provide/update personal and visa details, and upload any required supporting documents which are needed for the Tier 2 CoS application.

This form has the same look and feel as the main application form and the applicant can save and return, mark sections as complete and then check the details in a PDF before they submit.

My Applications
Guidance notes and Help
Logout

Confirm Personal Details >
Visa Details >
Supporting Documents >
Submit >

Confirm Personal Details

Please check that the information below is accurate and that all of the required fields are complete. The information that you enter here will be used to complete your application for a Tier 2 Certificate of Sponsorship. If you require any assistance during this process then please contact the recruiter for your vacancy (as specified in the advert and/or Further Information document).

<h4>Personal Details</h4> <p>Title: * <input type="text" value="Mrs"/></p> <p>Surname / family name: * <input type="text" value="Lane"/></p> <p>Forename: * <input type="text" value="Margaret"/></p> <p>Place of Birth: * <input type="text"/></p> <p>Country of Birth: * <input type="text"/></p> <p>In which country will you be applying for your visa? * <input type="text" value="--- Please Select ---"/></p>	<h4>Current Residential Address</h4> <p>Address: * <input type="text" value="19 Village Road"/></p> <p>City or town: * <input type="text" value="Comberton"/></p> <p>County, area, district or province: * <input type="text"/></p> <p>Country: * <input type="text" value="United Kingdom"/></p> <p>Postal code: <input type="text"/></p>
--	--

Current Visa Details

Do you have a current UK visa? *

Type of current visa:

Expiry date of current visa:

Mark this section as complete

My Applications Guidance notes and Help Logout

Confirm Personal Details > **Visa Details >** Supporting Documents > Submit >

Certificate of Sponsorship Eligibility

Click the button below to go to the UK Visas & Immigration website and complete their Points Calculator.

- When asked to select which Tier you are applying for, please select **Tier 2 (Skilled Workers)**.
- The Tier 2 category you are applying for is **Tier 2 (General)**.
- You should answer "Yes" when asked if you have a valid Certificate of Sponsorship.
- You should answer "Yes" when asked if you will be earning at least the appropriate salary

Once complete, add up the number of points calculated for "attributes", "English language" and "Maintenance" and enter the total figure into the box below.

Number of Points Calculated *:

Have you held any UK Tier 2 visa in the past 12 months which has now ended? *

--Please Select--

If yes, are you currently resident outside the UK?

--Please Select--

Have you held UK Tier 2 visas continuously since 6 April 2011?

--Please Select--

Mark this section as complete

A link to UKVI's points calculator is supplied so that the applicant can check/enter their points score.

My Applications Guidance notes and Help Logout

Confirm Personal Details > Visa Details > **Supporting Documents >** Submit >

Supporting Document Upload

We require the following documents to be able to request a Tier 2 Certificate of Sponsorship for you. These documents can either be uploaded using this page or alternatively posted to:

