

Web Recruitment Release 5, March 2019

Managing Vacancies and Applicants

HR Systems



## Contents

<b>1.</b>	<b>INTRODUCTION .....</b>	<b>2</b>
1.1	OVERVIEW OF RECRUITMENT-RELATED SYSTEMS AND WEB RECRUITMENT .....	2
1.2	SYSTEM SUPPORT .....	2
<b>2.</b>	<b>LOGGING IN AND LOCATING A VACANCY OR AN APPLICANT .....</b>	<b>3</b>
2.1	LOGGING IN TO WEB RECRUITMENT .....	3
2.2	HOW TO SEARCH FOR A VACANCY IN WEB RECRUITMENT .....	5
2.2.1	SEARCH OPTION 1 – BY STATUS .....	5
2.2.2	SEARCH OPTION 2 – USING THE FILTERS.....	6
2.3	HOW TO SEARCH FOR AN APPLICANT IN WEB RECRUITMENT .....	7
<b>3.</b>	<b>MANAGING VACANCIES .....</b>	<b>9</b>
3.1	INTRODUCTION .....	9
3.2	GIVING OTHERS ACCESS TO A VACANCY .....	9
3.3	STORING RECRUITMENT DOCUMENTS AND NOTES AGAINST A VACANCY.....	13
3.4	VIEWING THE ADVERT/FURTHER INFORMATION FOR THE VACANCY .....	18
<b>4.</b>	<b>MANAGING APPLICANTS THROUGH THE SELECTION PROCESS .....</b>	<b>19</b>
4.1	INTRODUCTION .....	19
4.2	ADDING, SHARING AND REVIEWING APPLICATIONS .....	21
4.2.1	HOW TO VIEW PDFS OF APPLICATIONS FOR A VACANCY.....	21
4.2.2	VIEWING REASONABLE ADJUSTMENT REQUESTS .....	24
4.3	INVITE CANDIDATE.....	27
4.4	ADDING AN APPLICANT TO A VACANCY .....	32
4.5	CREATING A SELECTION GRID.....	39
4.6	DOWNLOADING AN APPLICANT PACK .....	40
4.7	EMAILING AN APPLICANT PACK .....	40
4.8	GENERATING APPLICANT AND REFEREE REPORTS .....	42
<b>5.</b>	<b>UPDATING APPLICANT RECORDS AND THEIR PROGRESS.....</b>	<b>43</b>
5.1	UPDATING SELECTION STAGES AND STATUSES .....	43
5.2	EDITING THE DETAILS OF AN EXISTING APPLICANT .....	48
5.3	ADDING ATTACHMENTS TO AN EXISTING APPLICANT.....	50
5.4	ADDING NOTES TO AN APPLICANT’S RECORD.....	54
5.5	SENDING REJECTION CORRESPONDENCE AND REFERENCE REQUESTS .....	55
5.6	THE OFFER STAGE.....	56
<b>6.</b>	<b>MANAGING OFFERS .....</b>	<b>60</b>
<b>7.</b>	<b>COMPLETING RECRUITMENT FOR A VACANCY .....</b>	<b>61</b>
7.1	COMPLETING RECRUITMENT FOR A VACANCY.....	61
<b>8.</b>	<b>PURGING OF APPLICANT IDENTIFIABLE DATA .....</b>	<b>64</b>
<b>9.</b>	<b>EXCEPTIONS TO THE ‘STANDARD’ PROCESS .....</b>	<b>65</b>
	STUDENTSHIPS.....	65

## 1. Introduction

### 1.1 Overview of recruitment-related systems and Web Recruitment

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

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

- Find the details of a vacancy which exists in CHRIS (posts which have been graded following receipt of a role profile or are being refilled); or
- “Clone” (make a copy of) an existing assistant or academic-related post; 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 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 that they will be inviting online job applications via the Web Recruitment System. 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.

Please see the Recruitment Administration System (RAS) User Manual for further details. This can be found on the HR Systems Landing pages at:  
<https://www.hrsystems.admin.cam.ac.uk/systems/systems-overview/recruitment-administration-system-ras>

The Web Recruitment System can then be used to receive and process applications received including managing and recording the results of the selection process, generating rejection emails and reference requests, recording offer details and producing an offer letter to the successful applicant and submitting an electronic Appointment Request to the HR New Appointment Team so that they can transfer details of the applicant and appointment into CHRIS.

Even if you do not use the Web Recruitment System to receive and process applications, it can still be used to submit an electronic Appointment Request, avoiding the need for a CHRIS/10 or CHRIS/10A form.

#### 1.2 System support

Technical queries relating to the Web Recruitment System should be directed to the **CHRIS Helpdesk** by emailing [chris.helpdesk@admin.cam.ac.uk](mailto:chris.helpdesk@admin.cam.ac.uk). The New Appointment Team should be contacted for advice about making appointments via [hnewappointmentteam@admin.cam.ac.uk](mailto:hnewappointmentteam@admin.cam.ac.uk).

## 2. Logging In and Locating a Vacancy or an Applicant

### 2.1 Logging in to Web Recruitment

The system can also be accessed from the HR Systems landing pages at:

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

HR Systems

Home Services Training Systems Systems Development Contact

Developing simpler HR processes

Focus On

Systems Development Systems Overview

University Information Services (Management Information)

Supporting HR Systems for Recruitment, Staff Self-Service, Payroll, Pensions, Staff Benefits and Record Management.

UIS (Management Information) website >

Systems Log in

CHRIS

Employee Self-Service (ESS)

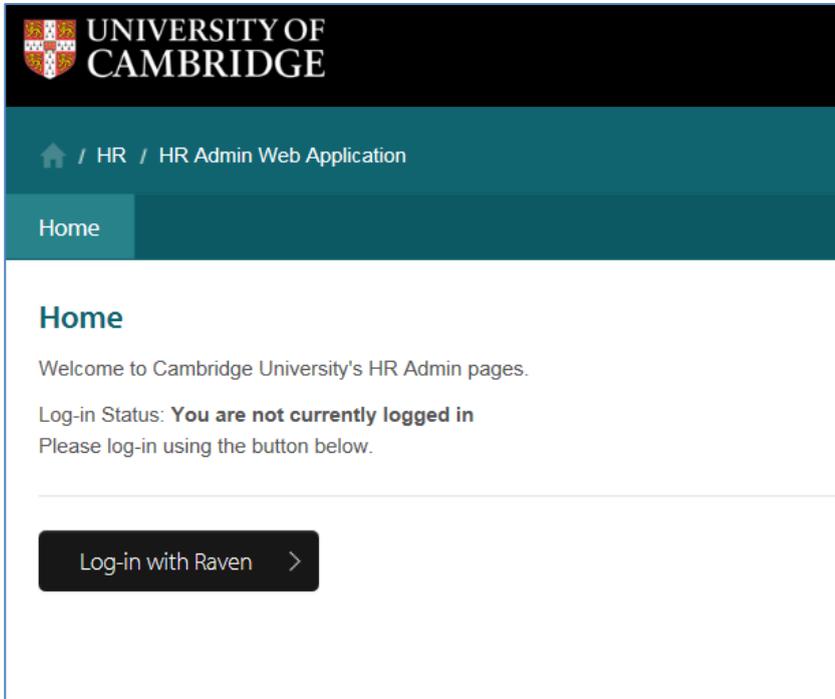
Recruitment Administration System (RAS)

University Payment System (UPS)

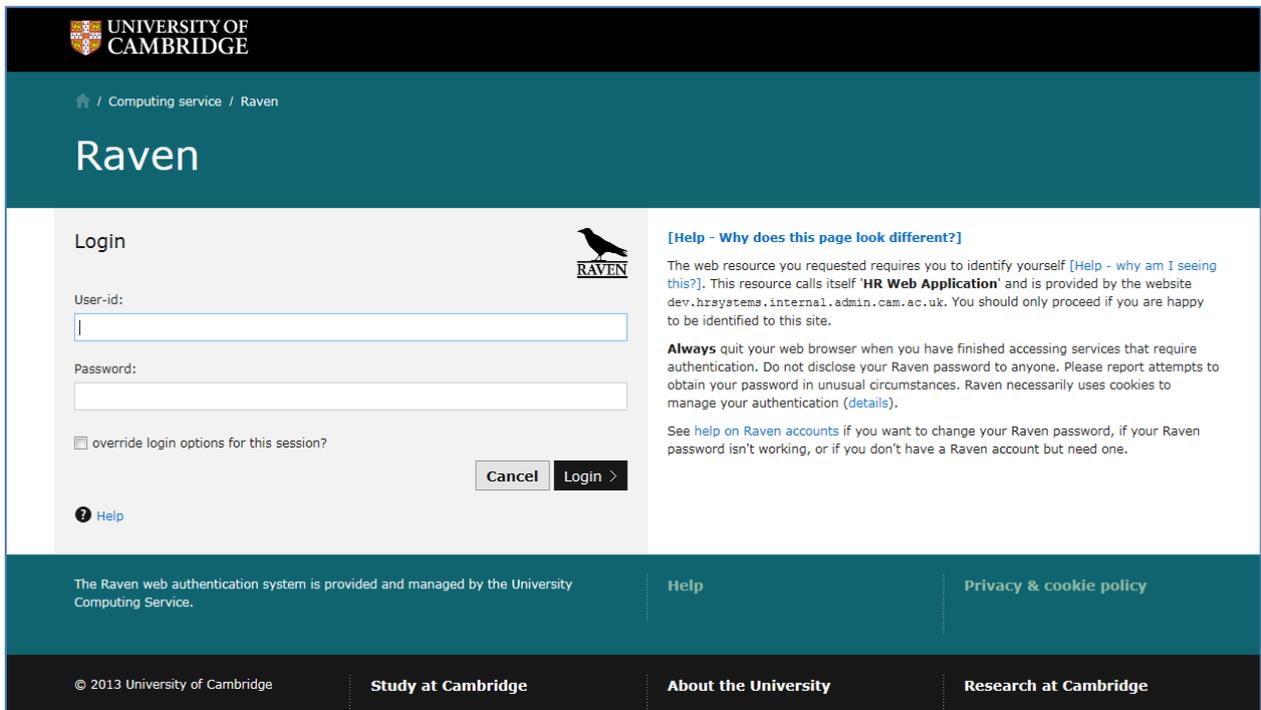
Web Recruitment

Temporary Employment Service

1. Click on the link **Log-in with Raven** button to access the system.



2. Enter your Raven user-id and password.



The system will then display the vacancies for which you have permission.

**Vacancies**

Below is a list of vacancies to which you have access. Use the search boxes or page through to find a specific vacancy.

Show vacancies with recruitment complete

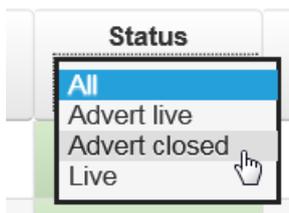
A star (\*) indicates an applicant has requested Reasonable Adjustments to the interview process

Job Reference ↕	Job Title ↕	Status	Closing Date ↕	Applicants	Actions	Access
<input type="text" value="AH17945"/>	<input type="text" value="Research Fellow"/>	All	<input type="text" value="19-May-2019"/>	<input type="text" value="1"/>	<input type="button" value="Manage Vacancy"/>	Administrator
<input type="text" value="KA17944"/>	<input type="text" value="Research Associate"/>	All	<input type="text" value="18-May-2019"/>	<input type="text" value="0"/>	<input type="button" value="Manage Vacancy"/>	Administrator
<input type="text" value="SS17941"/>	<input type="text" value="Professor of Biostatistics (2002) [Temporary Cover]"/>	All	<input type="text" value="18-May-2019"/>	<input type="text" value="0"/>	<input type="button" value="Manage Vacancy"/>	Administrator
<input type="text" value="VC17940"/>	<input type="text" value="Apprenticeship"/>	All	<input type="text" value="15-May-2019"/>	<input type="text" value="1"/>	<input type="button" value="Manage Vacancy"/>	Administrator
<input type="text" value="PS17777"/>	<input type="text" value="Marie Curie Fellow"/>	All	<input type="text" value="14-May-2019"/>	<input type="text" value="2"/>	<input type="button" value="Manage Vacancy"/>	Administrator
<input type="text" value="PS17776"/>	<input type="text" value="Marie Curie Fellow"/>	All	<input type="text" value="14-May-2019"/>	<input type="text" value="1"/>	<input type="button" value="Manage Vacancy"/>	Administrator
<input type="text" value="AH17938"/>	<input type="text" value="Recruitment Administration Team Leader"/>	All	<input type="text" value="13-May-2019"/>	<input type="text" value="1"/>	<input type="button" value="Manage Vacancy"/>	Administrator

## 2.2 How to search for a vacancy in Web Recruitment

### 2.2.1 Search Option 1 – By status

1. You can also choose to display only vacancies where the advert (and therefore online applications) has closed or where the advert is still live by selecting from the drop-down menu in the **Status** column. The Status of “Live” is used to indicate vacancies where Web Recruitment is not being used to collect applications, but will be used to make the Appointment Request.



2. By default, all incomplete vacancies (i.e. those where the advert is still live and those where the selection/offer process is still in progress) are displayed.

You can display Completed Vacancies by ticking the box.

Show vacancies with recruitment complete

Please see the section on [completing recruitment](#) for further details.

### 2.2.2 Search Option 2 – Using the filters

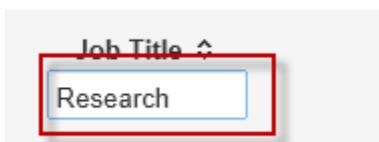
At the top of the **Job Reference** column you will see a white search box. Enter data into this box to search for specific details on a vacancy.



There is no need to press enter on your keyboard when using the filters; just type into the field and the screen will filter automatically to provide a list all the data that meets your search criteria.

Job Reference 	Job Title 	Status 	Closing Date 	Applicants
PE17855	Gardener	Advert live	11-Jun-2019	0
PE17830	Gardener	Advert live	11-Jun-2019	0
PE17810	Gardener	Advert live	11-Jun-2019	0
PE17790	Gardener	Advert live	09-Jun-2019	0
PE17926	Temporary Flower Planter	Live	08-May-2019	1
PE17927	Unestablished Plant Developer	Live	08-May-2019	1

At the top of the **Job Title** column you will also see a white search box. Enter data into this box (without pressing ‘Enter’ on your keyboard) to search for specific details on a vacancy.



You see the screen filter automatically to provide a list all the data that meets your current search criteria.

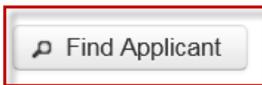
Job Reference	Job Title	Status	Closing Date
<input type="text"/>	Research <span>×</span>	All <span>▾</span>	<span>▾</span>
AH17860	Research Fellow	Advert live	11-Jun-2019
SS17827	Senior Research Associate	Advert live	11-Jun-2019
AH17835	Research Fellow	Advert live	11-Jun-2019
SD17825	Clinical Research Associate	Advert live	11-Jun-2019
AH17820	Research Fellow	Advert live	11-Jun-2019
SB17816	Research Associate/Senior Research Associate	Advert live	11-Jun-2019

### 2.3 How to search for an applicant in Web Recruitment

1. Click the **Find Applicant** button at the top left of the page

#### Vacancies

Below is a list of vacancies to which you have access. Use the search boxes or page through to find a specific vacancy.



2. The **Find Applicants** window will be displayed. This will allow you to search for an applicant across all your vacancies by entering certain data, for example Forename, Surname, Date of Birth. Enter the data you wish to sort by and then click on the **Search for Applicant** button.

Find Applicants

Use this window to search for an applicant across all of the vacancies to which you have access. Clicking on an applicant will navigate to the corresponding vacancy.

**Search results are limited to the first 50 applicants found**

Forename:  Surname:

Date of Birth:  NI Number:

---

Vacancy Ref:  Vacancy Title:

3. The results of your search will be displayed.

<input type="text" value="Search for Applicant"/>		
Applicant Name	Vacancy	Info
Brown, Donald	AW02269: Research Associate	
Brown, Louise	AW02269: Research Associate	

- You can click on the ‘i’ icon under the Info column to review the submitted date, stage and status details of their application.

