The pack includes:

- The appointment request from the department/institution;
- The individual's application form and any related documents;
- The offer letter;
- Supporting documents uploaded by the department/institution (e.g. right to work, CoS application form).

Please note:

- Where the department/institution has changed position details from those in CHRIS, these are shown in **RED** on the Appointment Request.
- System-generated offer letters have (WR) in the letter reference.
5. If a department/institution has opted to post any of the supporting documents, they will send these to you with a cover sheet printed from the system so you know to which appointment they relate.

6. Complete a full review of the paperwork; chase for any missing documents and resolve any anomalies.

7. Check post level in CHRIS for other positions and make any required amendments to cost code and pension; update contract monitoring spreadsheet.

8. Click on Transfer Details from the actions menu.

9. Confirm that you wish to transfer the details to the CHRIS Recruitment Module.

10. Check back in Web Recruitment later for the result of the transfer.

11. Review/investigate and then dismiss any transfer errors, ensuring that you are aware of these when processing in CHRIS.

12. Complete the rest of your processing in the Recruitment Module and in CHRIS.

More information can be found in the full user guide library on: the HR Systems web pages.