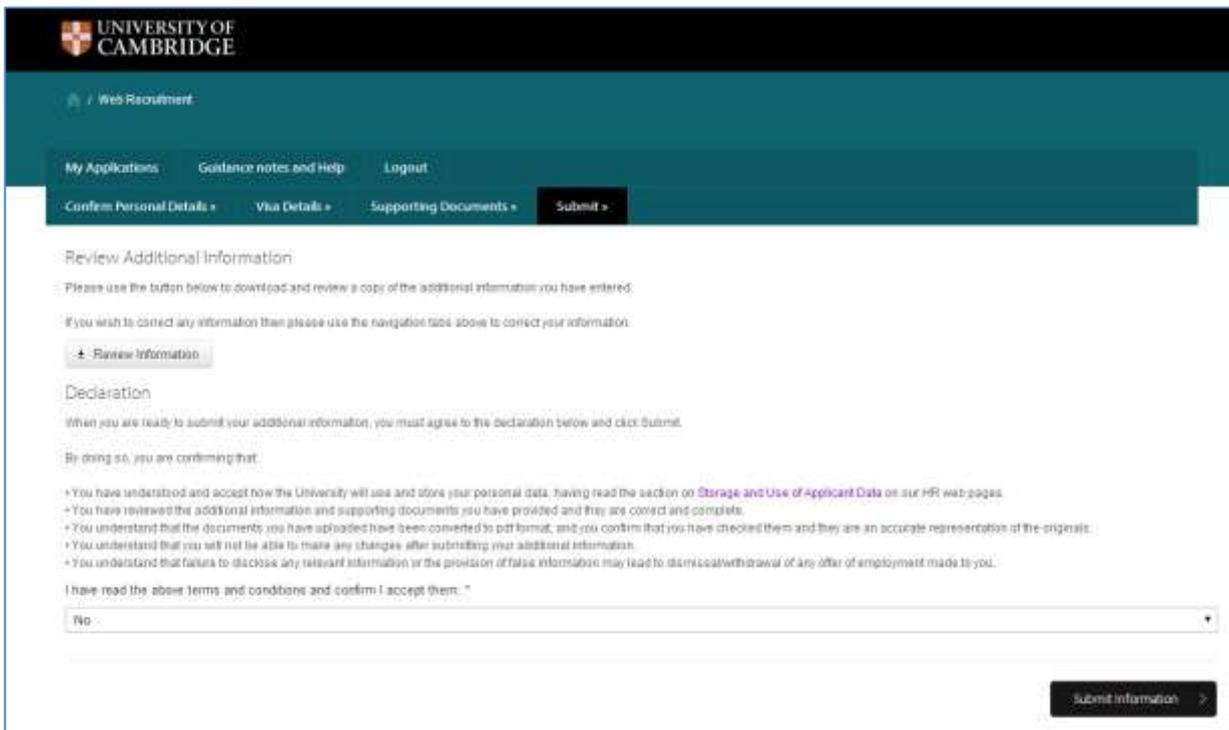
Dr Bloggs
Here

Document	N/A?	Posted?	Uploaded?	Filename
Where any of the documents are in different names, evidence of the change (e.g. marriage certificate)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Upload File"/>	
Translations of evidence of qualification, where not in English	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Upload File"/>	
Copies of evidence of any required academic or professional qualifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Delete File"/>	 M:\My Documents\Academic Template.pdf
Copy of existing UK visa (if current)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Upload File"/>	
Copy of your passport	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Upload File"/>	

Mark this section as complete

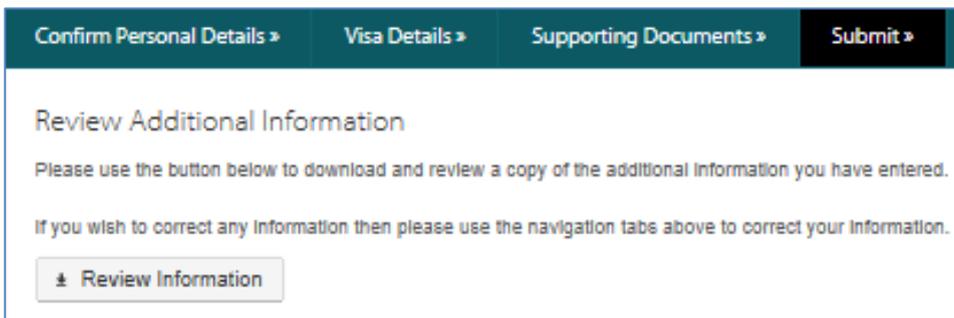
The Supporting Document Upload screen provides details of documents that the applicant may need to provide and, for each one, requires them to upload a copy or indicate that they have posted it to you, or that it is not applicable to him/her.

Once all sections are answered the applicant must complete the declaration (e.g. to confirm that the information is correct and complete) before submitting.



The screenshot shows the University of Cambridge web recruitment interface. At the top, there is a navigation bar with the University of Cambridge logo and the text 'Web Recruitment'. Below this, there are several tabs: 'My Applications', 'Guidance notes and Help', and 'Logout'. A secondary navigation bar contains 'Confirm Personal Details >', 'Visa Details >', 'Supporting Documents >', and 'Submit >'. The main content area is titled 'Review Additional Information' and includes instructions to download and review a copy of the additional information. A button labeled 'Review Information' is visible. Below this is a 'Declaration' section with a list of terms and conditions, followed by a dropdown menu set to 'No' and a 'Submit information >' button.