---

**Full Name:** Brown, Laura  
**Submitted Date:** 02-Mar-2018 16:59:57  
**Stage:** Application Received  
**Status:** Rejected

---

## 3. Managing vacancies

### 3.1 Introduction

If you are listed in RAS as the recruiter for the vacancy (i.e. if you were the person that requested permission to fill in RAS) then, initially, you will be the only person with the ability to access that vacancy. You will have **Administrator** access, allowing you to view and process applications.

Additional access of different levels can be added using the **Permissions** function.

### 3.2 Giving others access to a vacancy

#### 3.2.1 Introduction – Web Recruitment roles explained

The ability to access a vacancy in Web Recruitment is granted on a vacancy by vacancy basis.

Initially, when the vacancy is imported from RAS, there will be a single **administrator** (admin) user granted access automatically: the RAS user for the vacancy. This person will be responsible for assigning user roles to others as required. People without a Raven password, such as people external to the University, cannot be granted system access.

There are three different user roles for a vacancy that you can assign to anyone with a raven password: Read, Write and Admin. These are documented in the table below:

Role	Available actions
READ:	Has the ability to: <ul style="list-style-type: none"> <li>• View applications and see what stage and status they are.</li> <li>• View documents uploaded to the vacancy and applicant records.</li> <li>• View all pending and completed correspondence.</li> <li>• View at vacancy level whether any of the applicants have requested reasonable adjustments (but not which applicant).</li> <li>• Create an applicant/ referee report.</li> <li>• Report on a vacancy.</li> <li>• Generate an HR11 selection grid.</li> <li>• View offers for a vacancy.</li> </ul>
WRITE:	Same as above plus can: <ul style="list-style-type: none"> <li>• Change an applicant stage/status.</li> <li>• Add notes to an application via the notes window (pending).</li> <li>• Upload documentation to the vacancy and application.</li> <li>• Configure a vacancy.</li> <li>• Customise rejections and send rejection emails.</li> <li>• Re-activate rejected candidates.</li> <li>• Switch correspondence to manual.</li> <li>• Download pdf rejection and reference documents.</li> <li>• Preview, confirm or cancel a pending task.</li> <li>• Request a reference.</li> <li>• Manually upload a reference.</li> </ul>
ADMIN:	Same as above plus can: <ul style="list-style-type: none"> <li>• Add, edit and remove manual applicants.</li> <li>• Edit an applicant.</li> <li>• Give others access to the vacancy by assigning one of the three user roles to them.</li> <li>• See at applicant level which applicants have requested reasonable adjustments.</li> <li>• View reasonable adjustments requested, in the Notes field for an applicant.</li> <li>• Complete recruitment on a vacancy.</li> <li>• Complete offer details and submit an Appointment Request to the New Appointment Team.</li> <li>• Record that a CoS is required and request CoS details.</li> <li>• View a CoS report.</li> <li>• Cancel the CoS process.</li> <li>• Receives notifications when invited applicants submit their form.</li> </ul>



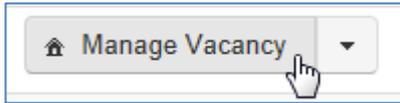
Please note that:

- Functionality for making an Offer is restricted to ADMIN users;
- The CoS request function is an integral part of the Offer process and hence the ability to request a CoS is only available to ADMIN role users; and
- WRITE users can also perform vacancy configuration for correspondence.

### 3.2.2 Assigning Access Rights

To grant other access to a vacancy you are administering:

1. Click on the **Manage Vacancy** button next to the vacancy.



2. The **Vacancy Overview** screen will be displayed. Select **Permissions**.

Vacancy Overview
AH17874: Reporting and Information Analyst

**Applicants**

Process Applicants (0)

Manage Manual Applicants (1)

---

**Vacancy Configuration**

Tasks

Manage Rejection Correspondence

Manage Reference Requests

Manage CoS Requests (0)

---

**Correspondence**

Awaiting Confirmation (0)

Completed and Others (0)

View or Record Correspondence

Permissions

Notes (0)

#### Vacancy overview

Welcome to the vacancy management area, from here you are able to:

- View and manage applications to this vacancy
- Handle rejection communications and reference requests
- Manage vacancy permissions
- View and confirm tasks relating to this vacancy
- Maintain vacancy notes and attachments

**Applicant & referee report**

Download an Excel workbook containing three worksheets: an applicant contact details list, a referee contact details list, and an applicant list without contact details.

[Applicant & referee report](#)

**Positions available for this vacancy**

The following positions can be appointed for this vacancy. If there are no positions listed, and it has been at least 24 hours since you set up this vacancy on RAS, please contact the CHRIS Helpdesk.

	Offer	Earliest start date
70069058: Reporting and Information Analyst	Yes	01-Jan-2019

[Application Stages](#)   [Media](#)

Application Stages Overview

The **Vacancy Permissions** screen will be displayed:

#### Vacancy Permissions

Use this form to allow other people to view / edit this vacancy and its applicants. The roles available are listed in the [Applicant Guidance](#)

- + **Add new user** adds a new user
- **Remove** removes a user
- Always click **Save permissions** to save your changes

CRS ID	Role	Remove
sav25	ADMIN ▼	- Remove
(1 of 1)   <<   <   1   >   >>		
<div style="display: flex; justify-content: space-between;"> <span>+ Add new user</span> <span>Save permissions</span> </div>		

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Page 11

- Click on the 'Add new user' button.

CRS ID	Role	Remove
<input type="text" value="sav25"/>	ADMIN ▾	- Remove

(1 of 1) [◀] [◀◀] [1] [▶▶] [▶]

**+ Add new user** Save permissions

A new row will appear as shown below.

CRS ID	Role	Remove
<input type="text" value="sav25"/>	ADMIN ▾	- Remove

(1 of 1) [◀] [◀◀] [1] [▶▶] [▶]

**+ Add new user** Save permissions

- Add the CRS-ID (e.g. aa999) for the person you wish to give access to the vacancy and select a user role for the person.

**Role**

READ ▾

READ

WRITE

ADMIN

Roles within the Web Recruitment System are explained at the [start of this section](#).

- Click on **Save permissions**, or click on the **Add new user** button again to add an additional user.

CRS ID	Role	Remove
<input type="text" value="sav25"/>	ADMIN ▾	- Remove
<input type="text" value="jmg123"/> ✕	READ ▾	- Remove

(1 of 1) [◀] [◀◀] [1] [▶▶] [▶]

+ Add new user Save permissions

 **Note:** The CRS-ID is checked against the CHRIS system to identify the email address for the user. If there is no email address in CHRIS you will need to get the user update their email in ESS before you can add them. Only the CRS-ID is shown (not the name) so please ensure that it is accurate otherwise the person you have selected will not be able to see the vacancy in the Web Recruitment System – and potentially the wrong person will be able to see the vacancy.

 **Note:** A single person may have multiple CRS-IDs. You will need to ensure that you enter the ID that the person wishes to use to log on to Web Recruitment.

 **Note:** It is inadvisable to allow large numbers of ADMIN roles on one vacancy ADMIN users also have the ability to add further ADMIN access and granting this level of access should be considered carefully so as to avoid unexpected cascade effects.

 **Tip:** If you have added someone incorrectly then just click on the **Remove** button to delete their access to this vacancy.



### 3.3 Storing recruitment documents and notes against a vacancy

#### 5.3.1 Uploading and storing vacancy documents

You may find it helpful to store documents relating to the recruitment process for a vacancy within the system so that you have everything saved in one place. For example, you may like to upload the following documents for a vacancy:

- HR7 Further Information template (<http://www.hr.admin.cam.ac.uk/forms/hr7-further-information-template>);
- HR6 Selection Criteria template (<http://www.hr.admin.cam.ac.uk/forms/hr6-selection-criteria-template>);
- HR11 Selection Results Grid (<http://www.hr.admin.cam.ac.uk/forms/hr11-selection-results-grid>);
- HR15 Selection Process Schedule (<http://www.hr.admin.cam.ac.uk/forms/hr15-selection-process-schedule>).

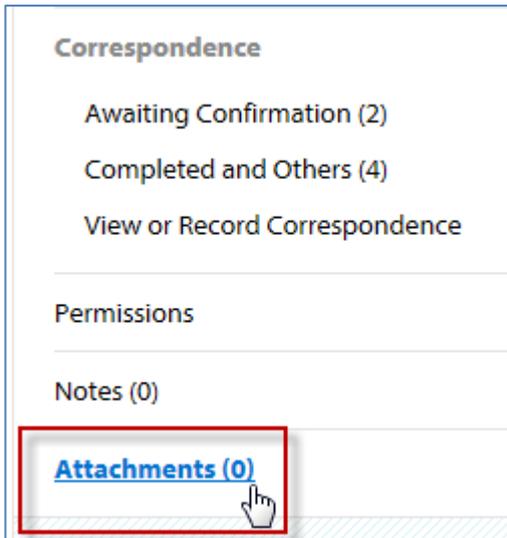
 **Tip:** Store documents against a vacancy if they relate to the job, the recruitment process or multiple applicants. [Store documents against an applicant](#) if they relate to one applicant only.

**Please note:** under Data Protection legislation, all applicants are entitled to make a subject access request to see all personal data held on them, including documentation from the recruitment process. Therefore, it is vital that any recruitment documentation stored within the system or elsewhere) contains appropriate information which demonstrates that a fair, objective process took place. It is strongly advised that you complete the University's online training on

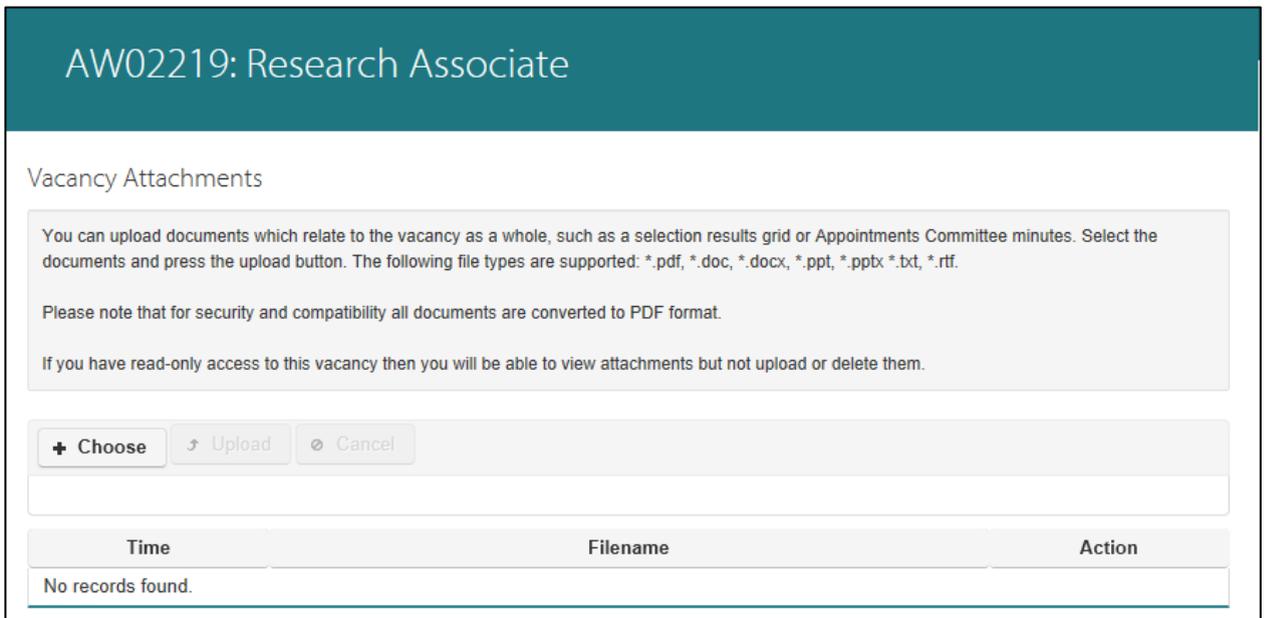
data protection (<http://www.training.cam.ac.uk/cppd/event/1208963>) if you have not done so already and you are going to have WRITE or ADMIN access in Web Recruitment.

To upload such documents to a vacancy that you are administering:

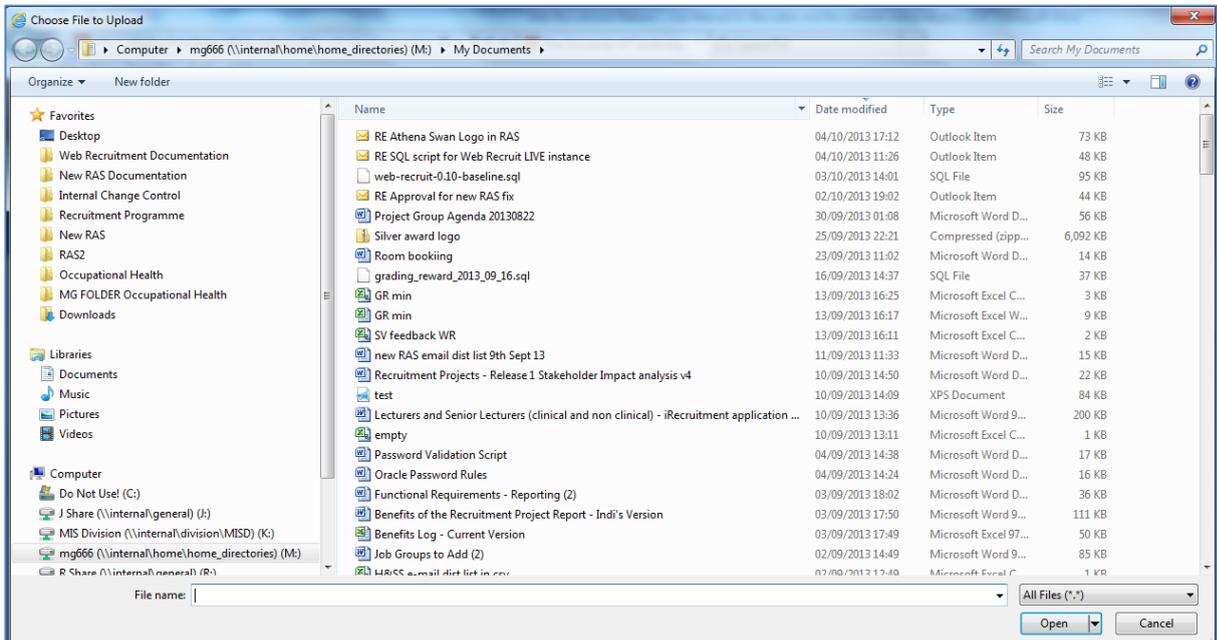
1. Click on the **Attachments** option.



The **Vacancy Attachments** screen will be displayed. This includes information about the types of file that can be uploaded.



2. Click on **Choose**. Your file directory will then be displayed.

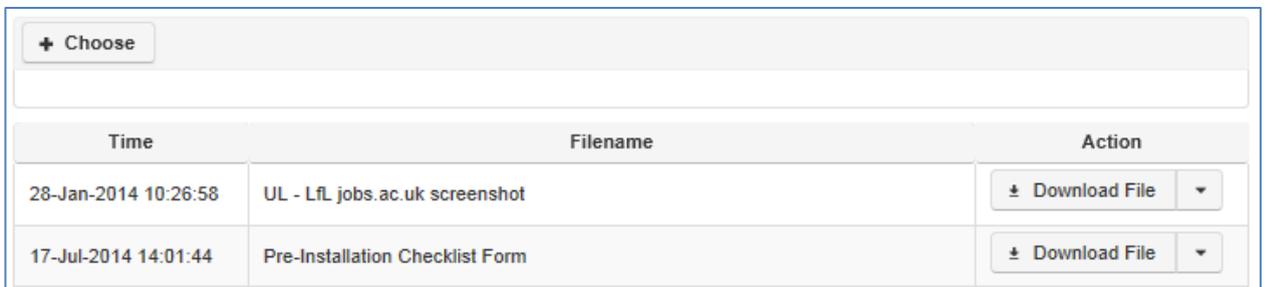


3. Select a file to be uploaded and click on **Open**.

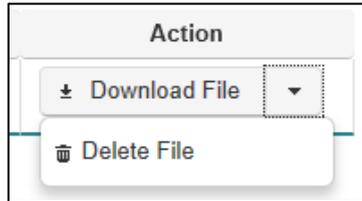
The file name will be displayed on screen.



