

This page provides guidance on common tasks in the HR Administration Panel in the Web Recruitment System. Clicking on any hyperlinks will open the online help guide allowing you to view further guidance.

The guide is divided into questions. Use **Ctrl+Click** to navigate to the advice you need:

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### How do I set up a vacancy for receiving online applications in the new Recruitment Administration System (RAS)?

Log on to new RAS and add a vacancy as normal. Under **Job Details** in RAS you will see a new section, where you can click **Apply online** if you would like to receive online applications via the Web Recruitment System. Click here for further details in the Web Recruitment System online manual: [http://www.hrsystems.admin.cam.ac.uk/files/wr\\_managing\\_vacancies\\_r3\\_published.pdf](http://www.hrsystems.admin.cam.ac.uk/files/wr_managing_vacancies_r3_published.pdf). The type of online form available to applicants for your vacancy will be defaulted based on the Vacancy category you have selected, in line with existing [University policy](#).

It is vitally important that you determine and record the screening checks for your vacancy accurately in RAS. This is because the checks that you select determine wording that is automatically inserted into your adverts by RAS and the content of the online application form.

### How do I log in to the HR Administrator Panel in the Web Recruitment System?

Use your Internet browser to navigate to <https://hrsystems.admin.cam.ac.uk/hr-admin-ui/>. You will be directed to the HR Administrator Home Page. Click on the **Log-in with Raven** button to access the system. Enter your Raven User ID and password. The system will then use your Raven ID to identify the vacancies to which you have been granted access. Alternatively you can log in to the system via the HR Systems web page at the following link: [http://www.hrsystems.admin.cam.ac.uk/files/wr\\_managing\\_vacancies\\_r3\\_published.pdf](http://www.hrsystems.admin.cam.ac.uk/files/wr_managing_vacancies_r3_published.pdf)

### How do I search for vacancies?

Log in to the HR Admin Panel. Click on the **Vacancies** tab. On this page you will see a table of the vacancies that you have access to. At the top of each of the **Job Reference** and **Job Title** columns you will see a white search box. Enter data into these boxes to search for specific details on a vacancy. You should see the screen filter as you type to give a list of only the data that meets your current search criteria. There is no need to press 'Enter' on your keyboard.

### How do I search for applicants?

Log in to the HR Admin Panel. Click on the **Vacancies** tab. On this page you will see a table of the vacancies to which you have access. In the top left hand side of the page you will see a **Find Applicant** search box. Click on this box. A new screen will open to allow you to search for an applicant across all your vacancies by entering certain data, e.g. Forename, Surname, Date of Birth etc. You should then click on the **Search for Applicant** button which will search all vacancies to which you have access and then display the results from your search in the table below. The table will provide details of the Applicant Name and Vacancy. You can also click on an 'i' icon under the **Info** column to review details of their application, e.g. submitted date, stage and status.

### How do I filter a list to find an applicant?

The data tables within the Web Recruitment system have an empty white filter box in the toolbar at the top of the table. Click on this box and key in your search criteria and the screen will automatically filter the data as you type. There is no need to press 'Enter' on your keyboard.

### How do I view applicants for a vacancy?

Log in to the HR Admin Panel. Click on the **Vacancies** tab and locate the vacancy for which you wish to review applications. Click on the **Manage Vacancy** button to the right hand side of the vacancy. Navigate to the toolbar at the left of the screen and click on the **Process Applicants** button and you will be directed to a new page. The page has a number of tabs going across the page, which represent the stages of the selection process. Applications submitted and not yet assessed (i.e. not yet rejected or progressed to the next stage) will be found on the **Received** tab. You will be routed to this tab by default. The **All** tab contains details of all applicants, regardless of the stage they are at in the process.

If you cannot see a vacancy that you are expecting to see, please contact the recruiter of the vacancy in new RAS who will have automatic Admin access to the vacancy and will be able to grant you access, where appropriate.

### How do I manage applicants through the various stages of the recruitment process?

When you log in to the HR Admin Panel of the Web Recruitment System, you will be routed to the Vacancies page. Here you will find a scrollable list of vacancies. To see vacancies where the closing date has passed, navigate to the **Status** column and select **Advert Closed**.