An applicant can also click on **Review information** to check his/her details and any uploaded documents before submitting them:

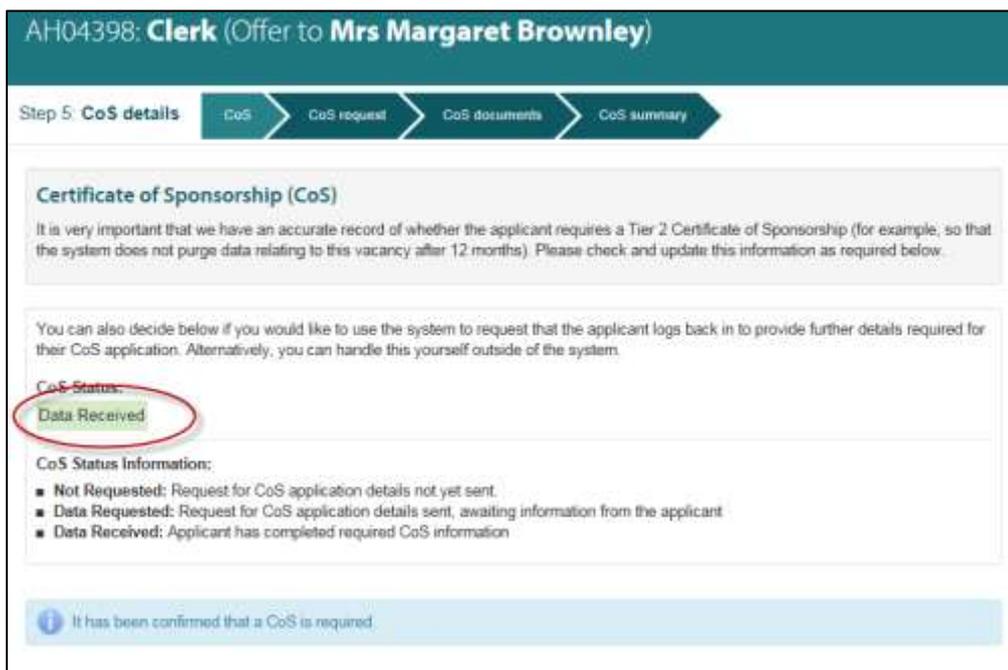


This is a close-up view of the 'Review Additional Information' section. It features a navigation bar with 'Confirm Personal Details >', 'Visa Details >', 'Supporting Documents >', and 'Submit >'. The main text reads: 'Review Additional Information', 'Please use the button below to download and review a copy of the additional information you have entered.', and 'If you wish to correct any information then please use the navigation tabs above to correct your information.' A button labeled 'Review Information' is prominently displayed.

A PDF version of the information provided will then be displayed to the applicant for checking.

3.4. Viewing the applicant’s completed CoS information

- Once an applicant has submitted his/her CoS details and any supporting documents within the system, the status of the CoS Request will be updated in Offer step 5 to **Data Received**.



AH04398: Clerk (Offer to Mrs Margaret Brownley)

Step 5: CoS details

CoS request CoS documents CoS summary

Certificate of Sponsorship (CoS)

It is very important that we have an accurate record of whether the applicant requires a Tier 2 Certificate of Sponsorship (for example, so that the system does not purge data relating to this vacancy after 12 months). Please check and update this information as required below.

You can also decide below if you would like to use the system to request that the applicant logs back in to provide further details required for their CoS application. Alternatively, you can handle this yourself outside of the system.

CoS Status:

Data Received

CoS Status Information:

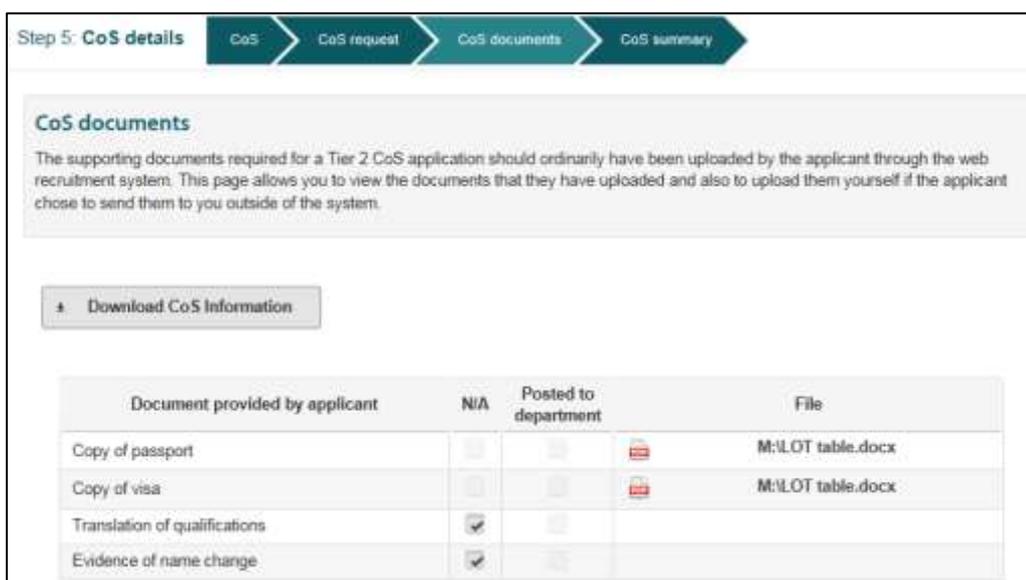
- Not Requested: Request for CoS application details not yet sent.
- Data Requested: Request for CoS application details sent, awaiting information from the applicant
- Data Received: Applicant has completed required CoS information

It has been confirmed that a CoS is required.



You will need to log in and check Step 5 of the offer when you are waiting for CoS information so that you know when it has been received.

- When you see a status of **Data Received**, click on the CoS documents tab (the third tab in Step 5). The CoS information and documents provided by the applicant are visible there.



Step 5: CoS details

CoS request CoS documents CoS summary

CoS documents

The supporting documents required for a Tier 2 CoS application should ordinarily have been uploaded by the applicant through the web recruitment system. This page allows you to view the documents that they have uploaded and also to upload them yourself if the applicant chose to send them to you outside of the system.

Download CoS Information

Document provided by applicant	N/A	Posted to department	File
Copy of passport	<input type="checkbox"/>	<input type="checkbox"/>	M:\LOT table.docx
Copy of visa	<input type="checkbox"/>	<input type="checkbox"/>	M:\LOT table.docx
Translation of qualifications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Evidence of name change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

 The on-screen table indicates which CoS supporting documents have been uploaded into the system by the applicant, which (if any) he/she has posted to you and which are not applicable to him/her.

- Click on **Download CoS Information** button.



- Click on **Open**.



A PDF of the information that the applicant has provided for his/her Tier 2 CoS application will then be displayed. This will include any documents that he/she has uploaded into the system.

Personal Details		Current Residential Address	
Vacancy:	DE00129 - Assistant Director of Research	Address:	19 Village Road
Applicant:	Margaret Lane	City/Town:	Camden
Submitted / Confirmed:	Jul 2014	County / Area:	Cambridgeshire
Place of Birth:	Darham	Postal Code:	-
Country of Birth:	UK	Country:	United Kingdom

Current Visa Details	
Do you have a current UK visa?	No
Type of current visa:	-
Expiry date of current visa:	-

Eligibility	
Number of points from UK Visas and Immigration calculator:	43
In which country will you be applying for your visa:	United Kingdom
Have you held any UK Tier 2 visa in the past 12 months which has now ended?	No
If yes, are you currently resident outside the UK?	No
Have you held UK Tier 2 visas continuously since 8 April 2011?	No

Supporting Documents			
Document Name	MA	Posted	Attached
Where any of the documents are in different names, evidence of the change (e.g. marriage certificate)	✓		
Translations of evidence of qualification, where not in English	✓		
Copies of evidence of any required academic or professional qualifications			✓
Copy of existing UK visa (if current)		✓	
Copy of your passport		✓	

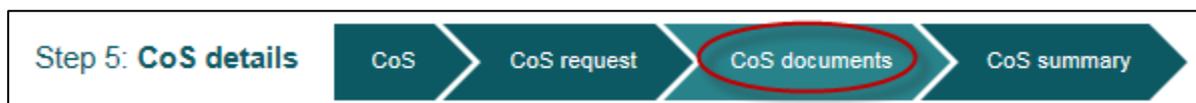
Version: 3.1.0 Generated: 11:51:19 Jul 2014

3.5. Providing supporting documents required for a Tier 2 CoS application

3.5.1 Uploading documents posted by the applicant (where other CoS details were supplied via Web Recruitment)

Please follow the instructions below where you have used the system to gather CoS information from an applicant and they have posted one or more supporting documents to you.

