

## **Web Recruitment: what our customers say**

The University's Web Recruitment System has been adopted by over 128 departments/institutions in the University of Cambridge. Since its launch in November 2013 the system has been used to advertise over 1750 vacancies; with over 40,500 applications received.

### **Web Recruitment at the School of Clinical Medicine**



**We have used the University's Web Recruitment system for a large volume of vacancies, and would have no hesitation in recommending it to other colleagues or departments.**

A major benefit for us as an extremely busy HR Team is that Web Recruitment streamlines a lot of our work. The system has saved us time and made the recruitment process more manageable due to the sheer volume of applications that we receive. It has changed our day-to-day work enormously. One of the biggest time-savings of the system is that we no longer have to separate out the equal opportunities data (this is now automatically separated and held in a restricted access area of the system) or spend hours on data-entry. This makes the whole recruitment process a much less stressful process than it used to be.

The system allows us to record the decisions made at each stage of the process and to generate rejection correspondence in a speedy and efficient manner.

Our Appointments Committees also have oversight of the whole recruitment process for each vacancy, which is invaluable to them and saves time for us in providing progress updates throughout the recruitment cycle. This has allowed us to improve our service levels to our recruiting managers, whilst improving efficiencies in delivering our HR service. We now choose to email the Appointments Committee pack to the Committee which means that we save time in printing. This, and the fact that

the selectors can also have instant access to applications and other recruitment details in the system, allows our departments to save around a day per vacancy in the recruitment cycle.

**Having all of our documents saved and available to view in a central place has greatly improved the quality of data held and the speed with which we can all access the data.**

The administrator desktop gives us a good overview of current vacancies, allowing us to easily see work done by other members of the team. It has also eliminated the requirement for paper documents in the selection process as these are now stored electronically and can be found easily by everyone involved with a particular vacancy. We can record and store process information such as scores, reasons for decisions, interview notes etc.

Having the ability to send rejection and reference correspondence at the click of a button is so easy. Although we do still have to chase some reference requests, as some individuals have reported problems with their firewalls, or emails being placed in their junk folders.

On the whole though, the system is very efficient and easy to use and these benefits, coupled with time-savings makes it ideal for our recruitment requirements.

**The Recruitment Team, School of Clinical Medicine**

## **Web Recruitment and the Institute of Criminology**



**Our experience of Web Recruitment was very positive from the start. We started using the system before we had attended the training course as we were confident that it was a fairly intuitive process following a series of demos that were held by the HR Systems team.**

We found the whole process very simple and user friendly from advertising the vacancies, to viewing the lists of candidates on the HR Administrator Panel, to filling the position with the Web Recruitment System.

The administrator desktop allows us to track all applications received and respond with an email at the click of a button. We would definitely recommend this system to other departments in preference to local practices that do not link to the other HR Systems.

In the administrator desktop, departments have the ability to record the status of applicants (for example, if they have been rejected, invited to interview or made an offer) so they are able to keep track of who is at which stage in the process. The applicant tracking facility that the Web Recruitment System offers means that precious hours are saved on recruitment activity. The system also allows us to upload manual applications and to add notes to vacancy or candidate records.

Web Recruitment has helped us to cut down the amount of time spent on the Recruitment cycle and boost our productivity. We are working quicker, better and more efficiently.

**Institute of Criminology**

## Web Recruitment and the Faculty of Education



The Faculty of Education started using the Web Recruitment System as soon as it was launched in November 2013. The HR Panel for administrators is easy to navigate and use. We process a large volume of vacancies, and the system has saved us time in photocopying, tracking outcomes etc. In fact, the reduction in photocopying alone has allowed us to save on what was a huge photocopying bill. By giving members of our Appointments Committee access to applications and references online, we can avoid delays in posting sets of papers to members, and without the danger of misdirected or lost post we are assured of greater confidentiality. Another benefit is being able to record notes and have all supporting documents together under each vacancy; another step on the journey to the paperless office! The automatic purging of vacancies after a year avoids scheduling trips to the storage cupboard to extract and dispose of confidential paperwork, secure in the knowledge that all paperwork which should be retained for CoS purposes is retained on the system.

We have found the service provided by the HR Systems team to be very effective. The training and support provided is extremely helpful.

Requesting references and generating rejection correspondence can now all be done by email as opposed to all the individual letters that we used to send out in the post, which was extremely time consuming; another saving in both time and postage costs.

This system coupled with a professional training programme and Helpdesk has delivered real benefits to the recruitment process in the Faculty of Education.

Extra functionality continues to be added, and working on an agile system gives an opportunity to test and feedback instantaneously! I look forward to the possibility of generating offer letters on the system.

I would strongly recommend the Web Recruitment System to other departments or institutions.

**Pauline Mason, Faculty of Education**