Appointment Request - Quick Reference

Most appointment requests should now reach you via Web Recruitment rather than the CHRIS/10(A) Form

2. Click on the tab for the staff group for which you are processing appointments

3. You can then choose an action from the drop down list

1. Log on to Web Recruitment using your CRS-id then click on the HR Processing tab at the top of the screen

4. The first action downloads a PDF pack of the Appointment Request and supporting documents

- ⬇ Appointment Request Pack ▾
- 🏠 Manage Offer
- ↩ Transfer Details

Appointment Request

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.

Appointment Request - Quick 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.

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New appointment - cover sheet for supporting documents

Send this cover sheet to the New Appointment team with any appointment documents which you need to send by post.
Please see the list below and indicate the document that you have enclosed.
Please see http://www.hr.admin.cam.ac.uk/contact-us for New Appointment teams contact details.

Appointee details		Recruiter details
Title :	Miss	Name : Margaret Griggs
Surname	Browning	Email : margaret.griggs@admin.cam.ac.uk
Forename :	Margaret	
Vacancy:	AH04398 - Clerk	
Department	Human Resources Division	
Position :	70033373	

Transfer Offer to CHRIS

This offer has been accepted by the applicant and signed off... screen will enable you to send the offer to CHRIS and compl...

Offer Signed of on:2015-02-18T15:15:01.000:

Vacancy: AH04036: Research Associate SV TEST 1

Applicant: Mr Test Test

CHRIS Applicant Reference Number:APP00009250

Please note: Once transferred, the offer will be removed from the HR processing view. To see it again you can select the 'View Completed Offers' option.

Would you like to transfer this applicant and offer into CHRIS?

Yes, transfer offer to CHRIS	No, don't transfer

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

Actions

± Appointment Request Pack

🏠 Manage Offer

⇌ Transfer Details

8. Click on Transfer Details from the actions menu.

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

Transfer Complete [More information]

Successful transfers and those where are errors are dismissed will not be shown on the page unless you select to see them.

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](#)