1. If you are not already there, please navigate to the CoS documents tab in Step 5 CoS details for the relevant applicant (this will be the second or third tab, depending on whether you have used the system to request CoS information).



2. Review the on-screen table with a heading of **Documents provided by applicant**.

Documents provided by applicant

Document provided by applicant	N/A	Posted to department	File
Copy of passport	<input type="checkbox"/>	<input type="checkbox"/>	 R:\Personnel\Recruitment Services Teams\Team Leaders ONLY\Liz's work\Copy of passport for this applicant.docx
Copy of visa	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Evidence of qualifications	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Upload file posted by applicant"/>
Translation of qualifications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Evidence of name change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Where there is a tick in the column **Posted to department** (see Evidence of qualifications in the screen shot above as an example), you will need to scan and upload a copy of the document concerned once you have received it in the post from the applicant.

3. Click on the **Upload file posted by applicant** button.

4. Click on the **Choose** button in the pop-up window.

Upload Supporting Document

Please use the button below to select and upload a supporting document.

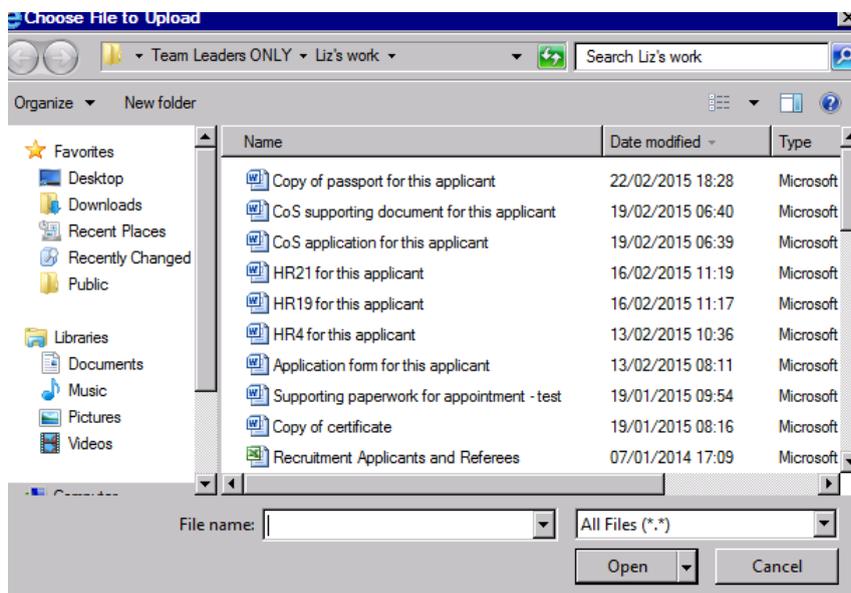
- The following preferred file types are supported: *.docx, *.doc, *.ppt, *.pptx, *.rtf, *.txt. If you cannot upload a file in any of these formats, you may also upload a *.pdf file;
- The Applicant Guidance has information on converting other file types;
- Each file must not exceed 4MB in size;
- Please note all uploaded files are converted to PDF documents.

The upload and conversion process can sometimes take a few minutes. Please do not move away from this page, this window will close once the upload is complete.

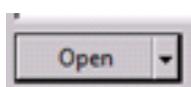
+ Choose

Close Upload Window

5. Select the relevant file from your file directory.



6. Double-click on the file or click on the **Open** button.



A PDF icon and the file's name will be listed in the **File** column in the relevant row of the documents table (see Evidence of qualifications in the screen shot below as an example).

Documents provided by applicant

Document provided by applicant	N/A	Posted to department	File
Copy of passport	<input type="checkbox"/>	<input type="checkbox"/>	 R:\Personnel\Recruitment Services Teams\Team Leaders ONLY\Liz's work\Copy of passport for this applicant.docx
Copy of visa	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Evidence of qualifications	<input type="checkbox"/>	<input type="checkbox"/>	 R:\Personnel\Recruitment Services Teams\Team Leaders ONLY\Liz's work\Copy of certificate.docx <input type="button" value="Delete file"/>
Translation of qualifications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Evidence of name change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

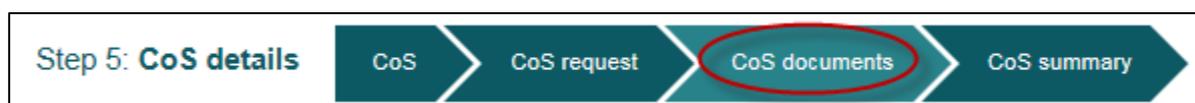
- Repeat the process above for any other documents posted to you by the applicant outside of the system.

