UNIVERSITY OF CAMBRIDGE

Recruitment Administration System (RAS)

User Guide, January 2015

HR Systems

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1. Introduction

1.1 Overview

The Recruitment Administration System (RAS) v3.1 replaces the previous version of RAS. It includes enhancements such as the ability to advertise a vacancy on the Job Opportunities pages so that applicants can apply on line.

The **live** instance of RAS is available at: http://ras.admin.cam.ac.uk

The system is also available from the HR Systems Landing page:

http://www.admin.cam.ac.uk/offices/misd/services/staff/cam-only/index.shtml

Please contact your CHRIS key contact to request access to RAS and RAS UAT. Departments may need to recruit and train more RAS users if they do not want current RAS users to have to handle the approvals step of the process. CHRIS key contacts will need to request access via the CHRIS Helpdesk.

Queries relating to RAS should be directed to the **CHRIS Helpdesk** by emailing chris.helpdesk@admin.cam.ac.uk.

A new RAS 'HOW Do I?' document with frequently asked questions is also available on the HR systems web pages along with the latest release note.

Please note that:

- New RAS should be used for all vacancies which require permission to fill even if you do not wish to advertise the position.
- The original version of RAS confirmed that the paper-based permission to fill process has been completed before allowing media to be advertised. However, new RAS includes an electronic permission to fill process. The permission policies for different job groups, funding sources and Schools are built into it so that it knows when School and Resource Management level approvals are required in addition to department-level approval.
- Where you wish to request permission to fill for (and subsequently advertise) a vacancy that is currently in CHRIS, you will not need to enter all of the details into the system. New RAS will enable you to search for the position and you will just need to confirm some details before requesting permission to fill. This also applies to new positions which have been set up by Grading and Reward after you send them a CHRIS/PD33 for grading. You will no longer need to complete a CHRIS/1 form.
- For new ungraded jobs (e.g. academics and researchers), RAS will help you to enter all the necessary data in the right format and automatically transfer the details into CHRIS when permission to fill is granted. This will eliminate the use of the CHRIS/2 form.
- It is expected that fixes and enhancements to new RAS will be made approximately every three months.
- If using Internet Explorer 8 and your browser seems unresponsive, press **F5**.

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2. Log-in

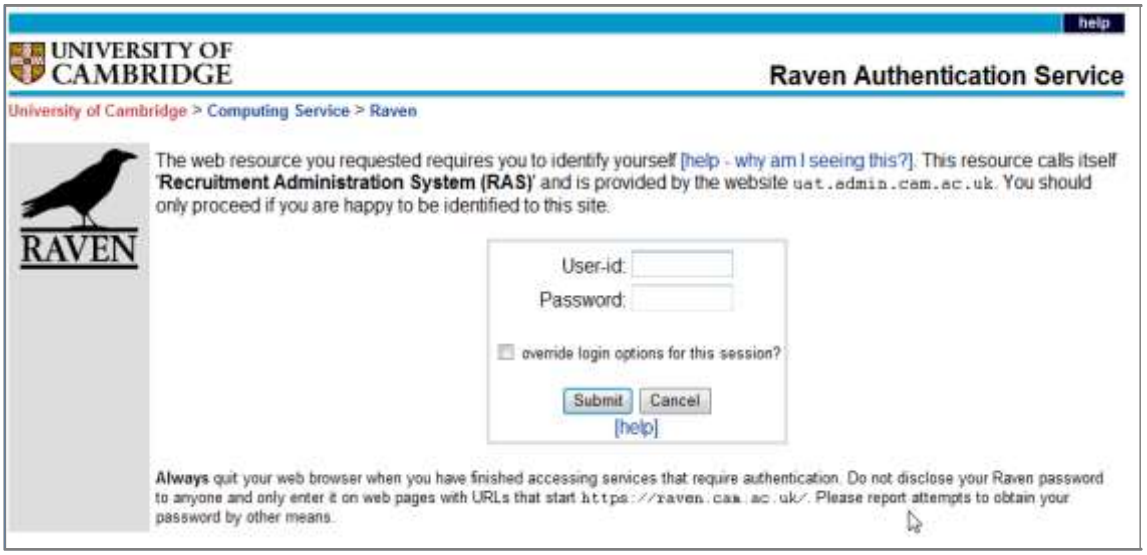
Use your Internet Browser to go to **http://ras.admin.cam.ac.uk**.

The screen below will be displayed.