The document will then be uploaded. The time and file name will be displayed as shown below.



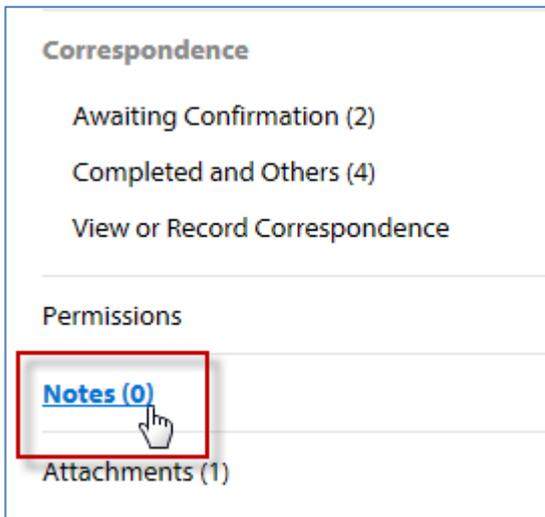
**Tip:** To check the file content, click the **Download File** button in the action field. To delete the document, select the **Delete File** option in the action field.



### 3.3.2 Recording vacancy notes

You are able to add notes against a vacancy, which provide an auditable trail of information. You may wish to use this function to record that key events have taken place in the process, particularly where there is more than one person providing administrative support for a vacancy. For example, you may wish to record the date that short-listing will be completed by the Appointing Body, that you have sent invite to interview letters out or that you have booked a particular room for interviews. Information about individuals should not be recorded here - you can also add notes to individual applicants (see the section on [adding notes](#) to an applicant's record).

1. Click on the **Notes** option.



The **Vacancy Notes** screen will be displayed.

**Vacancy Notes**

These notes provide a history of the vacancy - they are an auditable trail and can be used to note interviews or other relevant information. You can also add notes to individual applicants. You should not include personal information about any individual applicant in these vacancy notes.

You can also add notes to individual applicants. You should not include personal information about any individual applicant in these vacancy notes.

If you have read-only access to this vacancy then you will be able to view notes but not add or edit them.

New Note (930 characters remaining)

Interviews will be held on 1st August. Room F25 booked 14:00 to 16:00

[+ Add Note](#)

2. Enter your note in the **New Note** text box.

**Vacancy Notes**

These notes provide a history of the vacancy - they are an auditable trail and can be used to note interviews or other relevant information. You can also add notes to individual applicants. You should not include personal information about any individual applicant in these vacancy notes.

You can also add notes to individual applicants. You should not include personal information about any individual applicant in these vacancy notes.

If you have read-only access to this vacancy then you will be able to view notes but not add or edit them.

New Note (930 characters remaining)

Interviews will be held on 1st August. Room F25 booked 14:00 to 16:00

[+ Add Note](#)

Date	Added by	Note
17-Jul-2014 14:03:35	mg666	the interview are scheduled for Monday

3. Click on **Add Note**. The details of your note, the date it was added and your CRS-ID will appear in the table underneath.

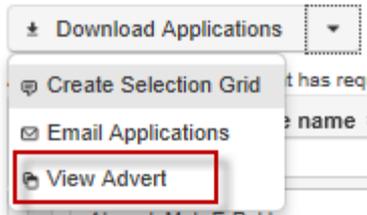
New Note (1000 characters remaining)

Date	Added by	Note
13-Mar-2014 17:40:07	het27	Interviews will be held on 03/04/14. Room F59 booked 12:00 - 16:00

[^ Add Note](#)

### 3.4 Viewing the advert/further information for the vacancy

1. If you want to remind yourself of the advert details when reviewing applicants, you can click on the **View Advert** option from the drop-down menu.



This will display the text from the University Job Opportunities advert for the vacancy.

#### AM02263 Research Assistant

Job ref : AM02263  
Post Title : Assistant post  
Title : UAS - 21 (Maternity Cover)  
Org Unit : Pensions Section, Bedford  
Category : Assistant staff  
Max Salary : £15,658-£18,005  
Published : 16-Dec-2013  
End date : 12-Apr-2014

Maternity cover: This post is fixed-term for 3 months or the return of the post holder, whichever is the earliest.

Once an offer of employment has been accepted, the successful candidate will be required to undergo DBS (DBS) and a security check.

To apply online for this vacancy, please click on the 'Apply' button below. This will route you to the University of Cambridge website where you will need to register an account (if you have not already) and log in before completing the online application.

The HR7 Further Information document (if published with the advert on Job Opportunities) is also shown underneath the advert.

## 4. Managing Applicants Through the Selection Process

### 4.1 Introduction: vacancies where you are collecting applications through web recruitment

Applicants can be managed through the stages of the selection process, and actions undertaken in relation to applicants, by making use of the facilities within the **Process Applicants** screen.

1. From the main vacancy listing screen, select the vacancy you wish to process and click on **Manage Vacancy** button.

**Vacancies**

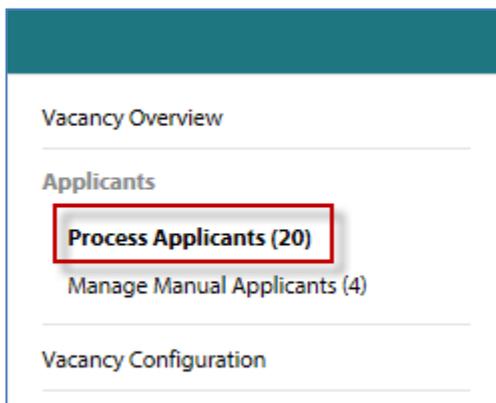
Below is a list of vacancies you have access to. Use the search boxes or page through to find a specific vacancy.

Show vacancies with recruitment complete

A star (\*) indicates an applicant has requested Reasonable Adjustments to the interview process

Job Reference	Job Title	Status	Closing Date	Applicants	Actions	Access
AK04260	Associate Dean	Advert closed	10-Jan-2015	0	<input type="button" value="Manage Vacancy"/>	Administrator
AK04261	Associate Dean	Advert closed	10-Jan-2015	0	<input type="button" value="Manage Vacancy"/>	Administrator
DC04259	Research Assistant/Associate	Advert closed	08-Jan-2015	34*	<input type="button" value="Manage Vacancy"/>	Administrator
DD04192	Lector	Advert live	30-Apr-2015	0	<input type="button" value="Manage Vacancy"/>	Administrator

2. Select **Process Applicants**.



Vacancy Overview

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**Applicants**

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Vacancy Configuration

The applicants screen will be displayed with the **Received** tab selected. This shows all applications that have been received but a decision on them (e.g. that a particular application has been rejected) not yet recorded in the system.

All (30) Received (30) Short Listing (0) Selection One (0) Selection Two (0) Selection Three (0) C...

### Application Received

This shows all applicants whose applications have been received but who have not been assessed. You can use the other processes. For example:

- If you sift out unsuitable candidates who do not meet one or more essential selection criteria before carrying out a shortlisting process, you can move them on this tab
- If you are not sifting out applicants, then you will wish to move all applicants from this tab to the Shortlisting stage and start interviewing there.
- You could use **Selection One** for a preliminary round of interviews/selection tests and **Selection Two** for a second round of interviews to use all the stages.

You must move all candidates formally considered by an Appointments Committee or Board of Electors to the Committee/Board stage when an appointment needs to be approved by an Appointments Committee or Board of Electors, Statutes or Ordinances.

You must move all candidates you have made a conditional offer to the **Offer** stage.

- For rejected candidates, change their status to **Rejected**.
- If a candidate has withdrawn, change their status to **Candidate Withdrawn**.
- To progress a candidate to the next stage, choose the appropriate option from **Set stage to...**

Download Applications

A star (\*) indicates an applicant has requested Reasonable Adjustments to the interview process

<input type="checkbox"/>	Candidate name	Notes	Files	Actions
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You can view all applications at other stages in the process by clicking on the relevant tab.

The **All** tab shows all applicants for the vacancy, stating the stage they have reached (e.g. short-listing) and their status (e.g. rejected).

All (30) Received (30) Short Listing (0) Selection One (0) Selection Two (0) C...

### All Applicants

This page shows all applicants for this vacancy. Either select an action on an individual applicant or use the down menu at the top of the table.

## 4.2 Adding, Sharing and Reviewing Applications

### 4.2.1 How to view PDFs of applications for a vacancy

You can view a PDF of an individual, selected or all applications for a vacancy.

1. To view an individual application, click on **Download Application** next to the relevant applicant.

<input type="checkbox"/>	Candidate name ⇅	Notes	Files	Actions	Status
<input type="checkbox"/>	Abbott, Pauline	0	0	Download Application	Active

A pop-up window will appear, showing a PDF of the application(s).

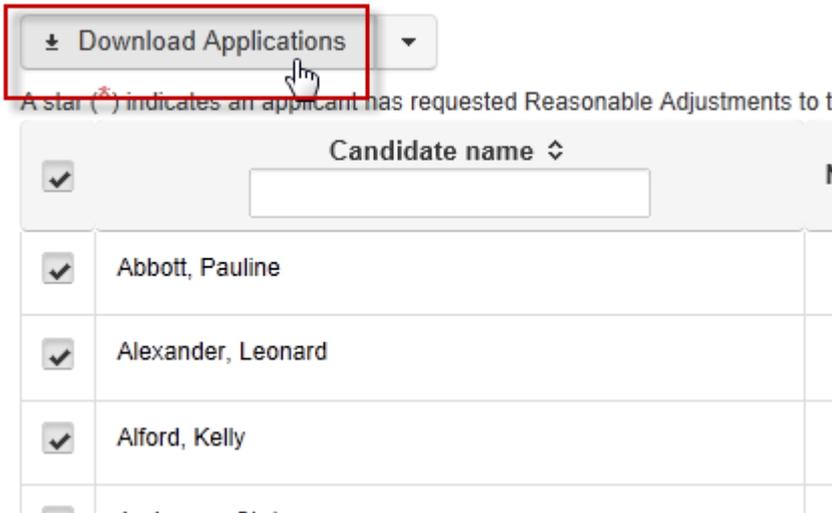


Note: If you are using Internet Explorer and experience any error messages when viewing a PDF, this is likely to be due to an issue with plug-ins on your PC. If this occurs, a workaround is to download the file and then open it from your file system. This will bypass the Adobe plug-ins for Internet Explorer.

2. To view multiple applications (either a selection or all applications), tick the box to the left of the relevant applicants names or click on the select all box, as shown below.

<input type="checkbox"/>	Candidate name ⇅
<input checked="" type="checkbox"/>	Abbott, Pauline
<input checked="" type="checkbox"/>	Alexander, Leonard
<input checked="" type="checkbox"/>	Alford, Kelly
<input checked="" type="checkbox"/>	Anderson, Chris

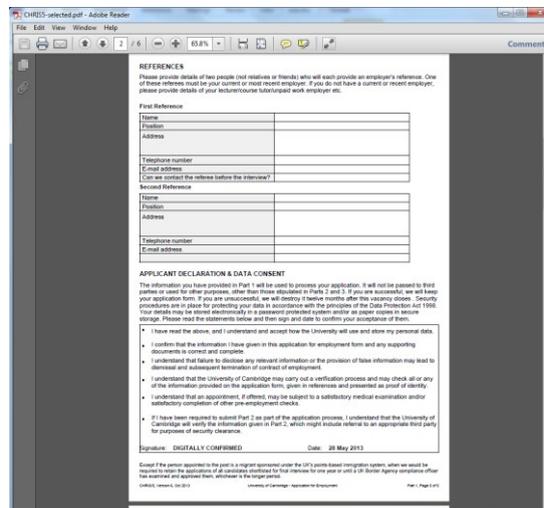
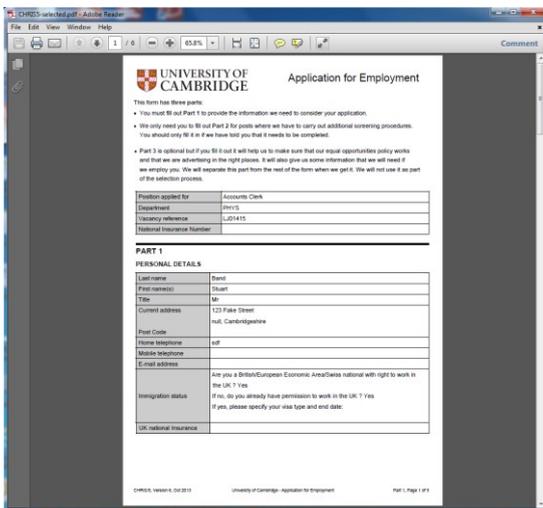
3. Click on the **Download Applications** button.



Your browser will then prompt you to save or open the pack.

4. Select **Open**.

A PDF/A pack of the application will be displayed, which will include the applicants' application forms and, in the case of a CHRIS/6 form, any attachments they provided.



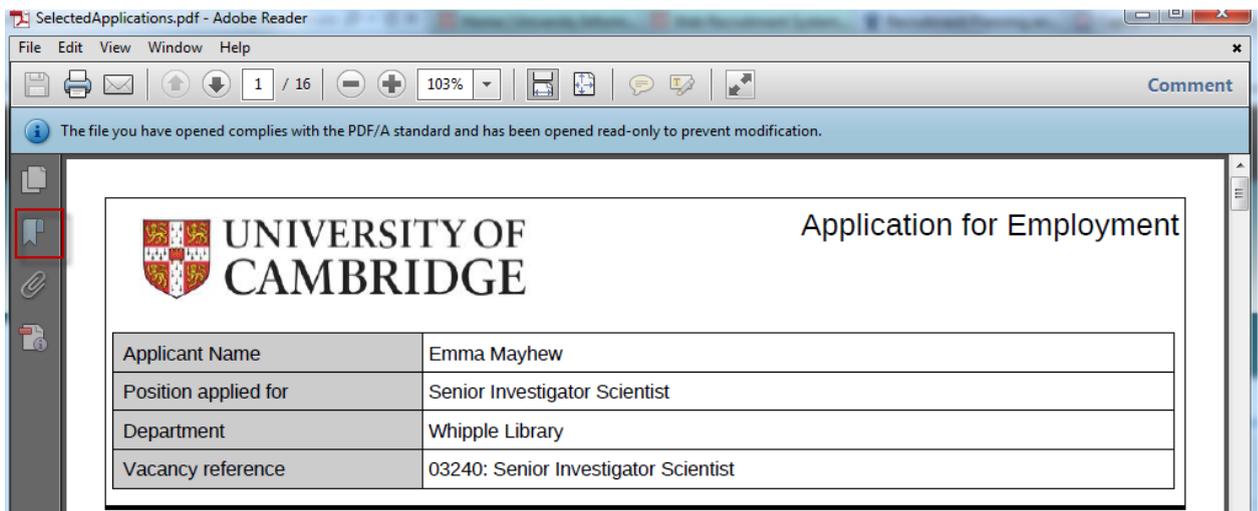
The PDF/A can be printed using **File/Print**.

**Note:** The Equal Opportunities and Request for Reasonable Adjustments sections of the application form are not displayed in this PDF. They have been automatically separated out by the system as this information must not be used as part of the selection process.