3.5.2 Providing CoS supporting documents to HR (whether or not you have requested CoS details using the system)

You will need to follow the instructions below whether or not you have used the system to request details from the applicant for their CoS application.

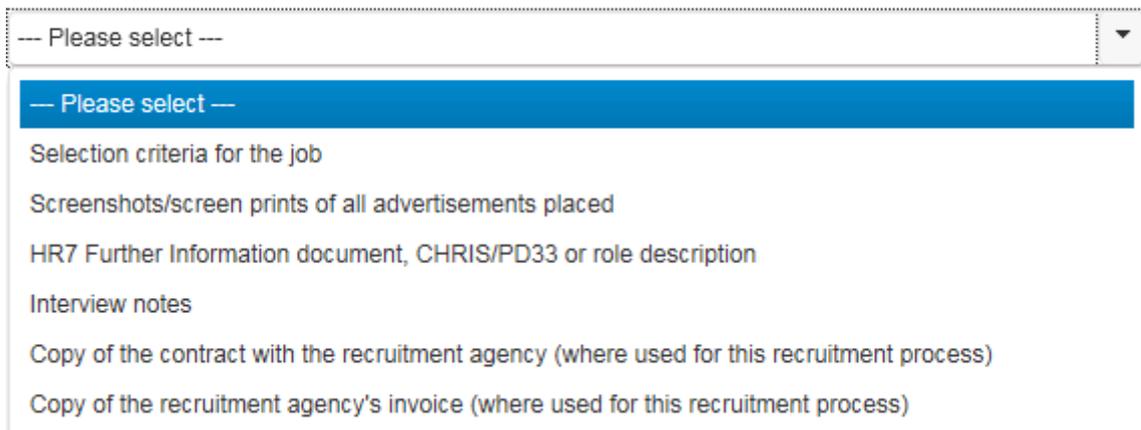
In either case, you will need to ensure that you have uploaded (or indicated that you will post to the HR New Appointment team) all of the required/applicable supporting documents for the Tier 2 CoS including:

- The [Tier 2 CoS Application Form](#);
 - Supporting documents from the applicant (e.g. copy of passport, copy of qualifications where you did not request these using the system);
 - Supporting documents from the department/institution in relation to the recruitment process (e.g. screenshots of adverts, selection criteria and interview notes).
- If you are not already there, please navigate to the CoS documents tab in Step 5 CoS details for the relevant applicant (this will be the second or third tab, depending on whether you have used the system to request CoS information).



- Scroll down to **Additional documents that may be required** and click on the drop-down list.

Additional documents that may be required:



--- Please select ---

- Please select ---
- Selection criteria for the job
- Screenshots/screen prints of all advertisements placed
- HR7 Further Information document, CHRIS/PD33 or role description
- Interview notes
- Copy of the contract with the recruitment agency (where used for this recruitment process)
- Copy of the recruitment agency's invoice (where used for this recruitment process)

3. Select one of the types of supporting documents.
4. Choose to either upload the document or confirm that you will be posting it to the New Appointment Team.
 - a) Upload the document

Click on the radio button next to this option.



Additional documents that may be required:

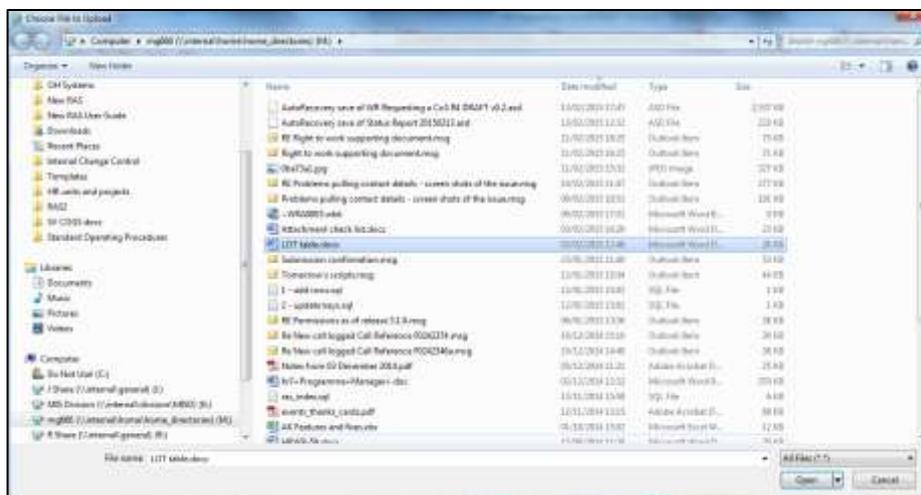
Evidence of qualifications

Upload a document

Add as document being posted to the New Appointment team

+ Choose

Click on the **+ Choose** button and select the document to be uploaded from your file directory.



Select the file and double-click or click on Open.

The document type will then be listed in the table, with a PDF icon and the document name's in the File column of the table (showing that it has been uploaded successfully).

Document to be provided by department	N/A	Posted to New Appointment Team	File
Tier 2 CoS application form	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Screenshots/screen prints of all advertisements placed	<input type="checkbox"/>	<input type="checkbox"/>	 M:Attachment check list.docx
HR7 Further Information document, CHRIS/PD33 or role description	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Selection criteria for the job	<input type="checkbox"/>	<input type="checkbox"/>	 M:L0T table.docx <input type="button" value="Delete file"/>
Interview notes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

b) Confirm that you are going to post the document to the New Appointment Team

Click on the radio button next to this option.

Documents provided by department

Additional documents that may be required:

Copy of the recruitment agency's invoice (where used for this recruitment process) ▼

Upload a document

Add as document being posted to the New Appointment team

Click on the **Add** button.

The document type will be listed in the table and will have a tick in the Posted to New Appointment Team column.

Document to be provided by department	N/A	Posted to New Appointment Team	File
Tier 2 CoS application form	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Screenshots/screen prints of all advertisements placed	<input type="checkbox"/>	<input type="checkbox"/>	 M:\Attachment check list.docx
HR7 Further Information document, CHRIS/PD33 or role description	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Selection criteria for the job	<input type="checkbox"/>	<input type="checkbox"/>	 M:\LOT table.docx <input type="button" value="Delete file"/>
Interview notes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Copy of the recruitment agency's invoice (where used for this recruitment process)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Upload file"/>

- Repeat the process above until all required supporting documents have been uploaded or you have confirmed that you are posting them.



Please note: if you **did not** request CoS details from the applicant using Web Recruitment, there will be additional documents listed in the table below the drop-down list. These are documents that you should have obtained from the applicant (as applicable). You will need to upload those that are required or confirm that you are posting them.

Document to be provided by department	N/A	Posted to new appointments	File
Copy of passport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Upload file"/>
Evidence of qualifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Upload file"/>
Copy of visa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Upload file"/>
Evidence of name change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Upload file"/>
Tier 2 CoS application form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Upload file"/>
Translation of qualifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Upload file"/>

 The table below lists all possible supporting documents for a Tier 2 CoS application and when they are required.

Please note: the CVs/application forms of those who reached final interview do not need to be provided as these will all be held within the Web Recruitment System already (so long as you have added/uploaded the details of any applications received outside of the system; please see the Managing vacancies and applicants user guide on the [HR Systems web pages](#) for details of how to do this).

Document type	When document is needed for a Tier 2 CoS Application
Department/institution documents	
Tier 2 CoS Application Form	Always required
HR7 Further Information/PD33/role description	Always required
Interview notes (which document selection decisions and reasons)	Required if the Resident Labour Market test must be met (see Immigration web pages for further information)
Selection criteria	Required if the Resident Labour Market test must be met (see Immigration web pages for further information)
Screenshots of adverts as evidence of Resident Labour Market Test	Required if the Resident Labour Market test must be met (see Immigration web pages for further information)
Copy of contract with recruitment agency	Where a recruitment agency was used as part of the process
Copy of invoice from recruitment agency	Where a recruitment agency was used as part of the process
Applicant documents	
Copy of applicant's passport	Always required
Copy of applicant's qualifications (where specified as required for the position)	Required where a particular qualification or professional registration was stated as a requirement in the advert/selection criteria
Translation of the applicant's qualification certificate	Required where the applicant's qualification/professional registration certificate is not in English
Copy of applicant's UK visa	Required where applicant has a current UK visa
Evidence of name change	Required where any of the applicant's supporting documents are in a different name (e.g. because the name in the applicant's qualification certificate is a maiden name).