Tip: For future use, you may like to add the above link to your **favourites** in your browser or create a **shortcut** on your desktop.

1. Click on the link **log in using Raven to access the system**

2. Enter your Raven **User-id** and **password**



3. Recruiters – Creating Vacancies, Requesting Permission and Advertising

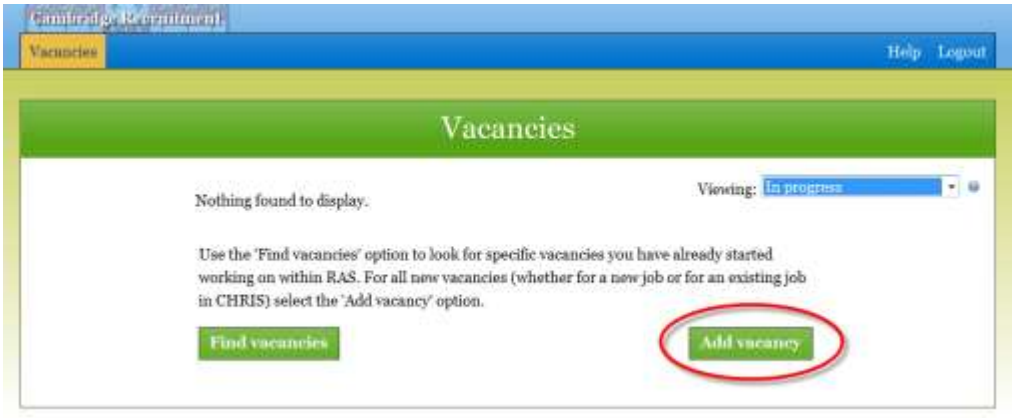
3.1 Starting Work on a Vacancy

3.1.1 Navigating through the initial screens

1. Select **Vacancies** from the top left of the screen

As a new user, there will initially be no vacancies displayed on this page.

2. Click on the **Add vacancy** button



The next page will allow you to find a position or add a position/vacancy.

The option which it is appropriate for you to select will depend on whether the vacancy you wish to work on in RAS either:

A. Already exists as a vacant position in CHRIS – This will be the case where you are refilling a position where the current/previous occupant has been made a leaver, or where you have had a new Assistant or Academic-related staff position graded and have been issued with a CHRIS/1 form by the Grading and Reward team.

or

B. Does not already exist as a position in CHRIS – This will be the case where you are creating a new Academic or Research staff position of any length (and would previously have used the CHRIS/1 form), a new ungraded Assistant or Academic-related staff position of nine months or less or recruiting temporary cover.

If your vacancy falls into category A above, please follow the steps outlined in Section 3.1.2. If your vacancy falls into category B, please follow the steps outlines in Section 3.1.3.

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3.1.2 How to proceed where your vacancy already exists as a position in CHRIS

1. Follow the steps outlined in Section 3.1.1.

2. Click on the **Find position** button

3. You will be taken to the **Find positions** page. Here you need to enter information about the position you want to work on in RAS (such as Position title, Position reference number and the details of the current/previous incumbent of the position) and then click on the **Search** button.

Please Note: If the previous occupant of the position is an academic who has been promoted through a senior academic promotion to a Senior Lecturer, Reader or Professor, the position into which you are recruiting must be the underlying University Lecturer position. You can use the mini explorer in CHRIS to navigate to this position and find the position reference number. If you require assistance with how to locate this information, please contact the CHRIS Helpdesk.

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4. You will be taken to a list of all new/vacant positions in CHRIS which match the search criteria you entered. Click on the **Use** button next to the position you wish to work on in RAS; this will take you through to Step 1 of the RAS process.

Please note: If the position you want is not shown in the list, this may be because:

- **The current occupant has not been made a leaver** – If this has not been done because the leaving date is to be determined (but that they are leaving has been confirmed), the latest possible leaving date should be entered. This can always be changed later by contacting the CHRIS Helpdesk. Please see the manual found at http://www.admin.cam.ac.uk/offices/misd/services/staff/cam-only/training/manuals/introduction/recruitment.pdf.

- **The current occupant has not been transferred out yet** - If a person is transferring out of a position to another University appointment, the HR New Appointment team will need to have actioned this before the vacancy can be viewed in RAS. If you believe that this has not been done, please contact them via hrnewappointmentteam@admin.cam.ac.uk.

- **The position will become vacant at a point in excess of 12 months from the current date** – New RAS will only display vacant positions up to one year ahead. Please contact the CHRIS Helpdesk if you need to view a vacancy beyond one year.