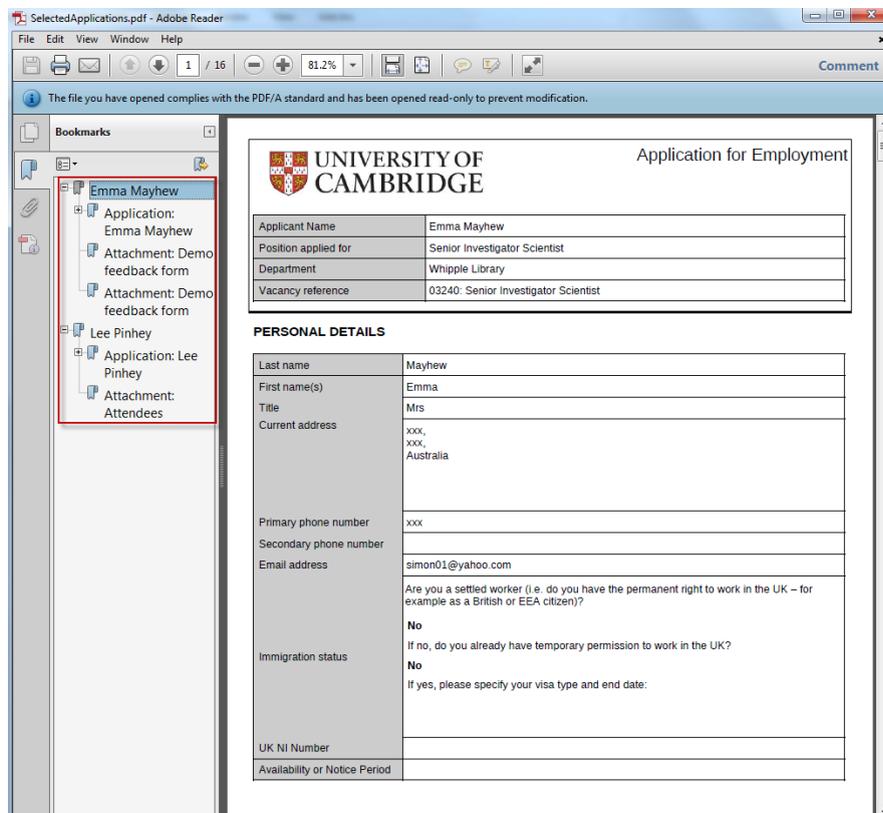
**Note:** If you are using Internet Explorer and experience any error messages when viewing a PDF this is likely to be due to an issue with plugins on your PC. If this

occurs a workaround is to download the file and then open it from your file system and this will bypass the Adobe plugins for Internet Explorer.

- To look at a bookmarked version of the PDF, click on the bookmark icon in the left hand menu as shown below.



You can then see the documents in the pack listed separately by applicant.



You can click on any applicant or document to go directly to their application form or attachments.

**Bookmarks**

- Emma Mayhew
  - Application: Emma Mayhew
  - Attachment: Demo feedback form
  - Attachment: Demo feedback form
- Lee Pinhey
  - Application: Lee Pinhey
  - Attachment: Attendees

 <b>UNIVERSITY OF CAMBRIDGE</b>		Application for Employment
Applicant Name	Lee Pinhey	
Position applied for	Senior Investigator Scientist	
Department	Whipple Library	
Vacancy reference	03240: Senior Investigator Scientist	

**PERSONAL DETAILS**

Last name	Pinhey	
First name(s)	Lee	
Title	Mr	
Current address	xx, xx, Barbados	
Primary phone number	xx	
Secondary phone number		
Email address	simon02@yahoo.com	
Immigration status	Are you a settled worker (i.e. do you have the permanent right to work in the UK – for example as a British or EEA citizen)? <b>No</b> If no, do you already have temporary permission to work in the UK? <b>No</b> If yes, please specify your visa type and end date:	
UK NI Number		
Availability or Notice Period		

 A number of departments/institutions provided feedback that they want to be able to view applications as soon as they are submitted so that short-listing can be conducted on a staggered basis. The system has been designed to meet this requirement but you should be aware that this means that:

- Appointing bodies must carry out benchmarking once the closing date has passed to ensure that they have assessed all applications consistently. Only then should applicants be informed of the results. Please see the [Recruitment Guidance](#) for further information.
- Applicants cannot amend their application themselves once they have submitted it. Departments/Institutions can amend contact details, add notes and update a successful applicant’s details before transferring to CHRIS.

#### 4.2.2 Viewing reasonable adjustment requests

As explained in the [Recruitment Guidance](#), we have a legal duty to make reasonable adjustments to the recruitment process for applicants with a disability. In the online application form, applicants with a disability are invited to request any reasonable adjustments that they may need.

Where an applicant makes such a request, this will not be shown in their application form. This is so that information about their disability or the adjustments that they require are only shared with those making selection decisions when accommodating the type of request they have made makes this unavoidable.

Where one or more applicants for a vacancy have requested a reasonable adjustment, this is indicated on the vacancy screen with a red asterisk (\*) next to the number of applicants.

A star (*) indicates an applicant has requested Reasonable Adjustments to the interview process				
Job Reference	Job Title	Status	Closing Date	Applicants
AH02327	Senior Clerk	Open	12-Apr-2014	0
AM02263	Research Assistant	Open	11-Apr-2014	30*

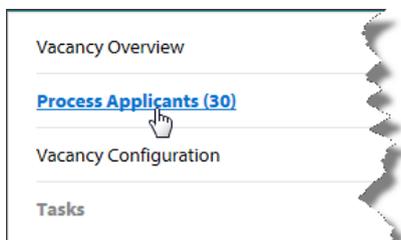
Only those with Admin access to a vacancy can view reasonable adjustment requests. Any recruiters who have only been granted Read or Write access to a vacancy are responsible for checking with a colleague with Admin access if there is anything that they need to be aware of in order to accommodate a reasonable adjustment request. Those with Admin access are responsible for checking for reasonable adjustments, ensuring that they are put into place and only sharing the information with colleagues as far as is required to accommodate the adjustment.

Those with Admin access will be able to see which applicants have requested a reasonable adjustment by clicking on **Process applicants** - the notes field next to the relevant applicant will show an asterisk (\*) next to the number of notes.

	Candidate name	Submitted Date	Notes	Files	Actions	Status
<input type="checkbox"/>	brown, brown	20-Jan-2014 16:32:30	2	0	Download Application	Rejected
<input type="checkbox"/>	Paul, Andrews	13-Nov-2013 16:56:28	2*	0	Download Application	Active

The reasonable adjustment request made can then be viewed by those with Admin access by completing the following steps:

1. Select **Manage Vacancy** from the vacancies list and then the **Process Applicants** option.



The applicant(s) who has made a reasonable adjustment request will be indicated by a red asterisk in the **Notes** column.

A star (*) indicates an applicant has requested Reasonable Adjustments to the interview process					
	Candidate name	Notes	Files	Actions	Status
<input type="checkbox"/>	Abbott, Pauline	2*	0	Download Application	Active

- Click the drop down arrow to the right of **Download Application** and select the **Add/View Notes** option from the menu.

A star (\*) indicates an applicant has requested Reasonable Adjustments to the interview process

<input type="checkbox"/>	Candidate name ⇅	Notes	Files	Actions	Status
<input type="checkbox"/>	<input type="text"/>				All ▾
<input type="checkbox"/>	Abbott, Pauline	2*	0	Download Application ▾ Email Application <b>Add/View Notes</b> Admin Attachments Edit Applicant	Active
<input type="checkbox"/>	Alexander, Leonard	2*	0		Active
<input type="checkbox"/>	Alford, Kelly	2*	0		Active
<input type="checkbox"/>	Anderson, Chris	2*	0		Active

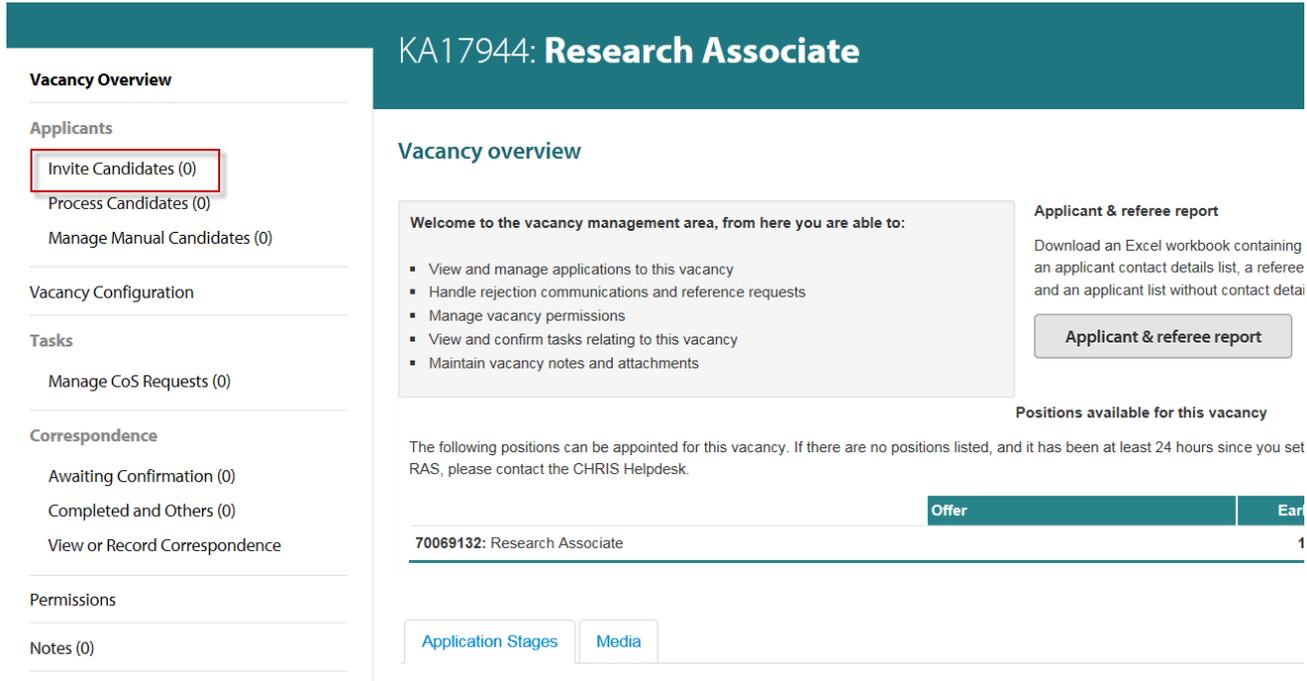
- The application notes will be displayed. This will include any notes added to the vacancy.

Date	Added by	Added to	Note
12-Feb-2014 15:23:23	Applicant	Application	Reasonable Adjustments requested: I am dyslexic and would require extra time to complete any written test
13-Mar-2014 17:40:07	het27	Vacancy	Interviews will be held on 03/04/14. Room F59 booked 12:00 - 16:00

- If the applicant is invited to the next stage of the selection process, you will need to ensure that the reasonable adjustments that have been requested are put into place. If you need advice on accommodating a reasonable adjustment, please contact your [HR Business Manager/Adviser](#).

### 4.3 Invite Candidate: where you have not collected applications through web recruitment

Where applicants have not applied via the Web Recruitment system e.g. research fellows named on a grant, cases where a recruitment agency has been used, the Invite Candidate option will appear under the Applicants section of the screen.



**KA17944: Research Associate**

**Vacancy Overview**

**Applicants**

- Invite Candidates (0)
- Process Candidates (0)
- Manage Manual Candidates (0)

**Vacancy Configuration**

**Tasks**

- Manage CoS Requests (0)

**Correspondence**

- Awaiting Confirmation (0)
- Completed and Others (0)
- View or Record Correspondence

**Permissions**

- Notes (0)

**Vacancy overview**

Welcome to the vacancy management area, from here you are able to:

- View and manage applications to this vacancy
- Handle rejection communications and reference requests
- Manage vacancy permissions
- View and confirm tasks relating to this vacancy
- Maintain vacancy notes and attachments

**Applicant & referee report**

Download an Excel workbook containing an applicant contact details list, a referee and an applicant list without contact details.

**Applicant & referee report**

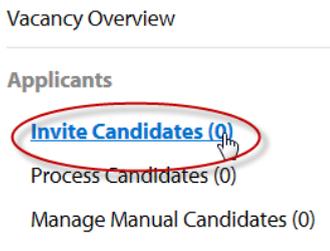
**Positions available for this vacancy**

The following positions can be appointed for this vacancy. If there are no positions listed, and it has been at least 24 hours since you set RAS, please contact the CHRIS Helpdesk.

	Offer	Ear
70069132: Research Associate		1

[Application Stages](#) [Media](#)

1. Select the Invite Candidates option to allow you to get the successful candidate for your vacancy to log in and provide their personal details.



**Vacancy Overview**

**Applicants**

- Invite Candidates (0)
- Process Candidates (0)
- Manage Manual Candidates (0)

2. Enter the email address, Title, First Name and Surname of the candidate

Vacancy Overview

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Applicants

**Invite Candidates (0)**

Process Candidates (0)

Manage Manual Candidates (0)

---

Vacancy Configuration

---

Tasks

Manage CoS Requests (0)

---

Correspondence

Awaiting Confirmation (0)

Completed and Others (0)

View or Record Correspondence

---

Permissions

---

Notes (0)

---

Attachments (0)

KA17944: Research Associate

### Invite Successful Candidates

On this page you will be able to invite successful candidates to fill the application form themselves. When completed, please click the 'Invite' button. When clicked, an email is sent to the candidate with a link to the relevant application form.

Email Address: \*

Title: \*

First Name: \*

Surname: \*

Title	First Name	Surname	email
No records found.			

3. Then select Invite Candidate

### Invite Successful Candidates

On this page you will be able to invite successful candidates to fill the application form themselves. When completed, please click the 'Invite' button. When clicked, an email is sent to the candidate with a link to the relevant application form.

Email Address: \*

Title: \*

First Name: \*

Surname: \*

4. Click on Yes to confirm

## Confirm

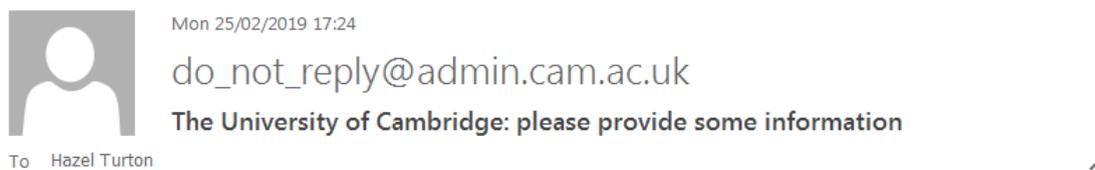
Are you sure you want to invite candidates via email?

5. The details of the candidate will be displayed.

Invite Candidates

Title	First Name	Surname	email
Mrs	Hazel	Turton	het27@cam.ac.uk

6. The candidate will receive the following email



Dear Hazel Turton,

This email was sent automatically by the University of Cambridge's Web Recruitment System.

Please can you provide your personal details via our Web Recruitment System for the role of Research Associate, to enable us to progress your appointment.

If you are already registered (for example, if you have applied for a job with the University before), please click the link below to login and fill in the application form  
<https://staging.hrsystems.admin.cam.ac.uk/recruit-ui/apply/KA17944>

If you haven't registered, please click the link below  
<https://staging.hrsystems.admin.cam.ac.uk/recruit-ui/pages/auth/register.xhtml?vacancyRef=KA17944>

Please note that guidance on completing our application forms is available from the following link:  
<http://www.jobs.cam.ac.uk/applying/applicant-guidance-web-recruitment.pdf>

If you were not aware of this vacancy please email us at  
[Technical.RecruitmentSupport@admin.cam.ac.uk](mailto:Technical.RecruitmentSupport@admin.cam.ac.uk).

**Thank you** Your application has been submitted

## Existing Applications

This page shows the applications you have started using the web recruitment system.

- If you wish to apply for a new position then you should do this via the [Job Opportunities Page](#).
- Applications which you have not submitted yet are marked with a cross in the **Submitted** column. If the closing date has not passed, you can edit these by clicking **Edit Application**. You can also see what you have written so far by clicking the down arrow on the right of the action button and choosing **Review Application**; this will allow you to download a pdf document containing your work to date.
- For applications you did not submit before the closing date, you can see what you wrote by clicking **Review Application**.
- Submitted applications are marked with a tick in the **Submitted** column. You can view your application by clicking **Review Application** to obtain a PDF document containing your application.
- Please click **Save** or **Save and Next** on each section before moving on to another one, otherwise your work will be lost.
- For help in completing your application, please consult the [Applicant Guidance](#).

Progress	Job	Submitted	Closing Date	
100%	KA17944: Research Associate	✓	18-May-2019	Review Application

- Once the candidate has submitted their application it will appear in Web Recruitment under Process Candidates at the “Offer” stage. An email will be sent to all users with ‘Admin’ permission on the vacancy, so it is not necessary to keep checking.