- Once all required CoS supporting documents from the applicant and from the department/institution have been uploaded into the system, or it has been confirmed that they will be posted to the New Appointment Team, tick the box to confirm that the details are now complete and then click on **Save** or **Save and Next**.

Confirmation

The preceding details are now complete and correct.

We don't need confirmation for you to save these details as a work in progress, but you will not be able to proceed with the offer until confirmation is given.

Save
Save and Next >

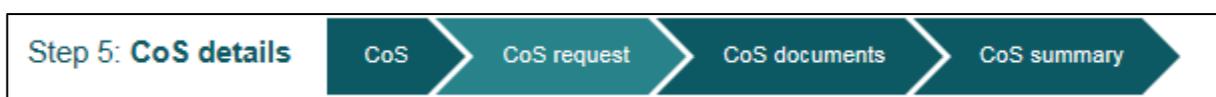
- You will need to remember to post any documents to the New Appointment Team after you have completed Step 6 of the Offer process in Web Recruitment. Please see the Managing offers user guide on the [HR Systems web pages](#) for details of how to download a cover sheet to send with any supporting documents.

3.6. Cancelling a CoS request

If you have indicated in error that an applicant needs a CoS, or circumstances have changed, you can cancel pending requests for CoS information from applicants.

Please note that it is very important that you cancel a request where a CoS is not required so that the correct [recruitment documentation retention policy](#) rules are applied by the system.

- Within Offer step 5, click on the **CoS Request** tab.



- Click on the **Cancel Request** button.

Step 5: CoS details CoS CoS request CoS documents CoS summary

CoS request

This form contains the postal address that the applicant will be presented with should they need to post any of the required documentation. Once you are happy that it contains the correct information you can send a request for information to the applicant.

CoS postal details

<p>Contact Title: <input type="text" value="Mr"/></p> <p>Contact Name: <input type="text" value="Simon Virr"/></p> <p>Contact Title: <input type="text" value="Job Title"/></p>	<p>Contact Address: <input type="text" value="The Old Schools
Trinity Lane
Cambridge
CB2 1TT"/></p> <p>Contact Email: <input type="text" value="simon.virr@admin.cam.ac.uk"/></p> <p>Contact Telephone: <input type="text"/></p>
---	--

[Cancel Request](#)

i The request for CoS information has been sent to the applicant.

3) Confirm the cancellation by clicking on **Yes – cancel this request**.

Confirm Cancel

Are you sure you want to cancel the CoS request for **Reddy, Kiran**?

This cancels the task and you will then be taken back to the CoS details screen so that you can confirm that a Tier 2 CoS is not required or state that you will now handle the collection of the CoS details outside of the system:

NQ04413: **Cleaning Supervisor** (Offer to **Mrs Margaret Brownley**)

Step 5: **CoS details** CoS

Certificate of Sponsorship (CoS)

It is very important that we have an accurate record of whether the applicant requires a Tier 2 Certificate of Sponsorship (for example, so that the system does not purge data relating to this vacancy after 12 months). Please check and update this information as required below.

You can also decide below if you would like to use the system to request that the applicant logs back in to provide further details required for their CoS application. Alternatively, you can handle this yourself outside of the system.

Does the applicant require a Tier 2 CoS?

No

Yes - and I will use the system to request applicant CoS information

Yes - but I will handle the CoS process outside the system

No

Confirm



Please note that while you can still cancel a request once an invitation has already been sent to the applicant it is advisable to speak with the applicant before doing this. Cancelling will remove the applicant's ability to supply addition CoS information in their online account and this may cause confusion if they have already started the process.



Please also note that once the applicant has submitted their data, the CoS status is updated to 'Data Received'; it is no longer possible to cancel a CoS request once this has occurred.