5. Please follow the manual instructions (starting in Section 3.3) for completing Steps 1 to 5 but be aware that some sections and fields (for example, position details fields, grade, and job categorisation fields) will be auto-populated from the data held in CHRIS. You will not be able to amend most of this data, although it will be possible for you to change the funding information.

   Please note: If you realise that you have selected the incorrect position, please contact the CHRIS Helpdesk.

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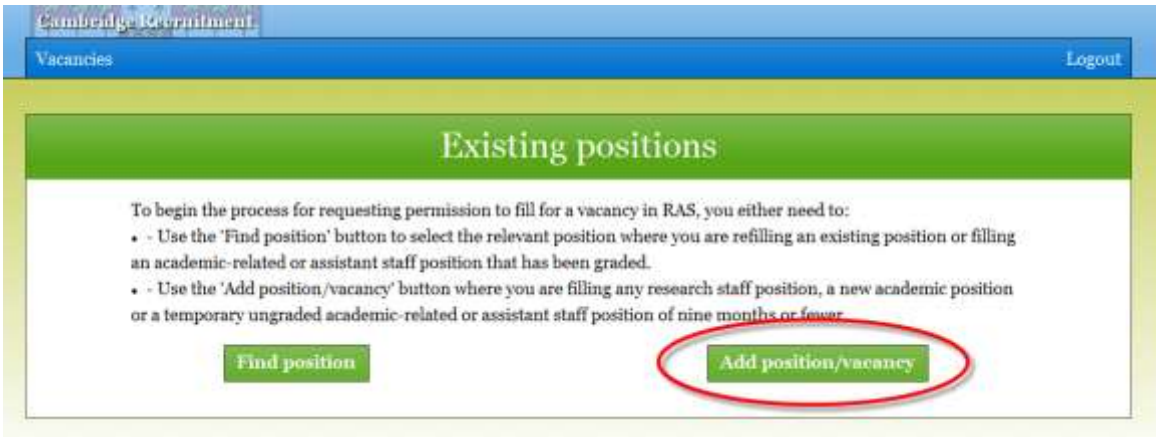
3.1.3 How to proceed where your vacancy does not already exist as a position in CHRIS

1. Follow the steps outlined in Section 3.1.1.

2. Click on the **Add position/vacancy** button; this will take you through to Step 1 of the RAS process.



3. Please follow the manual instructions (starting in Section 3.3) for completing Steps 1 to 5.

   Please note: New assistant and academic-related posts which have tenure of nine months or more cannot be set up on new RAS. These need to be graded by the Grading and Reward team, who will then set up the posts in CHRIS, making it possible to find them in RAS using the **Find position** button (as described in Section 3.1.2). If you try and create a post of this type using the **Add position/vacancy** button instead in error**,** you will receive the message shown below after completing Step 1.

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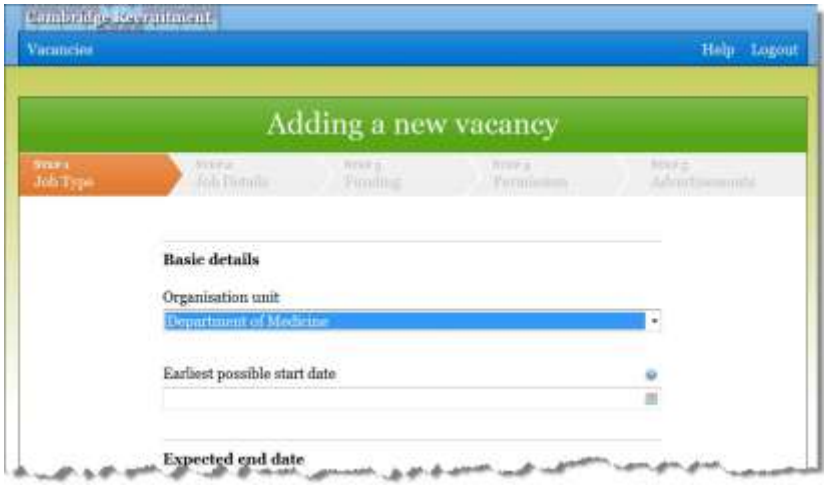
3.2 Step 1 - Job Type

The 'Adding a new vacancy' screen will be displayed, with your department(s) shown as the Organisation unit.

Tip: As you work through the options you will notice that there are question marks to the right hand side of some of the fields, which contain **guidance notes** on how to complete the field. Place your mouse pointer over a question mark icon to read the notes.