Once you have identified the vacancy you wish to manage, click on the **Manage Vacancy** button to the right hand side of the vacancy. Navigate to the toolbar at the left of the screen and click on the **Process Applicants** button. You will be directed to a new page, which has a number of tabs going across the page, representing the stages of the selection process.

All submitted applications which have not been assessed yet (i.e. not yet rejected or progressed to the next stage) will appear in the **Received** tab. There is also an **All** tab which lists everyone who has applied for the vacancy, regardless of the stage they are at in the process.

To search for an applicant under a certain tab, start typing the name of the applicant into the filter box at the top of the applicant name column. The contents of the page will filter automatically as you type. There is no need to press 'Enter' on your keyboard.

A user with Admin or Write access for 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 one member of the appointing body is given Administrator/Write access to record the progress of applications through the recruitment process, or if this is done on the appointing body's behalf by an administrator.

A number of stages have been defined and these are:

- Application Received;
- Short-listing;
- First Selection Stage;
- Second Selection Stage;
- Third Selection Stage;
- Appointments Committee/Board of Electors; and

- Offer in progress.

Abbreviated versions of these stages are used for the tab names. 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 (<http://www.admin.cam.ac.uk/cam-only/offices/hr/recruitment/planning/methods.html#key>) for information on planning your selection process.

Select the tab that reflects the selection stage you wish to view or process by clicking on the tab heading. This will display the current applicants at that stage of the process. Tick the box to the left of the applicant(s) you wish to process. Choose a value from the **Set Status to** drop down menu then click **Apply**. The applicant(s) selected will then move from the stage they were in and their details will be moved to the newly selected stage. Applicants can then be processed through all of the various stages of the recruitment process. Further details are available in the Web Recruitment System online manual library:

[http://www.hrsystems.admin.cam.ac.uk/files/wr\\_managing\\_vacancies\\_r3\\_published.pdf](http://www.hrsystems.admin.cam.ac.uk/files/wr_managing_vacancies_r3_published.pdf)

### How do I move an applicant through the offers process?

Select the relevant applicant and change his/her status to **Offer in Progress**. You will then be routed to the **Manage Offers** section of the task menu. Here you will find a three step workflow which guides you through the offers process and prompts you to transfer the successful applicant(s) to the CHRIS recruitment module, instead of doing this manually. Further details are available in the Web Recruitment System online manual:

[http://www.hrsystems.admin.cam.ac.uk/files/wr\\_managing\\_vacancies\\_r3\\_published.pdf](http://www.hrsystems.admin.cam.ac.uk/files/wr_managing_vacancies_r3_published.pdf)

### How do I generate rejection correspondence?

First you will need to configure your rejection correspondence. In the **Vacancy Overview** screen, navigate to **Vacancy Configuration** and enter the relevant details.

Click **Process Applicants** where you can then change the status of the relevant applicant to **Rejected**. He/she will then be moved to the **Manage Rejected Applicants** section under the **Tasks** menu.

Click on **Manage Rejected Applicants** and a list of applicants that you have rejected for that vacancy will appear in a new window. From here you can then tailor individual rejection correspondence. If you do not wish to add in any personalised content then the system will generate (but not yet send) a standard rejection email, inserting the data that you entered when you configured the correspondence for the vacancy as required. If you need to send a rejection letter outside the system (i.e. because an applicant has applied outside the system and does not have an email address), click on the dropdown menu next to the **Re-Activate** button and click **Download Letter**. This will open a PDF that you can print and post.

Next, click on **Awaiting Confirmation** and locate the applicant that you wish to send a rejection email to. You can preview the content of the email by clicking on the **Preview** button. If you are happy with the correspondence generated, you should then tick the select button next to the relevant applicant and click **Confirm Selected Tasks** at the bottom left of the screen. A pop-up window will then appear

to ask you to confirm that you wish to send the correspondence. You should then click **Yes** or **No** as appropriate. If you click **Yes** then a rejection email is then sent to the relevant applicant.