## Vacancy Overview

### Applicants

Invite Candidates (1)

**Process Candidates (1)**

Manage Manual Candidates (0)

## Vacancy Configuration

### Tasks

- You will be able to then process the Offer for the candidate.

Vacancies Offers HR Processing Reports Logout

### KA17944: Research Associate

Offer (1)

**Offer**

Below is a read-only list of all applicants within the offer stage. **These applicants should now be managed using the 'Offers' area of the system.**  
If any applicants are in this list erroneously, they can be moved back to a previous state using the 'Change Stage' feature of the action list.

Candidate name	Status	Actions	Note	Files
Turton, Hazel	Active	Manage Offer	1	0

If you don't want to invite your candidate to log in and provide their own details then you can create their record manually. To do this select the Manage Manual Candidates option

### Applicants

Invite Candidates (1)

**Process Candidates (1)**

Manage Manual Candidates (0)

This works just the same as the Manage Manual Applicants as detailed below.

## 4.4 Adding an applicant to a vacancy

In certain circumstances, an applicant may be unable to apply online (for example, because they have a disability which means that they cannot use our system, or they have missed the deadline for applications but you still wish to accept their application).

Where this is the case, applicants are instructed to contact the relevant department/institution to request the application form in a medium that they can use. Electronic copies of the CHRIS/5 and CHRIS/6 forms are available on the HR web pages at <http://www.hr.admin.cam.ac.uk/forms>

Information on providing application forms in alternative formats is found at <http://www.hr.admin.cam.ac.uk/recruitment/step-2-recruitment-planning/determine-application-process/alternative-formats>

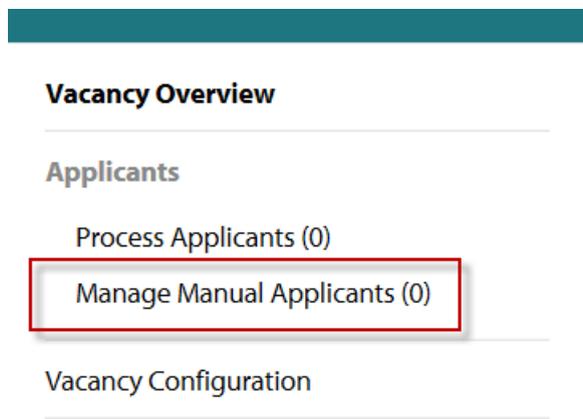


**Please note:** once a non-online (manual) application has been submitted to you, details about the applicant must be entered onto the Web Recruitment System from part 3 of the form so that we have equal opportunities and HESA information. This part of the form must be detached when the application form is uploaded. This ensures that:

- There is a full audit trail for your selection process stored in one place;
- You will be able to use the offer process and make an Appointment Request for the applicant (if he/she is successful) in Web Recruitment;
- The New Appointment Team will be able to transfer the applicant’s details into CHRIS;
- The Compliance Team will have access to a complete set of applications/CVs in the system for those who reach the final selection stage, as required for the Resident Labour Market Test when the successful applicant requires a Tier 2 CoS; and
- The University has complete equal opportunities data.

To record an applicant who has not applied online:

- 1 Select the vacancy to which you would like to add an applicant and then click on **Manage Manual Applicants** option:



The following screen will be displayed:

# KA17943: Research Associate

## Manual Application List

On this page you will be able to create, edit and remove manual applications from this vacancy. When a manual application has been filled in please click the **'Submit Application'** button on the Upload Documents page. Once submitted a manual application cannot be changed.

Applicant	Submitted Date	Stage
No records found.		

2 Click on the **New** button and the following screen will be displayed:

Manual Applicant Entry
[Upload Documents](#)

### Manual Application

Please enter the information below and then attach any relevant forms on the next tab. Once complete you will be able to submit this application.

#### Personal details

Title: \*

--- Please select ---
 ▼

Given names: \*

forename 1

Family name: \*

surname

Email:

email

NI Number

#### Vacancy Details

Vacancy Reference:  
**KA17943**

Vacancy Title:  
**Research Associate**

Closing Date  
**31-Mar-2019**

Applicant Status  
**Application in progress**

<p><b>Address Line 1: *</b></p> <input type="text"/>	<p><b>Other Details</b></p> <p>Is the applicant a British/European Economic Area/Swiss national with right to work in the UK?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p><u>Yes No</u></p> <p>If not, do they already have permission to work in the UK?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p><u>Yes No</u></p> <p>Contact Phone Number: *</p> <input type="text" value="Contact Number"/>
<p><b>Address Line 2:</b></p> <input type="text"/>	<p><b>Media</b></p> <p>Where did they first learn about this vacancy?</p> <input type="text" value="--- Please select ---"/> <input type="button" value="v"/>
<p><b>Address Line 3:</b></p> <input type="text"/>	<p><b>Which country defines their national identity? *</b></p> <input type="text" value="--- Please select ---"/> <input type="button" value="v"/>
<p><b>Town: *</b></p> <input type="text"/>	<p><b>Ethnic Origin: *</b></p> <input type="text" value="--- Please select ---"/> <input type="button" value="v"/>
<p><b>County:</b></p> <input type="text"/>	
<p><b>Postcode (or equivalent):</b></p> <input type="text"/>	
<p><b>Country: *</b></p> <input type="text" value="--- Please Select"/> <input type="button" value="v"/>	
<p><b>Equal Opportunities</b></p>	
<p>What is their date of birth? (If they prefer not to say, please leave blank)</p> <input type="text"/>	
<p>What is their gender? *</p> <input type="text"/>	

This screen has two tabs. The first tab, **Manual Applicant Entry**, allows you to enter essential information about the applicant. This includes details such as title, name, address, right to work status, equal opportunities information, disability and Employment and Qualification information.

3. Enter the details for the applicant, including right to work details, contact details and equality and diversity information.



Note: The Equal Opportunities section is mandatory but there is a **Prefer not to say** option for each question. This should only be used if the applicant used this response or left a field blank (the downloadable CHRIS/5 and CHRIS/6 forms tell applicants that any blank response will be treated as Prefer not to say). Entering an accurate value is important for monitoring our Equal Opportunities policy and for meeting the University's obligation to provide the Higher Education Statistics Agency (HESA) with complete and accurate anonymised employee data.

**Equal Opportunities**

What is their date of birth? (If they prefer not to say, please leave blank)

What is their gender? \*

Male

How do they describe their sexual orientation? \*

Heterosexual

Does their gender identity match their sex as registered at birth? \*

--- Please select ---  
Prefer not to say  
No  
Yes

Information

- 5 Click on the **Save** button if you would like to save your work and go on to add an attachment, or return to complete the applicant's details at a later time.
- 6 To upload attachments for an applicant, click on the **Save and Next** button.



- 7 This will take you to the **Upload Documents** tab to upload an attachment for an applicant. If you have received a paper-based application then you can scan it and save it as a PDF for upload, or if you have received an application by email then you can save it and upload it.

Home	Vacancies	Logout
Manual Applicant Entry	<b>Upload Documents *</b>	

Supporting Document Upload

Use this form to upload the application documents, such as the applicant's CV, covering letter or application form so that they can be made to keep the application documents in their original format as well.

- Current supported formats are \*.pdf (preferred), \*.docx, \*.pptx, \*.doc, \*.ppt, \*.rtf, \*.txt;
- If you have scanned the supporting documents, then most scanning software allows you to scan as a pdf; otherwise, you can paste a copy of the
- There is a maximum uploaded file size of 2MB;
- Please note all uploaded files are converted to pdf documents.

Where you are uploading something other than a pdf file, you are advised to review the converted versions of the uploaded files to check

+ Choose    ↗ Upload    ✕ Cancel

Uploaded Time	Filename
No records found.	

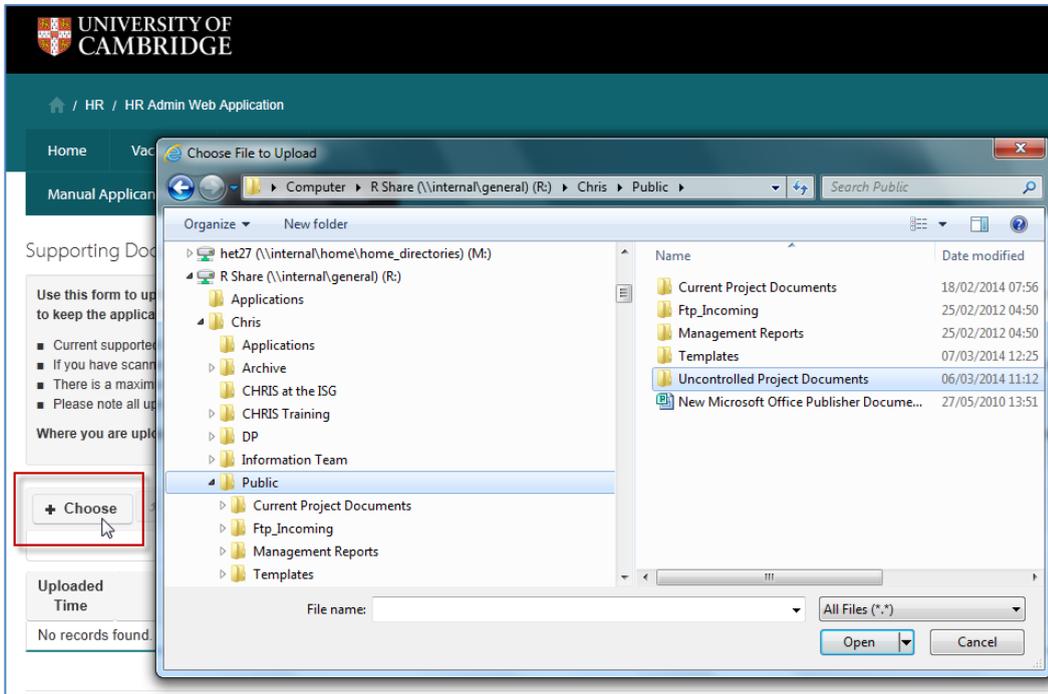
You can upload documents in any of the following file formats:

- Pdf
- Doc and Docx (Microsoft Word Format)
- Generic Rtf
- Txt
- Ppt and Pptx (Microsoft Power Point)

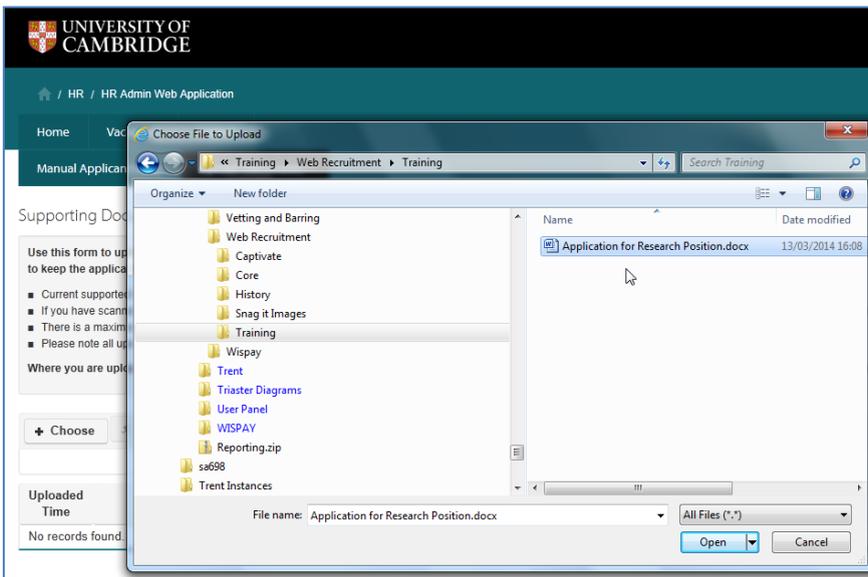


Note: It is highly recommended that PDFs are uploaded wherever possible. A maximum limit of 4MB is permitted per file with a limit of five files totalling no more than 20MB per application. Limits are set because there is a limit to the size of attachments that can be sent via email. Selection panels/appointing bodies may need to be emailed an applicant pack (including all applications and their attachments) and so limits have to be set with regards to uploaded documents to facilitate this process.

10 To upload a document, click on the **Choose** button.



11 Navigate to the correct location in your file directory and select the file that you wish to upload before clicking on **Open**.



12 When the file has finished uploading, the file name will appear in the file list. Do not continue click on any buttons or navigate away from the screen until this has happened.

**Document Upload**

Use this form to upload the application documents, such as the applicant's CV, covering letter or application form so that they can be made available to the selection panel and other users. You will need to keep the application documents in their original format as well.

- Current supported formats are \*.pdf (preferred), \*.docx, \*.pptx, \*.doc, \*.ppt, \*.rtf, \*.txt;
- If you have scanned the supporting documents, then most scanning software allows you to scan as a pdf, otherwise, you can paste a copy of the scanned image into a Word document and upload that;
- There is a maximum uploaded file size of 4MB;
- Please note all uploaded files are converted to pdf documents.

Where you are uploading something other than a pdf file, you are advised to review the converted versions of the uploaded files to check that they are true representations.

+ Choose

Uploaded Time	Filename	Action
17-Jul-2014 12:49:32	Pre-Installation Checklist Form	<span style="border: 1px solid #ccc; padding: 2px 5px;">Download File</span>

Cancel
Submit Application >

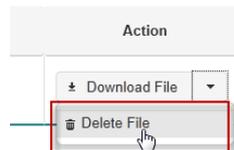
From here you can see the time and file name of your upload, and you can also download a copy of the document or delete the file.

To view the uploaded document, click on the **Download File** button in the **Action** field.

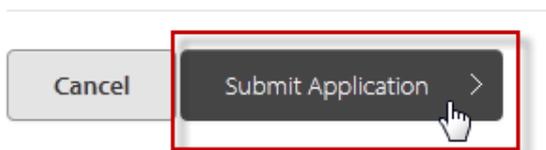
Your browser will prompt you to save or open the file.



**Tip:** If you have uploaded an incorrect document then click on the Delete File option and the file will be deleted.



- 13 When you have entered details of the applicant and uploaded any attachments, return to the **Manual Applicant Entry** page and click on **Submit Application** to register the application against the vacancy.

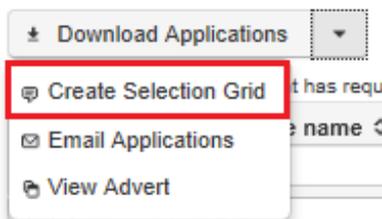


The applicant should now appear under received applications when the **Process applicants** menu item is selected in the vacancy. The application will initially be given a status of **Received**.

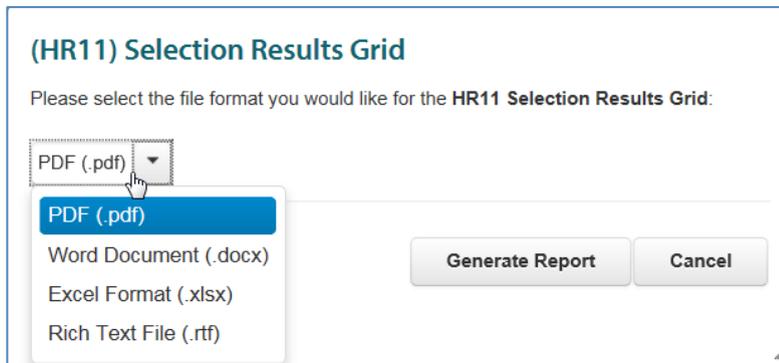
## 4.5 Creating a selection grid

A selection grid can be generated and downloaded from the system for selectors to record the results of a selection activity or stage in the process. The grid is a version of the [HR11 Selection Results Grid](#) which is pre-filled with the names of applicants who are at the selection stage you are currently in (i.e. the tab you are in when you create the grid). It also includes the applicant’s right to work status (i.e. whether or not they are a settled worker) so that, when completed, the grid can be used as evidence of your selection process for the Resident Labour Market Test (where the successful applicant requires a Tier 2 CoS).

1. If you want to create a selection grid, click on the **Create Selection Grid** option from the drop-down menu found before the list of applicants within the relevant selection stage tab.