1. Select your **Organisation unit**. If you have access to more than one department you can select a different department from the dropdown list.



2. Enter the earliest possible start date for the position. It will not be possible for a person to occupy this position before the date you enter because the position will not exist. This information is passed directly to the CHRIS system to create the vacancy.

   Please note:

   - If you are creating a brand new position, you should use today's date for the earliest possible start date.
   - If you are re-filling an existing position, you should use the day after the current occupant's employment is due to end (unless you have set up an overlap position with the New Appointment Team).

   It is important that you follow the guidance above to prevent any issues later on in the appointment process (e.g. if you select a start date in Web Recruitment which is earlier than the earliest possible start date then this will cause issues with the transfer of data between HR systems and hold up the appointment).

   It does not matter if the earliest possible start date you specify here is much earlier than you expect someone to start.

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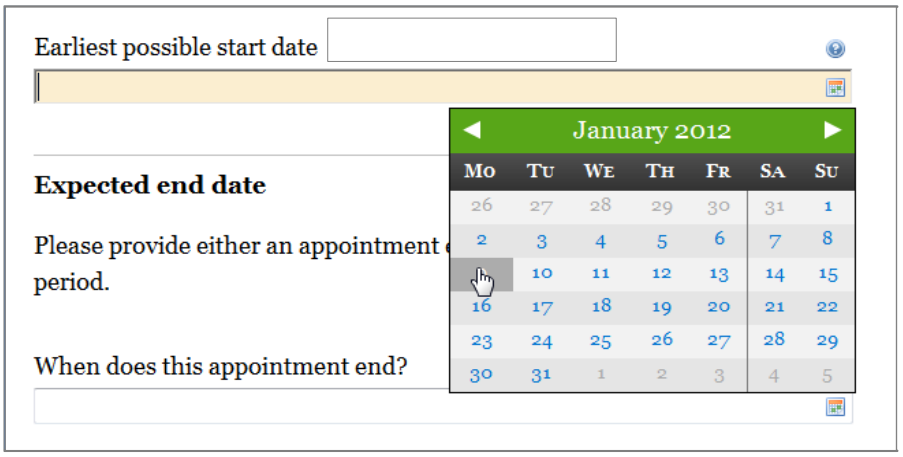

Note: You can use the calendar icon to select the date or manually enter the date e.g. dd/mm/yyyy, dd-mm-yy or dd mmm yy.

Tip: If entering a date more than 12 months in the future, enter the date manually and do not use the calendar tool.

3. Where applicable, either enter the end date of the appointment **or** complete the Tenure period and Units of tenure fields.

4. Where a limit of tenure has been entered select the **Expected end reason**

   If you select **Temporary Cover/Sickness Cover/Maternity Cover**, the position reference number of the position being covered must be entered in the **Position cover reference** field. The position reference entered will be validated against CHRIS and you will not be able to proceed unless the reference is both present and valid. The funding on Step 3 will also be defaulted from the position cover reference.