For further details please see the Web Recruitment System online manual library:

[http://www.hrsystems.admin.cam.ac.uk/files/wr\\_generating\\_correspondence\\_r3\\_published.pdf](http://www.hrsystems.admin.cam.ac.uk/files/wr_generating_correspondence_r3_published.pdf)

### How do I create a reference request?

Log in to the HR Admin Panel. Click on the **Vacancies** tab and locate the vacancy for which you wish to generate a reference request. Click on **Manage Vacancy** and you will be directed to a **Vacancy Overview** screen. First you will need to configure the correspondence for your reference requests. Click on **Vacancy Configuration**. This will open a new window where you should enter the contact information for the relevant vacancy, e.g. name, job title, email address etc. Administrators will be able to enter another person's details into these fields if they are sending correspondence on behalf of a colleague. Click on the second tab in the window called **Reference Correspondence**. Here you should select the reference request template that you wish to use.

Click here for further details on the different templates in the Web Recruitment System online manual library:

[http://www.hrsystems.admin.cam.ac.uk/files/wr\\_generating\\_correspondence\\_r3\\_published.pdf](http://www.hrsystems.admin.cam.ac.uk/files/wr_generating_correspondence_r3_published.pdf)

You will also enter details of the deadline for the reference request along with any additional paragraph that you would like to include in the letter for all reference requests for that particular vacancy. You should then mark the reference configuration as complete and click **Save Configuration**. If you do not need to tailor the letter then the system will generate a standard reference request email (but not yet send it) using the data you entered when you configured the correspondence for the vacancy as required.

Next, click on **Manage References** under the heading **Tasks** in the toolbar. Locate the applicant for whom you wish to send a reference request then click on **Request References** under the table on the left-hand side.

Navigate to Correspondence in the toolbar and click on **Awaiting Confirmation** and locate the applicant for whom you wish to send a reference request. Click on **Preview** in the Action column to view a final copy of the reference request. You should then tick the select button next to the relevant applicant and click **Confirm Selected Tasks** at the bottom left of the screen. A pop-up window will then appear to ask you to confirm that you wish to send the email. You should then click **Yes** or **No** as appropriate. If you click **Yes** then a reference request is then emailed to the relevant person(s) identified.

If you need to send a reference request outside the system click on the dropdown menu next to the **Upload** button and click **Download Letter**. This will open a PDF that you can print and post. If you then receive a reference outside the system, you should then add this to the system by scanning it and then uploading it by clicking on the **Upload** button.

### What will the referee see and how can I view their reference?

Referees will be emailed and given a link and a PIN code to upload their reference into the Web Recruitment System. By clicking on this link they will also be able to view the Job Opportunities advert for the vacancy an individual is applying for, as well as any HR7 Further Information document published with the advert.

Once a reference has been received in the system, you will see this under the **Tasks** field. Click on **Manage References** and in the table you will see the status of all your requests in the Status field. If a reference has been submitted, the status will say **Complete** and there will be a PDF file in the next column. Where an applicant has not provided an email address for a referee you are able to create a reference request letter by clicking on the **Manage References** field. This will open the Request References window. Navigate to the dropdown menu next to the **Upload** button in the Action column and click **Download Letter**. This will open a PDF that you can print and post.

### How do I add an application I have received outside of the Web Recruitment System?

To add the details of an applicant who has applied for a vacancy outside of the Web Recruitment System (e.g. a paper-based application from someone who was unable to use our system because of a disability), select the vacancy to which you would like to add an applicant. Click the drop down menu on the **Manage Vacancy** button then click on **Add Applicant**. A new screen will be displayed with two tabs: **Manual Applicant Entry** and **Upload Documents**. Click on the **Manual Applicant Entry** tab to enter a minimum amount of essential information about the applicant. Click on the **Upload Documents** tab to upload any attachments (e.g. a scanned PDF of the paper-based application form).

Further details on adding a paper-based application are available in the Web Recruitment System online manual library:

[http://www.hrsystems.admin.cam.ac.uk/files/wr\\_managing\\_vacancies\\_r3\\_published.pdf](http://www.hrsystems.admin.cam.ac.uk/files/wr_managing_vacancies_r3_published.pdf)

### How do I add notes and attachments to an applicant?

Log in to the HR Admin Panel. Click on the **Vacancies** tab and locate the correct vacancy. To the right hand side of the vacancy you should see a **Manage Vacancy** button. Click on **Manage Vacancy** then navigate to the toolbar at the left of the screen and click on the **Process Applicants** button. You will be directed to a new page, which contains tabs representing the stages of the selection process. All submitted applications which have not been assessed yet (i.e. not yet rejected or progressed to the next stage) will appear in the **Received** tab. Locate the correct candidate, then in the Actions column, click on the drop down menu next to the **Download Application** button.