2. Select the format for the grid.



3. Click on **Generate Report**.

This will display the selection grid in the format you selected. Once the selectors have completed the grid this can be uploaded as an attachment.



Selection Results Grid

Vacancy Title	Language Teaching Officer		Vacancy Reference Number	04286										
Department / Institution	Cambridge University Students Union		Selection Stage	Selection One										
Names of Assessors			Signature of Assessors											
Decision Rules														
Candidate	Settled Worker	Selection Criteria Score										Total for Essential Criteria	Total for All Criteria	Decision and Comments/Reasons
		1	2	3	4	5	6	7	8	9	10			
Mr Patrick Smith	No													

## 4.6 Downloading an applicant pack

Once you have selected the applicants you want to feature in the pack, click on the **Download Applications** button at the top of the screen.

A star (\*) indicates an applicant has requested Reasonable Adjustments to the interview process

<input type="checkbox"/>	Candidate name	Notes	Files	Actions	Status
<input checked="" type="checkbox"/>	Abbott, Pauline	0	0	Download Application	Active
<input checked="" type="checkbox"/>	Alexander, Leonard	0	0	Download Application	Active
<input checked="" type="checkbox"/>	Alford, Kelly	0	0	Download Application	Active
<input checked="" type="checkbox"/>	Anderson, Chris	0	0	Download Application	Active
<input checked="" type="checkbox"/>	Andrews, Jeremy	0	0	Download Application	Active

Your browser will then prompt you to save or open the pack.



Select **Open** or **Save** as required. The system will automatically add 'This page is intentionally left blank' where the number of pages is odd.

## 4.7 Emailing an applicant pack

Click on the **Email Applications** option at the top of the applicant list.

A star (\*) indicates an applicant has requested Reasonable Adjustments to the interview process (admin users only)

<input type="checkbox"/>	name	Submitted	Notes	Files	Actions	Status
<input type="checkbox"/>	Goel, Nikhil	12-Dec-2014 18:44:17	1*	0	Download	Active
<input type="checkbox"/>	Gpoi, Vamshi	12-Dec-2014 18:57:09	1*	0	Download	Active
<input type="checkbox"/>	Hendon, carl	12-Dec-2014 15:58:55	1	0	Download	Active

An email will then be sent to your account which has an attachment with the selected applicants' details.

 Note: The generated pack will reflect the format of the application form for the vacancy. For example, where the vacancy uses a CHRIS/6 form then, for each applicant, the pack will consist of the application form followed by the attachments the applicant has submitted (such as a CV, covering letter and list of research publications) in the order that the applicant uploaded them. If you require documents to be in a particular order, please instruct your applicants on this in your [HR7 Further Information document](#).

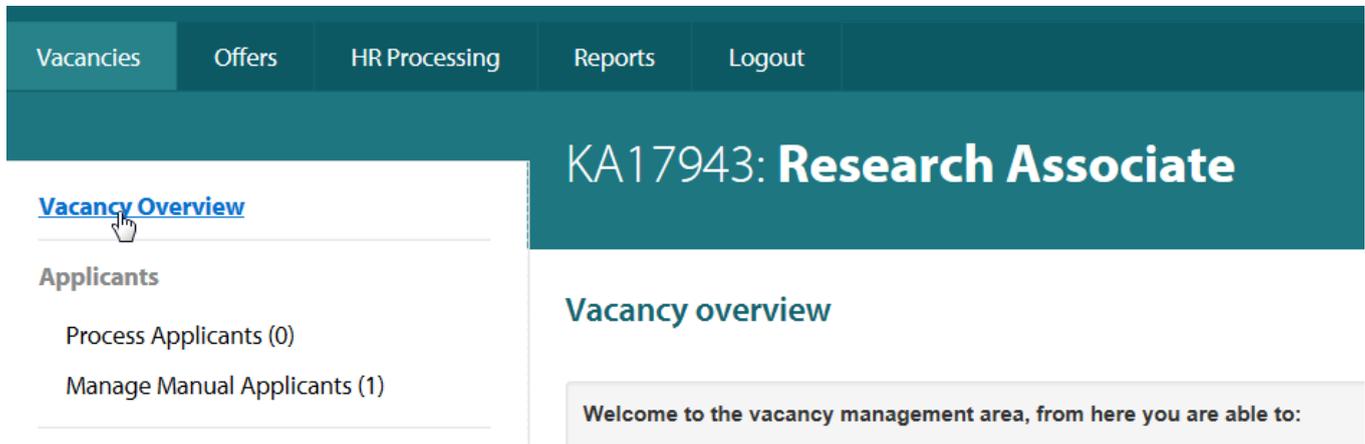
All attachments are converted to PDF/A format as an applicant submits them. The application pack will therefore be a multi-page PDF file which should be accessible to most people regardless of their local PC environment.

 Note: As the CHRIS/5 form is five pages in length, an additional blank page has been appended to the back of the application form so that if a pack is printed a second applicant's data is not on the back of the first applicant's form.

 Note: Various email systems have different limits on email sizes. Where there are a greater number of applicants, or where applicants have submitted more attachments, you may need to send several emails to circulate the applications for a vacancy.

## 4.8 Generating applicant and referee reports

The Vacancy Overview screen provides the option to produce and Applicant and referee report.



## KA17943: Research Associate

### Vacancy overview

**Welcome to the vacancy management area, from here you are able to:**

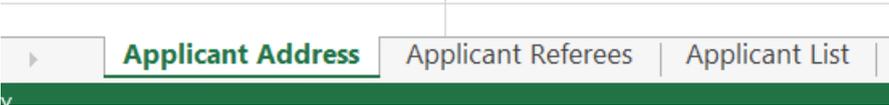
- View and manage applications to this vacancy
- Handle rejection communications and reference requests
- Manage vacancy permissions
- View and confirm tasks relating to this vacancy
- Maintain vacancy notes and attachments

**Applicant & referee report**

Download an Excel workbook containing three worksheets: an applicant contact details list, a referee contact details list, and an applicant list without contact details.

[Applicant & referee report](#)

Select the option Applicant and referee report. The report will open an Excel workbook with 3 separate sheets



Use the Filter option in Excel to view applicants at different stages of the application process.

## 5. Updating applicant records and their progress (where you have collected applications using web recruitment)

When you are within one of the stage tabs for a vacancy, there are a number of actions that can be carried out on an individual applicant basis:

- Updating the stage and status of applicants;
- Editing the personal details of applicants;
- Adding attachments; and
- Adding notes.

The following sections describe these processes.

### 5.1 Updating selection stages and statuses

An individual with Admin or Write access to the vacancy is responsible for recording the details of the selection process and moving applicants between stages. It is a department/institution decision as to whether a member of an appointing body is given this level of access to record decisions made during each stage of the selection process, or whether this is done on their behalf.

A number of stages have been defined and these are:

- Application Received (Received);
- Progressed to Short-listing (Short-listing);
- First Selection Stage (Selection One);
- Second Selection Stage (Selection Two);
- Third Selection Stage (Selection Three);
- To be considered by Appointments Committee/Board of Electors (Committee/Board); and
- Offer in progress (Offer).

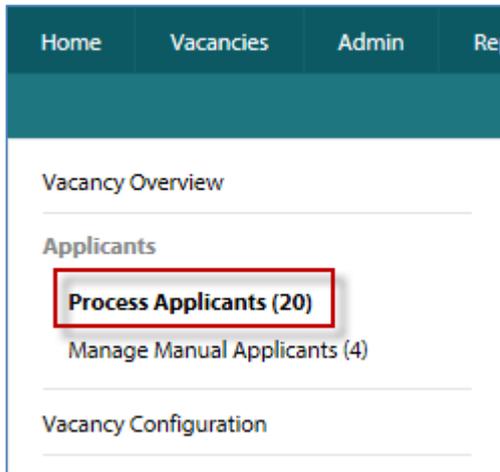
The brackets in the list above indicate the abbreviated name of each stage as it shows on the tabs across the top of the screen. For clarity, a full version of each stage name is used in the drop-down list where you change the status/stages of applicants.

You can use as many of the stages as are appropriate to fit your local requirements or your particular vacancy. Please see the Recruitment Guidance for information on planning your selection process (<http://www.hr.admin.cam.ac.uk/recruitment/step-2-recruitment-planning>).

1. From the main vacancy screen, click on the **Manage Vacancy** button next to the vacancy you wish to manage.

AW02219	Research Associate	Open	11-Apr-2014	30*	Manage Vacancy
---------	--------------------	------	-------------	-----	----------------

2. Select **Process Applicants**.



A list of applicants will be displayed.

<input type="checkbox"/>	Candidate name <input type="text"/>	Notes	Files	Actions	Status
<input type="checkbox"/>	Abbott, Pauline	3*	1	<input type="button" value="Download Application"/>	Active
<input type="checkbox"/>	Alexander, Leonard	3*	0	<input type="button" value="Download Application"/>	Active
<input type="checkbox"/>	Alford, Kelly	2*	0	<input type="button" value="Download Application"/>	Active
<input type="checkbox"/>	Anderson, Chris	2*	0	<input type="button" value="Download Application"/>	Active
<input type="checkbox"/>	Andrews, Jeremy	2*	0	<input type="button" value="Download Application"/>	Active
<input type="checkbox"/>	Andrews, Paul	2*	0	<input type="button" value="Download Application"/>	Active
<input type="checkbox"/>	Ball, Emma	2*	0	<input type="button" value="Download Application"/>	Active

Initially, all submitted applications which have been received but not yet assessed appear in the **Application Received** tab. There is also an **All** tab which lists everyone who has applied for the vacancy and their current stage (e.g. Received, Short-listing) and status (e.g. Active, Rejected). Applicants will always show on the **All** tab, as well as under the tab for the process stage that they are currently in.

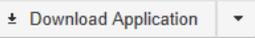
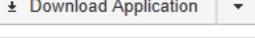
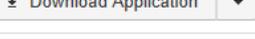
The number of applicants at a given stage is shown next to the stage name.



- Click on the tab that reflects the selection stage you wish to view or process. This will display the current applicants at that stage of the process.

When you first begin managing applicants, you will be clicking on Received as all applicants will be listed there.

- Tick the box to the left of the applicant(s) you wish to process.

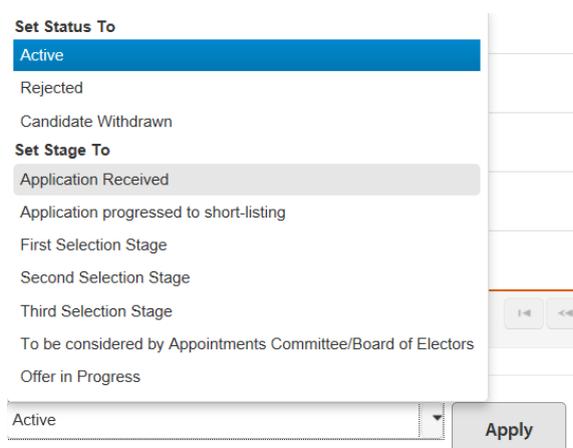
<input checked="" type="checkbox"/>	Alexander, Leonard	3*	0		Active
<input checked="" type="checkbox"/>	Alford, Kelly	2*	0		Active
<input type="checkbox"/>	Anderson, Chris	2*	0		Active
<input checked="" type="checkbox"/>	Andrews, Jeremy	2*	0		Active
<input checked="" type="checkbox"/>	Andrews, Paul	2*	0		Active
<input type="checkbox"/>	Bell, Emma	2*	0		Active

- At the bottom of your list of applicants, there is a drop-down menu with an **Apply** button next to it. Click on the drop-down menu arrow to open up the options.



You will see in the list that you can either:

- Change the selected applicants' status (i.e. to indicate whether they are active in the stage of the process you are currently reviewing or if they have been rejected or withdrawn at that stage); OR
- Move the applicants to another stage in the process (e.g. if you are inviting them to a first round interview/selection event then you would move them to First Selection Stage).



- Choose the status or stage you wish to allocate to your selected applicants from the drop-down list and then click on **Apply**.

Rejected

7. The **Confirm Action** screen will be displayed.

### Confirm Action ✕

**4 Applicant(s) Selected:**  
Are you sure you want to change the **Status** of the following applicants to **REJECTED** ?

■ Alford, Kelly
■ Alexander, Leonard
■ Andrews, Jeremy
■ Andrews, Paul

If you have recorded a status of **Rejected** or **Withdrawn** for certain applicants, those applicants will now be greyed out and showing a status of Rejected or Withdrawn (as applicable).

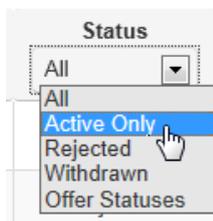
A star (\*) indicates an applicant has requested Reasonable Adjustments to the interview process

i **Updates Successful**  
Candidates records updated

	Candidate name	Notes	Files	Actions	
<input type="checkbox"/>	Abbott, Pauline	3*	1	<input type="button" value="Download Application"/>	Active
<input type="checkbox"/>	Alexander, Leonard	5*	0	<input type="button" value="Download Application"/>	Rejected
<input type="checkbox"/>	Alford, Kelly	4*	0	<input type="button" value="Download Application"/>	Rejected
<input type="checkbox"/>	Anderson, Chris	2*	0	<input type="button" value="Download Application"/>	Active
<input type="checkbox"/>	Andrews, Jeremy	4*	0	<input type="button" value="Download Application"/>	Rejected
<input type="checkbox"/>	Andrews, Paul	4*	0	<input type="button" value="Download Application"/>	Rejected

If you applied a new stage for certain applicants using the drop-down menu, they will have moved from the stage they were in (e.g. Application Received) and their details will be moved to the new stage you selected (e.g. Short-listing or First Selection Stage).

You can use the Status drop-down to view Active Only, Rejected, Withdrawn or Offer statuses.



Applicants can be processed through all stages relevant to the vacancy's selection process.



**Note:** If you are conducting long-listing to sift a large volume of applications down to a manageable number, any of those rejected should be given a status of **Rejected** within the **Application Received** tab. Any applications not sifted out and which you will give a complete review in order to carry out short-listing should be moved to the stage **Progressed to short-listing**. If you have a small number of applications and intend to carry out short-listing on all of them, all applicants should be moved to the stage **Progressed to short-listing**. Guidance on long-listing and short-listing can be found at <http://www.hr.admin.cam.ac.uk/recruitment/step-3-recruit-and-select>.

You could use **First Selection Stage** for a preliminary round of interviews/selection tests and **Second Selection Stage** for a second round of interviews. You do not need to use all the stages.

You must move all candidates formally considered by an Appointments Committee or Board of Electors to the **To be considered by Appointments Committee/Board of Electors** stage. Only use this stage when an appointment needs to be approved by an Appointments Committee or Board of Electors formally constituted under the Statutes or Ordinances.



**Note:** **It is important that you update the system with all applications received outside of the system (manual applications) and the outcomes for each stage of the selection process for all applicants** because:

- Otherwise recruitment data generated for departments/institutions/HR will be incorrect. For example, equality data required for Athena SWAN applications, (to justify/assess positive action in the recruitment process, or reporting how successful our equality policies are) will not give an accurate reflection of where applicants reached in the recruitment process.
- Any HR11 Selection Results Grid that you download from the system to record the assessments made in the selection process will not be complete and accurate for the purposes of the Resident Labour Market Test (where the successful applicant requires a Tier 2 CoS).
- The graph identifying where each applicant saw the vacancy advertised will be of limited use (as will the future standard report on this).

- It enables you to ensure that all applications have been considered and progressed to the next stage or rejected, without the need for a separate manual tracking process.
- The University’s internal auditors for recruitment will expect to see a clear audit trail which shows that all applications received have been assessed and progressed or rejected. This was one of the concerns raised in the previous audit.
- It ensures that you are able to maximise the benefits of other features within the Web Recruitment System. For example:
  - Moving rejected applicants to ‘Rejected’ enables users to generate rejection emails/letters from within the System.
  - Moving the successful applicant to ‘Offer’ stage enables you to record offer details in the system instead of in the CHRIS Recruitment Module and removes the need for you to complete a CHRIS/10A form. It also means that you can generate an offer letter from the system and submit an electronic Appointment Request to the HR New Appointment Team.
- It is not possible to mark a vacancy as ‘Complete’ (i.e. that the selection process has ended) without recording the outcomes of the selection process (i.e. if applicants have not been rejected or made an offer). Please see section on [Completing Recruitment for a Vacancy](#) for details of why it is important to be able to complete a vacancy in the system.