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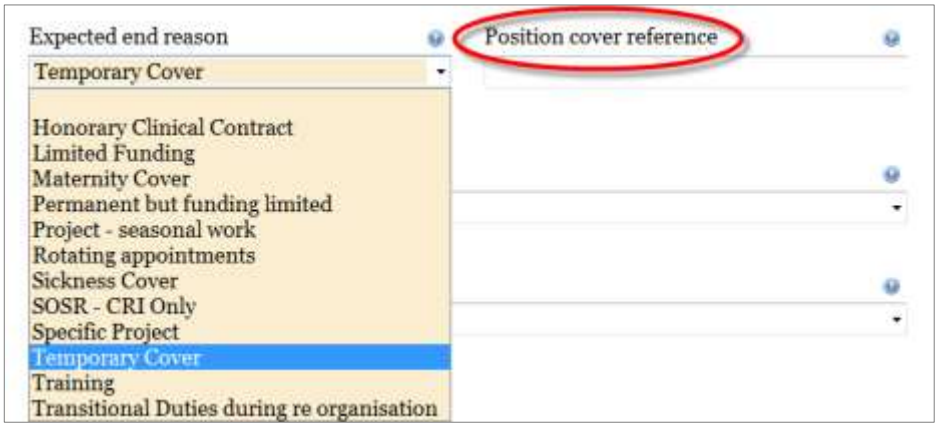
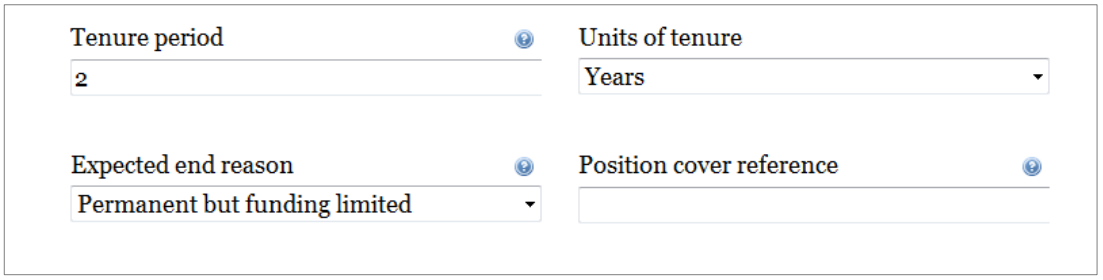
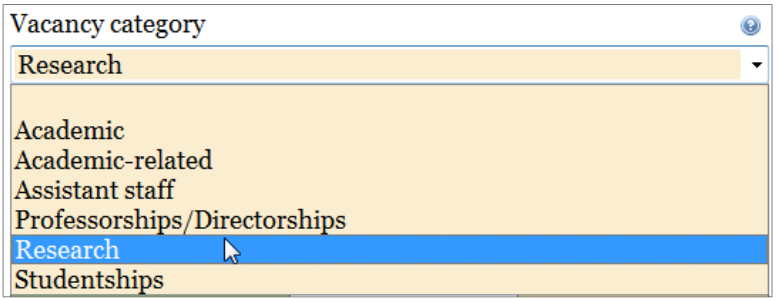


If the position is permanent but has limited funding, select **Permanent but funding limited** from the expected end reason drop down list and then use the tenure period and units fields to indicate the length of the funding.



5. Select the **Vacancy category** from the drop down list. This category will be used on the University Jobs Opportunities webpage (www.jobs.cam.ac.uk).



6. Select the **Job group** from the drop down list. Job groups are used to automatically generate the correct post name for certain vacancies (such as Research Assistant) and to make the correct grade or range of grades available in Step 2 of RAS.

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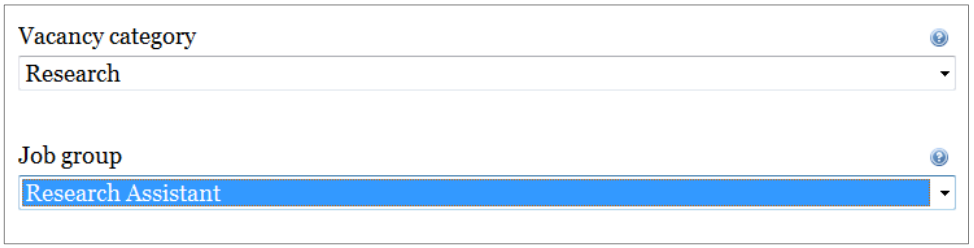
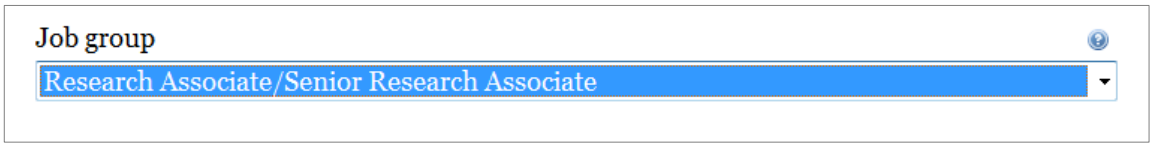


If you want to advertise for either a Research Associate or Research Assistant, select '**Research Associate or Research Assistant**' as the Job group. If you want to advertise for either a Research Associate or a Senior Research Associate select '**Research Associate/Senior Research Associate'** as the job group.



Where you select either of the above two job groups, the CHRIS Helpdesk will amend your Job Opportunities advert for you so that it includes the salary ranges for both grades. However, you must ask external advertising agents to include the salary ranges for both grades using the 'Instructions for agency' box (see Step 5). Otherwise, only one salary range will be published in the salary field on external adverts.

Select **Professorships/Directorships** for both Professorships and Visiting Professorships. Visiting Professorships will follow permissions policies for the School, all others will be routed to the Academic Division.

If you select Professorships/Directorships for a non-Professorial vacancy (e.g. an Academic-related Director or Director of Research), the permission request will be routed according to the permissions policies for the School.