To add a note, click on **Add/View Notes**. A new window will open where you can add notes or other relevant information. You should enter details into the **New Note** field, and then click **Add Note** to save the note. Details of the note including the date it was added and who added it will then appear in the table at the bottom of the screen. To add another note you should follow the same process, or click **Close** to exit the window.

To add an attachment, click on **Admin Attachments**. A file upload screen will be shown, along with information about the types of file you can attach. Click on **Choose** and select the file you want from your file directory. Click on **Upload**.

Further details, including guidance on the types of document you may wish to upload as attachments, are available in the in the Web Recruitment System online manual library:  
[http://www.hrsystems.admin.cam.ac.uk/files/wr\\_managing\\_vacancies\\_r3\\_published.pdf](http://www.hrsystems.admin.cam.ac.uk/files/wr_managing_vacancies_r3_published.pdf)

### How do I add attachments and notes to a vacancy?

Log in to the HR Admin Panel. Click on the **Vacancies** tab and locate the correct vacancy. To the right hand side of the vacancy you should see a **Manage Vacancy** button. Click on **Manage Vacancy** then navigate to the toolbar at the left of the screen and click on the **Notes** button. A new window will now open where you can enter details into the **New Note** field. Click **Add Note** to save the note. Details of the note, including the date it was added and who added it, will then appear in the table at the bottom of the screen. To add another note you should follow the same process, or click **Close** to exit the window.

To add an attachment, click on the **Attachments** in the toolbar at the left of the screen. A new window will open where you can upload documents. Information on the types of files permitted is displayed on screen. Click on **Choose** to open your file directory and to select the file you require. Click on **Upload**.

Further details, including guidance on the types of document that you may wish to upload to a vacancy, are available in the Web Recruitment System online manual library:  
[http://www.hrsystems.admin.cam.ac.uk/files/wr\\_managing\\_vacancies\\_r3\\_published.pdf](http://www.hrsystems.admin.cam.ac.uk/files/wr_managing_vacancies_r3_published.pdf)

### How do I distribute applicant packs for review by Selection Panels and Appointment Committees?

There are three different options for giving selectors access to applications:

1. Provide them with access to the vacancy in the Web Recruitment System so that they can view applications within the system or download them for themselves – to do this, click on the **Permissions** menu option on the left-hand side of the screen when you are in the vacancy. Click on **New** to add a new user for the vacancy. Enter the person's CRS-ID and select the user role you wish to give them (details on the types of user role are within the Web Recruitment Manual Library) before pressing **Save**.
2. Download and print an application pack - log in to the HR Admin Panel. Click on the **Vacancies** tab and locate the correct vacancy. To the right hand side of the vacancy you should see a **Manage Vacancy** button. Click on **Manage Vacancy** then navigate to the toolbar at the left of the screen and click on the **Process Applicants** button.

You will be directed to a new page, which contains tabs representing the stages of the selection process. Click on the tab for the stage of the selection process that your active applicants have reached. To print applications, you can select all the applicants to feature in a PDF download by clicking on **the select box in the top left hand side of the table**, or you can select individual applicants by ticking on the select box to the left of each one. Once the appropriate applicants

have been selected, click on **Download Applications**. You can then open, save and print the PDF pack that is generated as required.

3. Download and email an application pack - Once the appropriate number of applicants has been selected, click the drop down menu next to the **Download Applications** button, and then click on **Email Applications**. You will then receive an email that you can forward to the individuals who you wish to receive the applicant pack. The downloaded PDF will have bookmarked pages following the structure of the applicant pack, so that reviewers can move between applicants and documents. The application ID and vacancy ID will also appear in the footer of the PDF application pack so that viewers can immediately identify both the vacancy and applicant for any page they are reading.

Further details are available in the Web Recruitment System online manual library:

[http://www.hrsystems.admin.cam.ac.uk/files/wr\\_managing\\_vacancies\\_r3\\_published.pdf](http://www.hrsystems.admin.cam.ac.uk/files/wr_managing_vacancies_r3_published.pdf)

### How do I access the book marks in a PDF?

Once you have opened the PDF, move the cursor over the icons on the menu to the left and click on the bookmark icon. An extra pane will be displayed and you can then click on an applicant or a document to move directly to that page in the PDF pack.