### 5.2 Editing the details of an existing applicant

If an applicant contacts you during the recruitment process to inform you that his/her personal details have changed (e.g. name, contact details), you can edit these within the system.

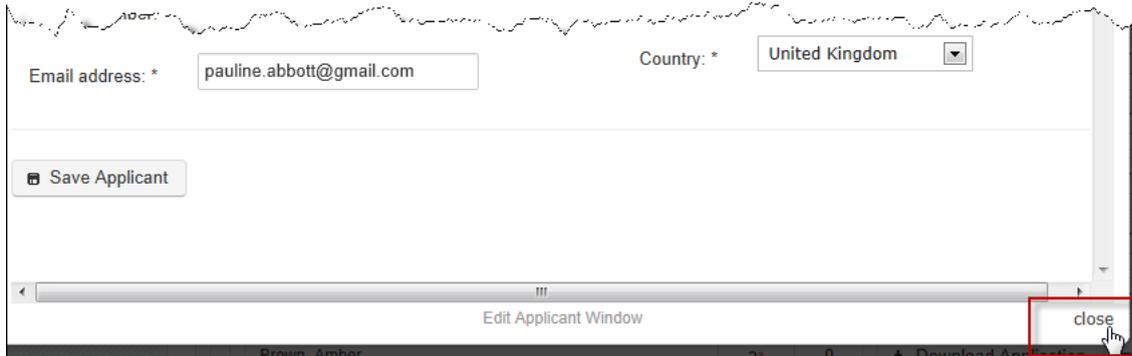
1. Click on the drop-down list in the **Actions** column. Select **Edit Applicant** from the list.

<input type="checkbox"/>	Candidate name ⇅	Notes	Files	Actions	Status
<input type="checkbox"/>	Abbott, Pauline	2*	0	Download Application Email Application Add/View Notes Admin Attachments Edit Applicant Download Application	Active at Received
<input type="checkbox"/>	Alexander, Leonard	2*	0		Active at Received
<input type="checkbox"/>	Alford, Kelly	2*	0		Active at Received
<input type="checkbox"/>	Anderson, Chris	2*	0		Active at Received

An **Edit Applicant Personal Details** pop-up window will appear, as shown below.

2. Amend the details you need to change in the relevant field, then click on the **Save Applicant** button at the bottom of the window.

3. Click on **Close** at the bottom right-hand side of the window.



Please note: an entry describing the change that has been made, when it was made and your CRS-ID will be recorded automatically in the **Notes** for the applicant concerned.

### 5.3 Adding attachments to an existing applicant

You may wish to save documents relating to an applicant with their record in the Web Recruitment System so that all information about them within the recruitment process is found in one place. For example, you may wish to upload:

- HR8 Response to Enquiry (<http://www.hr.admin.cam.ac.uk/forms/hr8-response-enquiry-template>);
- HR10 Assessment Record (<http://www.hr.admin.cam.ac.uk/forms/hr10-assessment-record>);
- HR13 Invite to Interview Letter (<http://www.hr.admin.cam.ac.uk/forms/hr13-invite-interview-letter-template>);
- HR17 Assessor Notes template (<http://www.hr.admin.cam.ac.uk/forms/hr17-assessor-notes-template>);
- HR4 Salary Case for Approval (<http://www.hr.admin.cam.ac.uk/forms/hr4-starting-salary-case>);
- HR23 Welcome Letter (<http://www.hr.admin.cam.ac.uk/forms/hr23-welcome-letter-template>).



Tip: Store documents against an applicant if they relate to one applicant only. [Store documents against a vacancy](#) if they relate to the job, the recruitment process or multiple applicants.

**Please note:** under Data Protection Legislation, all applicants are entitled to make a subject access request to see all personal data held on them, including documentation from the recruitment process. Therefore, it is vital that any recruitment documentation stored within the system (or elsewhere) contains only appropriate information which demonstrates that a fair, objective process took place.

1. To upload an attachment for an existing applicant, click on the drop-down list in the Actions column for the relevant applicant. Select **Admin Attachments**.

<input type="checkbox"/>	Candidate name <span>⌵</span>	Notes	Files	Actions
<input type="checkbox"/>	Abbott, Pauline	2*	0	<ul style="list-style-type: none"> <li>Download Application</li> <li>Email Application</li> <li>Add/View Notes</li> <li><b>Admin Attachments</b></li> <li>Edit Applicant</li> <li>Download Application</li> </ul>
<input type="checkbox"/>	Alexander, Leonard	2*	0	
<input type="checkbox"/>	Alford, Kelly	2*	0	
<input type="checkbox"/>	Anderson, Chris	2*	0	

The following screen will then be displayed, including information about the types of file you can upload.

### Applicant admin attachments

You can upload documents which relate specifically to this applicant, such as a record of any interview notes or assessment scores. These documents will not combined with the candidate's application to form part of the application pack. Select the documents and press the upload button. The following file types are supported: \*.pdf (preferred), \*.doc, \*.docx, \*.ppt, \*.ppx, \*.txt, \*.rtf.

Please note that for security and compatibility all documents are converted to PDF format.

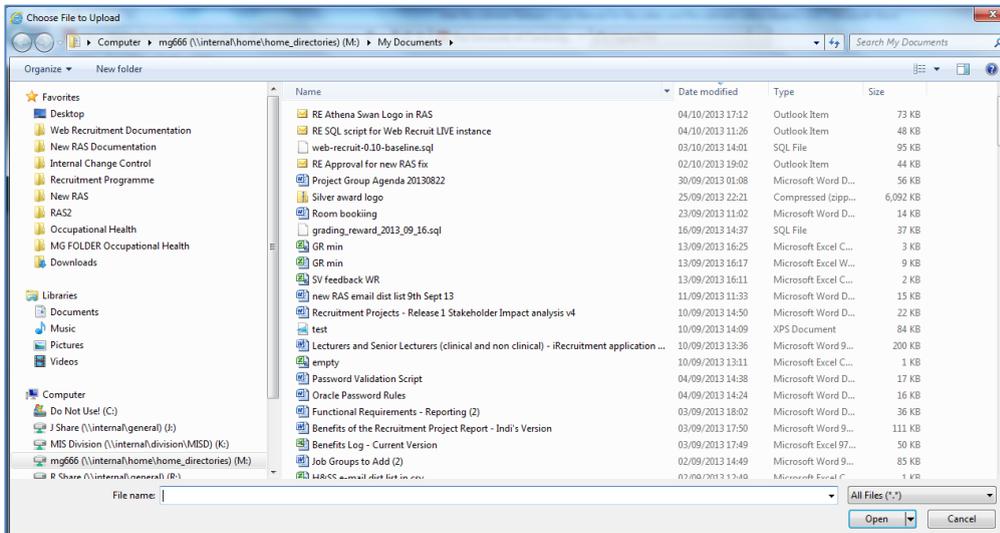
If you have read-only access to this vacancy then you will be able to view attachments but not upload or delete them.

+ Choose ↻ Upload ⊗ Cancel

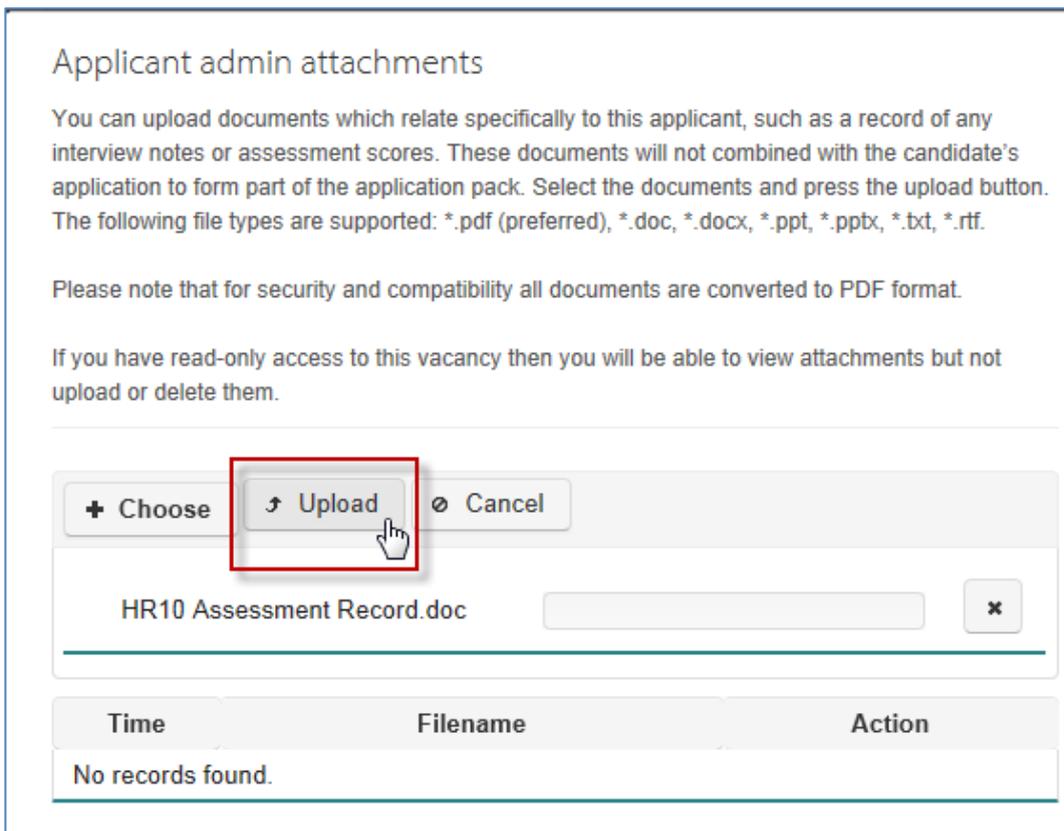
Time	Filename	Action
No records found.		

File Attachment Window close

- Click on **Choose**. Your file directory will then be displayed.



3. Select a file to be uploaded from your file directory. Double-click on it or click on **Open**.
4. You will be returned to the pop-up window. You will see the name of the file you have selected. Click on the **Upload** button as shown below, to upload the file (you can click on the **Cancel** button if you have chosen the wrong file).



The document will then be uploaded and displayed in the table of attachments as shown below.

**Applicant admin attachments**

You can upload documents which relate specifically to this applicant, such as a record of any interview notes or assessment scores. These documents will not combined with the candidate's application to form part of the application pack. Select the documents and press the upload button. The following file types are supported: \*.pdf (preferred), \*.doc, \*.docx, \*.ppt, \*.pptx, \*.txt, \*.rtf.

Please note that for security and compatibility all documents are converted to PDF format.

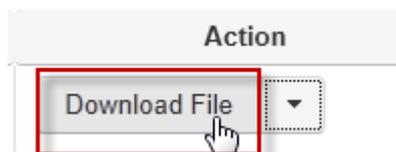
If you have read-only access to this vacancy then you will be able to view attachments but not upload or delete them.

---

+ Choose    ↗ Upload    ⌫ Cancel

Time	Filename	Action
2014-03-13T18:37:54.642	HR10 Assessment Record	 ^ Download File

 **Tip:** To check the file content, click on the **Download File** button in the action field next to the relevant document in the table of attachments.



To delete the document click the drop down arrow next to the Download File button.



Select **Delete File**.

Click on **Close** at the bottom right-hand side of the pop-up window to return to the main applicants screen.

### 5.4 Adding notes to an applicant's record

It is possible for you to add notes to an applicant's record, which provide an auditable trail of the applicant's progress through the process. Notes are automatically added by the system when you amend the stage an applicant has reached or an applicant's status.

You may record information such as:

- Contact with the applicant, for example, if he/she contacts you to withdraw his/her application or to inform you that he/she cannot make the interview date/time offered.
- That a manual application you have added was screened and put forward by an agency that has been helping you to source candidates.
- Reasons for an action taken, for example, a summary of why the individual's application has been rejected (although detailed reasons should be provided on a document such as the HR10 Assessment Record, particularly for stages after long-listing).

Please describe the source of the comments (for example, phone conversation with the applicant or notes from the interview panel).

**Please note:** under Data Protection Legislation, all applicants are entitled to make a subject access request to see all personal data held on them, including documentation from the recruitment process. Therefore, it is vital that any recruitment documentation stored within the system or elsewhere) contains appropriate information which demonstrates that a fair, objective process took place.

1. Click on the **Actions** drop-down menu for your chosen applicant (next to Download Application).
2. Select **Add/View Notes**.



3. An **Add Note to Application** pop-up window will appear. Write your note in the **New Note** text box and click on **Add Note**.

**Application notes**

These notes provide a history of the application - they are an auditable trail and can be used to note changes to the applicants details, interview notes or other relevant information.  
Please describe the source of the comments (eg phone conversation with applicant, notes from interview panel etc)

Note that any notes made here are subject to the Data Protection Act, and are disclosable to the applicant.

If you have read-only access to this vacancy then you will be able to view application notes but not add or edit them.

---

New Note (740 characters remaining)

Kelly Alford telephoned Gill West on 13/03/2014 to inform us that she is unavailable for interview on 03/04/14. An alternative interview date has been requested. Gill is liaising with the Appointing Body to see if this is possible before going back to Kelly.

^ Add Note

- Your note, the date and your CRS-ID will be displayed in the table underneath.

Date	Added by	Added to	Note
12-Feb-2014 15:23:23	Applicant	Application	Reasonable Adjustments requested: I am dyslexic and would require extra time to complete any written test
13-Mar-2014 17:40:07	het27	Vacancy	Interviews will be held on 03/04/14. Room F59 booked 12:00 - 16:00
13-Mar-2014 18:45:46	het27	Application	Kelly Alford telephoned Gill West on 13/03/2014 to inform us that she is unavailable for interview on 03/04/14. An alternative interview date has been requested. Gill is liaising with the Appointing Body to see if this is possible before going back to Kelly.

- Click **Close** at the bottom right-hand side of the pop-up window. You will be returned to the main applicants screen for the vacancy.

## 5.5 Sending rejection correspondence and reference requests

Please see the Web Recruitment user guide on Generating Correspondence on the [HR Systems web pages](#) for details of how to generate and send rejection correspondence to applicants.

Please see the Web Recruitment user guide on Generating Correspondence on the [HR Systems web pages](#) for details of how to generate and send reference requests using the system.

## 5.6 The Offer Stage

- When the selection process for the vacancy has been completed and a successful applicant has been selected, you must move him/her (or them, if you have more than one successful applicant) to the **Offer in Progress** stage.

<input checked="" type="checkbox"/>	Davies, Fraser	2*
-------------------------------------	----------------	----

(2 of 2)    ◀ ◁ 1 2 ▶ ▷

Offer in Progress    **Apply**

The following **Confirm Offer** dialog box will then appear.

### Confirm Offer ✕

**1 Applicant(s) Selected:**

You are about to move the following applicants to the Offer stage. If known, please state whether an applicant will require a Certificate of Sponsorship, these CoS requests can be managed under the 'Manage CoS Requests' section.

Applicant Name	CoS Required?
Ball, Emma	CoS Required

No, don't update applicants
Yes, update applicants

The confirmation window will indicate whether a Tier 2 CoS may be needed by the successful applicant based on his/her responses to right to work questions in their 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.