7. Once you have entered the Job group, **Position details** fields will be displayed: **Post name** and **Position title**. Please complete these fields as required.

   Please note: Post name and position title will be pre-filled and read-only if your vacancy already exists as a position in CHRIS (as explained in Section 3.1.2).

   If you need to change these details, you will need to contact the HR New Appointment team (hrnewappointmentteam@admin.cam.ac.uk).

   Where RAS has automatically generated the Post name based on the Job group you selected, this cannot be amended. However, you can add wording to the position title as shown below provided that the total field length is less than 50 characters (this is dictated by the field length in CHRIS).

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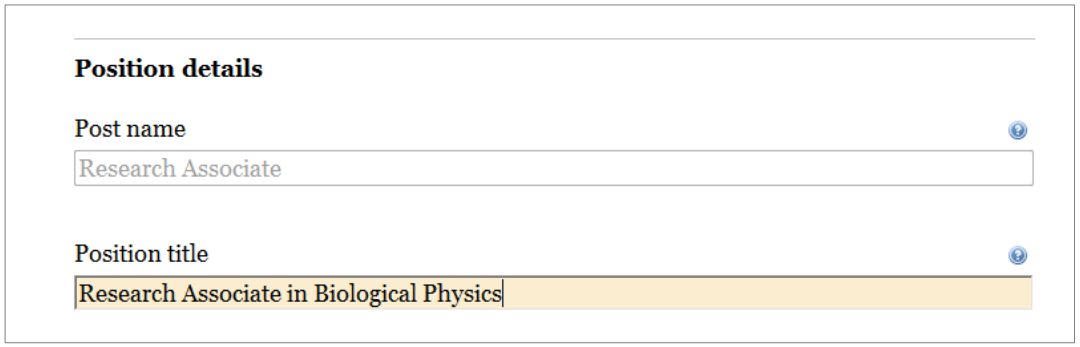
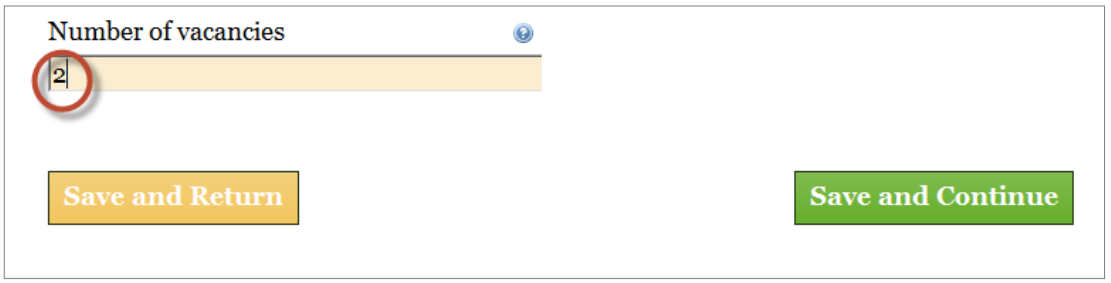


8. Click on the **Save and Continue** button or **Save and Return** if you would like to save your work so far and return to the complete the vacancy request at a later time.

   Please note: When creating **multiple identical new positions**, use the 'Number of vacancies' field is used to indicate to the New Appointment Team how many more identical positions need to be set up in CHRIS.



   Please note: that once permission to fill is granted, CHRIS will automatically create a post and position pair for each of the number of vacancies you specified in the 'Number of vacancies' field in RAS. The post name and position title you entered in RAS will be used in CHRIS.

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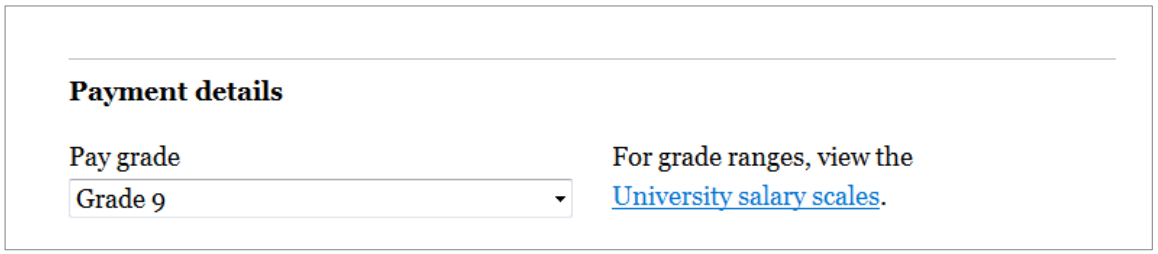
3.3 Step 2 - Job Details

You have now completed Step 1 and can continue with **Step 2**, adding Job Details.