Further details are available in the Web Recruitment System online manual library:

[http://www.hrsystems.admin.cam.ac.uk/files/wr\\_managing\\_vacancies\\_r3\\_published.pdf](http://www.hrsystems.admin.cam.ac.uk/files/wr_managing_vacancies_r3_published.pdf)

### How do I collect additional information from the individual for a Tier 2 Certificate of Sponsorship (CoS) application?

You can only request information to support a CoS application for applicants you have moved to the offer stage.

You can either specify that an applicant needs a CoS when moving them to the offer stage or use the **Initiate CoS request** button on the **Manage CoS Requests** page.

On the Manage CoS Requests page, click **Request Details** to send an email to the applicant asking for them to log in and provide the required details for the Tier 2 CoS.

The **CoS Status** column will change to **Complete** when the applicant has provided the required information.

Further details are available in the Web Recruitment System online manual library:

[http://www.hrsystems.admin.cam.ac.uk/files/wr\\_cos\\_quick\\_reference\\_r3\\_published.pdf](http://www.hrsystems.admin.cam.ac.uk/files/wr_cos_quick_reference_r3_published.pdf)

[http://www.hrsystems.admin.cam.ac.uk/files/wr\\_requesting\\_a\\_cos\\_r3\\_published.pdf](http://www.hrsystems.admin.cam.ac.uk/files/wr_requesting_a_cos_r3_published.pdf)

### How do I give a colleague access to a vacancy?

If you are listed in new RAS as the recruiter for the vacancy then you will be the only person with automatic access for that vacancy. You will have been granted the Admin user role. The access that this gives you, along with information on the other user roles, is explained within the Web



Recruitment System online manual library:

[http://www.hrsystems.admin.cam.ac.uk/files/wr\\_managing\\_vacancies\\_r3\\_published.pdf](http://www.hrsystems.admin.cam.ac.uk/files/wr_managing_vacancies_r3_published.pdf). User roles for colleagues and members of the appointing body can be added by you.

Click on **Manage Vacancy** then navigate to the toolbar at the left of the screen and click on the **Permissions** and a new window will open. Click on the **New** button. A new row will appear asking for the CRS-ID of the person you wish to add to the vacancy and the user role you wish to allocate to them. (If you are unsure of the CRSid of the person you wish to add then please refer to the University Lookup pages). Once you have finished adding access rights then click on **Save** or click on the **New** button again to add an additional person. Click **Save** again and, when you have finished granting access, click on the **Close** button at the bottom right of the window.

### How do I transfer a successful applicant to CHRIS?

When you log in to the HR Admin Panel of the Web Recruitment System, you will be routed to the Vacancies page. Once you have identified the vacancy you wish to manage, click on **Manage Vacancy** then navigate to the toolbar at the left of the screen and click on the **Process Applicants** button. You will be directed to a new page. Locate the relevant applicant and tick the box to the left of their name to select the successful applicant(s) and move them to **Manage Offers** screen. In the **Apply** field at the bottom left of the screen, select the status of **Offer in Progress** and click **Save**.

Once you have confirmed the action (and indicated whether a CoS is required) the Manage Offers screen will be displayed showing the selected candidate. Write or Admin users should record the progress of an offer within this Manage Offers screen. The system will guide you through the stages in order to that the next stage becomes available at the appropriate point in the process.

Once an applicant is recorded as having accepted an offer of employment, Admin users can transfer them into the CHRIS Recruitment Module. Click on **Transfer to CHRIS**. You will now be directed to a **Transfer Applicant to CHRIS** screen. Check the applicant's details and make any corrections (e.g. if the applicant has told you that they have changed their address). The tool bar at the bottom of the screen can be used to check and correct any changes. Click **Save** to save the changes and return to them later. Once you are satisfied that the applicant's details are up to date, press the **Transfer to CHRIS** button.

You can check whether the transfer was successful by looking at the **Transfer Status** under the **Vacancy Details**. Finally, the vacancy administrator will then need to record the details of the offer itself (e.g. starting salary) in the CHRIS Recruitment Module. The CHRIS/10A will still need to be sent to the New Appointments team.