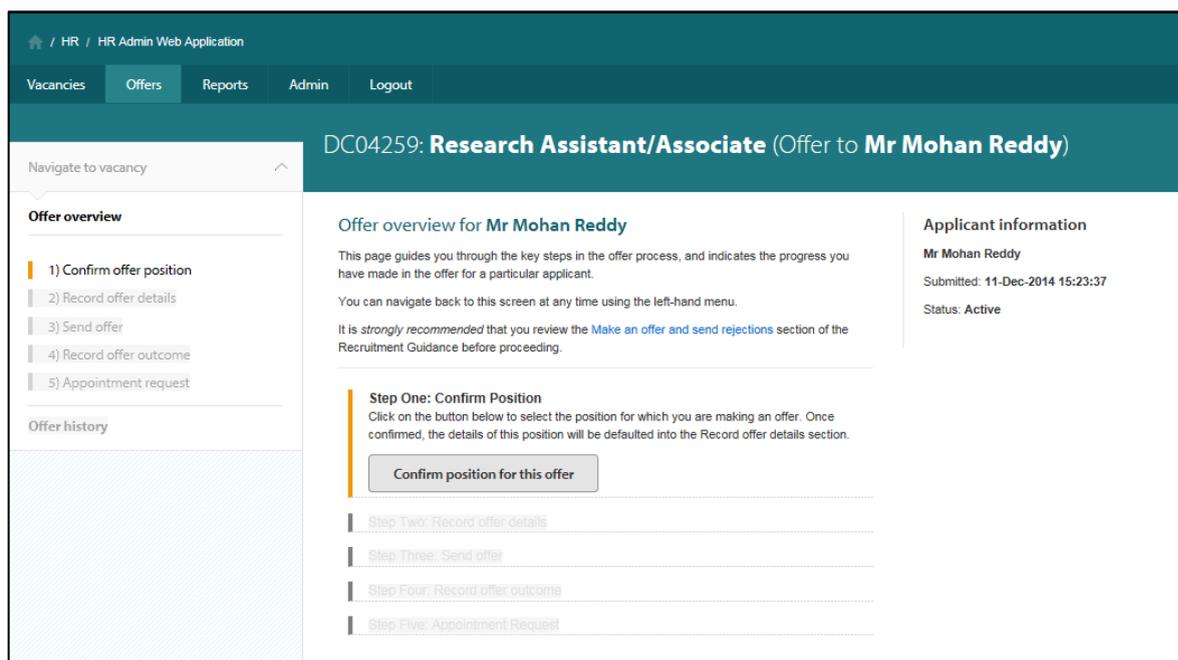


Please ensure that you record the requirement for a CoS (or not) accurately for each of your vacancies in Web Recruitment

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 the successful applicant is recorded as requiring a CoS (or it is otherwise instructed to do so by a super-user).

As required, you can amend the default by selecting from the drop-down list. 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.

- The applicant(s) will then be displayed in the **Manage Offers** screen, where you will be routed automatically after moving an applicant to **Offer in progress**.



Please see the Managing Offers user guide on the [Web Recruitment system page](#), which describes the six step offer process in detail.

A quick reference guide to managing offers can also be found on the [Web Recruitment system page](#).

As well as appearing within the six step offer process for the vacancy, the applicant will also appear on the **Offers** tab that lists all of the offers to which you have access.

Offers in progress

This page allows you to manage offers across all vacancies to which you have access. Once an offer has been transferred to New Appointments it will not show on this list, to view completed offers use the option below.

Include applicants with the status **Appointment request made**

Offer Progress	Applicant Name	Job Title	Offer Details	Actions
0%	Mr Grant Richardson	VC17739: Apprenticeship	Status: Active CHRIS Position:	Manage Offer
33%	Mr Chris Caulfield	PS17756: Marie Curie Fellow	Status: Active CHRIS Position: 70068772	Manage Offer

The screen shows offers where the six step process has not been finished (i.e. an Appointment Request has not yet been made) by default.

You can view offers where an Appointment Request has been made by ticking the box at the top of the screen:

Include applicants with the status **Appointment request made**

The 'Offer' progress bar show the status of the offer:

33%	Mr Chris Caulfield	PS17756: Marie Curie Fellow	Status: Active CHRIS Position: 70068772
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Click on **Manage Offer** to re-enter the Offer process for that applicant.



Note: each applicant at this stage is managed individually and you can no long perform tasks across multiple applicants.

If an applicant has been moved to offer incorrectly then go to the **Vacancies** tab, click on **Process Applicants**, click on the **Offer** tab, and select **Change stage** from the action list for the relevant applicant.

HR / HR Admin Web Application

Vacancies Offers Reports Admin Logout

DC04259: **Research Assistant/Associate**

All (34) Received (21) Short Listing (0) Selection One (0) Selection Two (0) Selection Three (0) Committee/Board (0) Offer (11)

**Offer**

Below is a read-only list of all applicants within the offer stage. These applicants should now be managed using the 'Manage Offers' area of the system.  
If any applicants are in this list erroneously, they can be moved back to a previous state using the 'Change Stage' feature of the action list.

Manage These Offers Manage These Offers (Super-User View)

Candidate name	Status	Actions	Notes	Files
Choudary, Ravi	Active	Manage Offer	2*	0
Goel, Nikhil	Active	Download Change Stage	2*	0
Gosh, Mithun	Active	Email Application	2*	0
Kanni, Sharath	Conditional Offer Rejected	Add/View Notes	2*	0
Konda, Srikanth	Conditional Offer Made	Admin Attachments Edit Applicant	2*	0

You will then see the following pop up window:

**Change Applicant Stage**

Please select the stage to which this applicant should be moved. The applicant status will be changed to Active.

Application Received

Cancel Change Applicant Stage

Select the stage from the drop down list:

Application Received

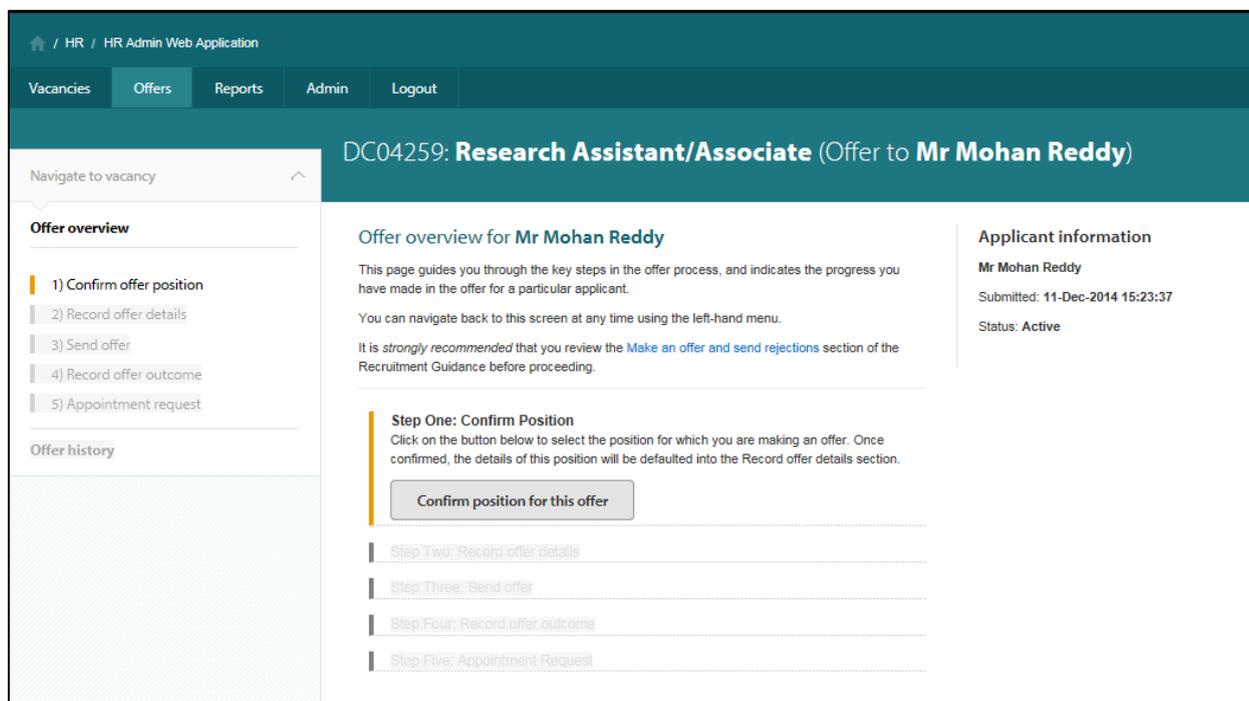
- Application progressed to short-listing
- First Selection Stage
- Second Selection Stage
- Third Selection Stage
- To be considered by Appointments Committee/Board of Electors

Then click on the **Change applicant stage** button.

The applicant will be moved out of the Offers tab and will appear back in the stage you have selected.

## 6. Managing Offers

ADMIN users should record the offer details using the six step offer process.



The screenshot shows the 'Offers' section of the HR Admin Web Application. The breadcrumb trail is 'HR / HR Admin Web Application'. The navigation menu includes 'Vacancies', 'Offers', 'Reports', 'Admin', and 'Logout'. The main heading is 'DC04259: Research Assistant/Associate (Offer to Mr Mohan Reddy)'. On the left, there is a sidebar with 'Offer overview' and 'Offer history'. The 'Offer overview' section contains a list of steps: 1) Confirm offer position, 2) Record offer details, 3) Send offer, 4) Record offer outcome, and 5) Appointment request. The main content area displays 'Offer overview for Mr Mohan Reddy' with instructions and a 'Confirm position for this offer' button. The 'Applicant information' section shows 'Mr Mohan Reddy', 'Submitted: 11-Dec-2014 15:23:37', and 'Status: Active'. Below the main content, there is a progress bar with five steps: Step One: Confirm Position, Step Two: Record offer details, Step Three: Send offer, Step Four: Record offer outcome, and Step Five: Appointment Request.

You will be required to:

- Confirm the position you are appointing to;
- Record the details of the offer that you are making;
- Select whether to create a system-generated offer letter or to prepare the offer letter outside of Web Recruitment and upload it;
- Confirm details of how, when and by whom the offer letter was sent (for both manual and system generated letters);
- Record the offer outcome;
- Record additional details in order to submit an Appointment Request to the HR New Appointment Team within the system.

The [Managing Offers Guide](#) explains this process in detail.

The system will guide you through the stages in order to that the next stage becomes available at the appropriate point in the process.

## 7. Completing Recruitment for a Vacancy

A vacancy should be marked as recruitment complete when:

- A recruitment process has been successful, all unsuccessful applicants have been rejected and the Offers process has been completed for all successful applicants.
- The recruitment process was unsuccessful and no successful candidates were taken forward to Offer from one of the selection stages.

Marking a vacancy as complete will perform a number of actions within the system to benefit departments/institutions. A vacancy marked as complete will:

- Be purged of applicant identifiable data automatically 12 months after the closing date in accordance with the [University’s recruitment document retention policy](#) (unless a the successful applicant required a Tier 2 CoS or the standard purging schedule has been overridden with approval from HR);
- Have any successful candidate information saved as a PDF snapshot for future use;
- Not appear in a user’s list of vacancies (unless a user actively chooses for complete vacancies to be displayed), making the screen less cluttered.



**Note:** It is very important that you do mark a vacancy as complete within 12 months of the closing date for online applications. Otherwise, you may cause us to retain recruitment documentation for longer than is permitted.

### 7.1 Completing Recruitment for a Vacancy

- 1) In order to complete recruitment on a vacancy, select the vacancy and click on **Manage Vacancy**.

Job Reference	Job Title	Status	Closing Date	Applicants	Actions	Access
AKD4260	Associate Dean	Advert closed	10-Jan-2015	0	Manage Vacancy	Administrator
AKD4261	Associate Dean	Advert closed	10-Jan-2015	0	Manage Vacancy	Administrator
DCD4259	Research Assistant/Associate	Advert closed	08-Jan-2015	34*	Manage Vacancy	Administrator
DD04192	Lector	Advert live	30-Apr-2015	0	Manage Vacancy	Administrator
DD04206	Lector	Advert live	30-Apr-2015	0	Manage Vacancy	Administrator



**Note:** Recruitment can only be completed for a vacancy when the vacancy closing date has passed (i.e. the Job Opportunities advert has closed).

2) The vacancy overview screen will be displayed:

The screenshot displays the 'Vacancy Overview' page for AH04339: Programming Officer[Non-Clinical-Research]. The page features a navigation bar with 'Vacancies', 'Offers', 'HR Processing', 'Reports', 'Admin', and 'Logout'. A sidebar on the left contains sections for 'Vacancy Overview', 'Applicants' (Process Applicants (28), Manage Manual Applicants (0)), 'Vacancy Configuration', 'Tasks' (Manage Rejection Correspondence, Manage Reference Requests, Manage CoS Requests (1)), 'Correspondence' (Awaiting Confirmation (0), Completed and Others (1), View or Record Correspondence), 'Permissions', 'Notes (0)', and 'Attachments (0)'. The main content area includes a 'Vacancy overview' section with a link to 'Complete recruitment for this vacancy'. Below this is a 'Welcome to the vacancy management area' section with a list of tasks. To the right is an 'Applicant & referee report' section with a download button. A 'Positions available for this vacancy' section contains a table:

	Offer in progress?	Earliest start date
70033208: Programming Officer[Non-Clinical-Research]	Ravi Choudary	20-Jan-2015

Below the table are 'Application Stages' and 'Media' tabs. The 'Application Stages Overview' section shows a pie chart with a legend: Received, Short Listing, Selection One, Selection Two, Selection Three, Committee/Board, and Offer. The 'Offer' stage is currently selected and highlighted in purple.

3) Whenever it is appropriate to complete recruitment on a vacancy, a link will be displayed on the overview screen. Click on the **Complete recruitment for this vacancy** link.

The following message will be displayed:

### Completion of activity in Web Recruitment

 1 applicant has been requested to be appointed.  
Please remember to send any outstanding appointment paperwork to the New Appointment team.

**Do you want to complete recruitment for the vacancy KA00424: Research Associate?**

I confirm recruitment activity for this vacancy is now complete within Web Recruitment. I understand this will make the vacancy read-only, and that this action is not reversible.

4) Tick the confirmation box then click on ‘**Yes, complete recruitment**’.

**Are you sure you want to complete recruitment for the vacancy AH04339: Programming Officer[Non-Clinical-Research]?**

I confirm recruitment activity for this vacancy is now complete within Web Recruitment. I understand this will make the vacancy read-only, and that this action is not reversible.



Note: If you have any outstanding actions on the vacancy, the system will display messages to indicate what these are (e.g. an applicant at offer stage where an Appointment Request has not yet been made or correspondence tasks awaiting confirmation). You will need to address these before completing recruitment.

## 8. Purging of Applicant Identifiable Data

The Web Recruitment System aims to make it as easy as possible for departments/institutions to comply with the University's existing [retention policy for recruitment documentation](#), whilst maintaining some flexibility and the ability to generate recruitment management information in the long-term.

Once you have [marked a vacancy as complete](#), it will normally be subject to automatic purging by the system 12 months after the vacancy's closing date for online applications. This means that data which makes it possible to identify individual unsuccessful applicants will be removed but anonymised details (including equal opportunities information) will be retained so that it is still possible to generate reports and undertake trend analysis (for example, for Athena SWAN or equal opportunities monitoring purposes). Details of the successful applicant, including their application, will be retained.

The exception to this purging schedule is where the successful applicant for a vacancy requires a Tier 2 CoS. In these circumstances, immigration rules require us to retain recruitment documentation for 12 months or until a UKVI compliance officer has examined and approved them, whichever is the longer period. The system will recognise vacancies where a CoS request has been made. It will ensure that they are not purged 12 months after the closing date but retained until UKVI compliance officer has audited them.

You will be reminded in advance when a vacancy is approaching 12 months after its closing date and is eligible for purging. This will be done through on-screen messages.

If at this point, or any earlier in the recruitment process, you are aware of a legitimate and compelling reason (e.g. ongoing legal proceedings) why the vacancy should not be subject to the normal purging rules, you must speak with the relevant HR Business Manager or the Head of Recruitment. Having considered the data protection implications of your request, he/she will be able to authorise an exception being made and you will then be able to ask the CHRIS Helpdesk to mark the vacancy as a purging exception.

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## 9. Exceptions to the 'Standard' Process

### Studentships

Please note that studentships are not able to receive applications using the Web Recruitment System. Studentships are not employment contracts. Please use a CHRIS/30.

### Other roles

Please note that the following positions cannot be recruited to using Web Recruitment. Please use a CHRIS/10 for:

- Proctors
- Archaeological staff working at the Cambridge Archaeological Unit
- Library Invigilators on Invigilator Rates
- Associate Lecturers