If you wish to return to the previous section to view or amend any details, click on the coloured Step tabs.

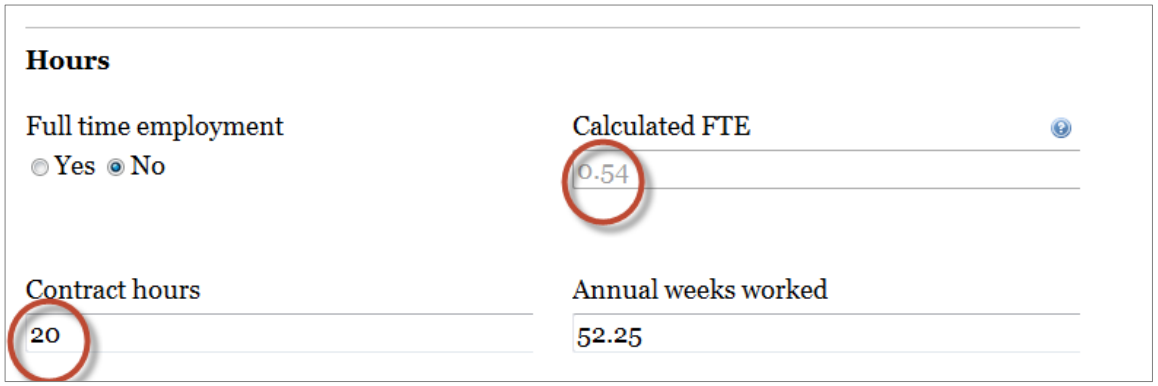
1. The correct **Pay grade** or an appropriate range of grades for you to select from will be displayed based on the information you provided in Step 1.



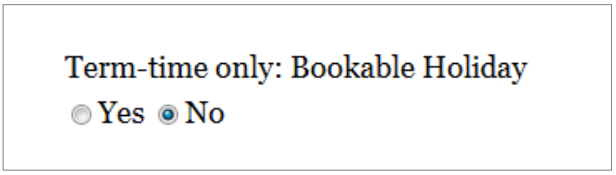
Tip: Click the University salary scales link if you would like to view the salary range which exists for each grade.

Please note: that direct employees of the University appointed to Grade 1 will not be paid below spine point 16 with effect from 1 August 2014.

2. Select whether the position is full time. If the position is part time, enter the contract hours and the FTE will automatically calculate.



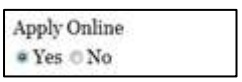
3. If the position is term-time only (that is, the role holder will only work during term-time), select 'Yes' in the Term-time only section. If the position is **not** term-time only, as will commonly be the case, select 'No'



4. Based on the Vacancy category and Job group you selected in Step 1, the position category, basis and type will either be automatically populated for certain vacancies (for example, for research staff) or drop-down lists of appropriate options will be available for you to select from (for example, for assistant staff).

If you are unsure which options you should select, please contact the CHRIS Helpdesk.

5. If you would like applicants for your vacancy to be able to make an online job application using the Web Recruitment System, leave the **Yes** radio button under the **Apply Online** heading selected (the Yes button is selected by default).



Leaving the Yes button selected will automatically insert instructions about applying online and a link to the online application form into your adverts. Clicking the **No** radio button will mean that you need to specify an alternative application process in your advert. Please see Section 3.6 for further details.

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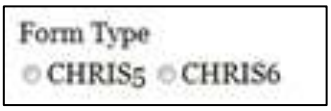
There are different versions of the online application form within the Web Recruitment System (mirroring the published versions of the CHRIS/5 Application for Employment and CHRIS/6 Cover Sheet for CV forms).

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 (http://www.hr.admin.cam.ac.uk/recruitment/step-2-recruitment-planning/determine-application-method):

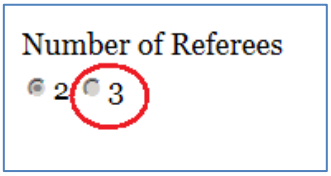
- Academic - CHRIS/6
- Research - CHRIS/6
- Assistant - CHRIS/5
- Academic-related – CHRIS/5 or CHRIS/6

For academic-related vacancies, please click on the radio button next to CHRIS/5 or CHRIS/6 to determine which form is available to applicants for your vacancy. It is not possible to change the default for other vacancies.