Further details are available in the Web Recruitment System online manual library:

[http://www.hrsystems.admin.cam.ac.uk/files/wr\\_managing\\_vacancies\\_r3\\_published.pdf](http://www.hrsystems.admin.cam.ac.uk/files/wr_managing_vacancies_r3_published.pdf)

Super Users will also see a **Technical Report** button on the form to request a technical report. This is to enable us to provide technical assistance for the Transfer to CHRIS function. You do not need to use this function unless asked to do so by the CHRIS Helpdesk.

### How do I view or print applications if I am a member of an appointing body?

As a member of an appointing body, you may have been granted access to the Web Recruitment System by your HR contact or departmental administrator. To log in to the system and view applications, you should visit: <https://hrsystems.admin.cam.ac.uk/hr-admin-ui/>.

Click on the **Vacancies** tab and locate the relevant vacancy. Click on **Manage Vacancy** then navigate to the toolbar at the left of the screen and click on the **Process Applicants** button. You will be directed to a new page. On this page, there are tabs across the page that represent the different stages of the selection process. Click on the tab for the stage of the process that you are currently working on. The **All** tab shows all applicants, whatever stage of the process they have reached. The **Received** tab will show any applications received which have not yet been assessed (i.e. they have not yet been rejected or progressed to another stage in the process).

To print applications, you can select all the applicants to feature in a PDF download by clicking on **the select box in the top left hand side of the table**, or you can select individual applicants by ticking on the select box to the left of each one. Once the appropriate applicants have been selected, click on **Download Applications**. You can then open, save and print the PDF pack that is generated as required. Printing is via Adobe Acrobat.

If you have any issues with the process please contact the MISD Service desk or your local technical support. Further details are available in the Web Recruitment System online manual library: [http://www.hrsystems.admin.cam.ac.uk/files/wr\\_managing\\_vacancies\\_r3\\_published.pdf](http://www.hrsystems.admin.cam.ac.uk/files/wr_managing_vacancies_r3_published.pdf)

### How do I view or generate reports from the Web Recruitment System?

It is possible for you to generate standard reports of applicant and referee details, as well as designing your own applicant and referee reports, from within the Web Recruitment System. These details can be used for:

- Mail merging correspondence not yet generated within the System (e.g. HR13 Invite to interview letters;
- Circulating lists to selectors/appointing bodies.

The reports can be accessed from the vacancy overview screen within the Web Recruitment System, or from the **Reports** tab at the top of the screen. From the reports tab, you can also generate a selection results grid which is a version of the HR11 Selection Results form which is pre-filled with applicant names, making it easier for recruiters to record their selection results.

Further details are available in the Web Recruitment System online manual library: [http://www.hrsystems.admin.cam.ac.uk/files/wr\\_reporting\\_r3\\_published.pdf](http://www.hrsystems.admin.cam.ac.uk/files/wr_reporting_r3_published.pdf)

However, if you have any questions, please email us at: [chrishelpdesk@admin.cam.ac.uk](mailto:chrishelpdesk@admin.cam.ac.uk).

### When does the system purge applicant data?

The University's [recruitment retention policy](#) is that recruitment documentation will be destroyed 12 months from the closing date, unless the successful applicant requires a Certificate of Sponsorship when immigration rules require documents to be retained until a UKVI compliance

officer has approved them. From November, the system will automatically delete person identifiable data for vacancies more than a year old, except where:

- A CoS is required for the successful applicant; or
- A recruiter has contacted the CHRIS Helpdesk to request that that this data purge does not occur for some other justifiable reason.

Anonymised applicant data, including equal opportunities data and the stage that each anonymous applicant reached, will be retained so that it will still be possible to complete trend analysis as part of equal opportunities monitoring. Prior to the first purge, an in-system message will alert a recruiter that a vacancy will shortly go through data purge so that they can contact the CHRIS Helpdesk and take action to prevent this if required.

### **What should I do if I receive a ‘Certificate Error’ message?**

Following feedback, we are aware that under certain circumstances you may receive a ‘Certificate Error’ message. If this occurs simply click ok to proceed and continue to use the HR Administration Panel in the normal manner.