Please note: The Web Recruitment System will not allow applicants to add attachments to the CHRIS/5 version of the application form. CHRIS/5 applications do not require a CV and cover letter because the CHRIS/5 is a complete, structured application form. All details that you would expect to be in a CV are found in the personal details, education and career history sections and the sort of details you would expect to be in a covering letter are written in the Suitability for the role section.

The number of referees for the vacancy will default to two. If you require the applicant to provide three referees then click on three:



An extra space for the third referee will be displayed within the on line application form.

6. Select the security setting which is appropriate to the vacancy. The vast majority of jobs will require you to select the option of 'Full contact details' from the drop-down list. However, if the post is of a sensitive nature, has specific security concerns and you would not like the department/institution's name to be included in any advertisements, please select the option of 'No contact details (e.g. animal house)'. This option is most commonly used for animal house vacancies.

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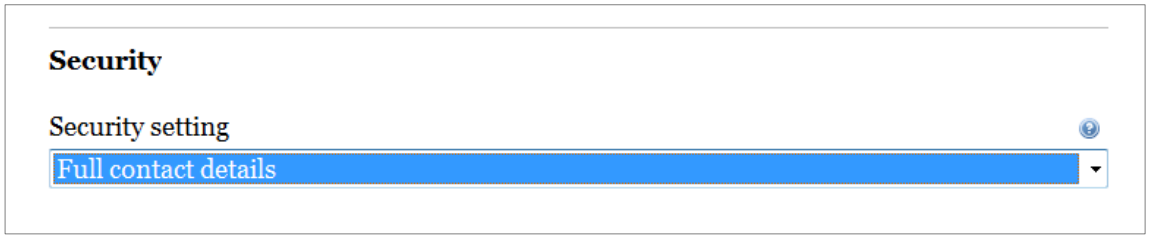
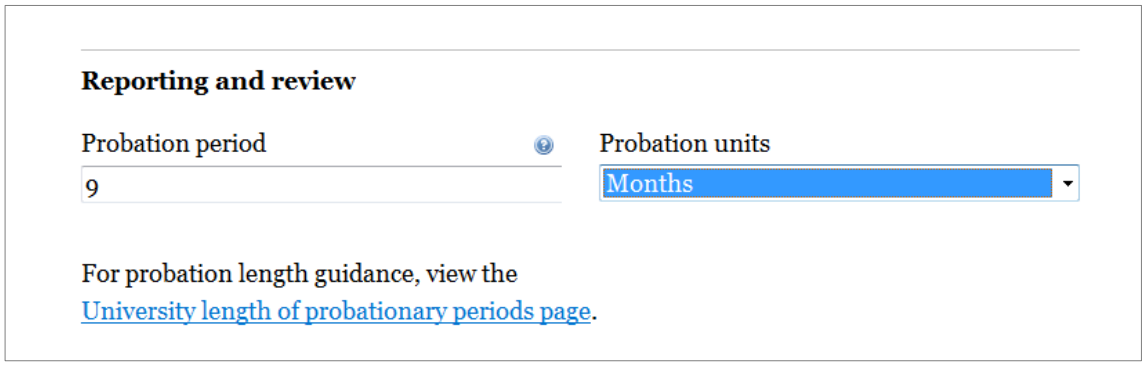


7. Enter the correct **Probation period** and select the appropriate **Probation units** in accordance with the University's Probationary Arrangements. A link to the relevant web page is available below these fields.



8. Use the **Find manager** button to select the correct Reporting Manager for the vacancy.

You will need to enter the name of the reporting manager and then click on the **Find employee's** button.

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This will return a list of matching names from CHRIS from which you can choose the appropriate person. Click on the radio button next to the correct name and then click on **Select employee**.

The selected manager will be passed to CHRIS during the synchronisation process.

9. Screening checks have been arranged into two sections: those that can apply to various types of vacancy and those that apply to clinical roles.

   Select the Screening check(s) you require by clicking in the box to the left in 'Check Name' column or by selecting the type of check from the drop down list.

   If the check is 'essential before employment' (meaning that the role holder must not start work before the check has been completed), please also click in the box on the right.

   Details of which checks should be treated as 'essential before employment' are found in the 'Identify required screening checks' section of the Recruitment Guidance.

   Please note: you cannot select 'essential before employment' for the Occupational Health (OH) check, or Research Passport checks. This is because these checks being incomplete

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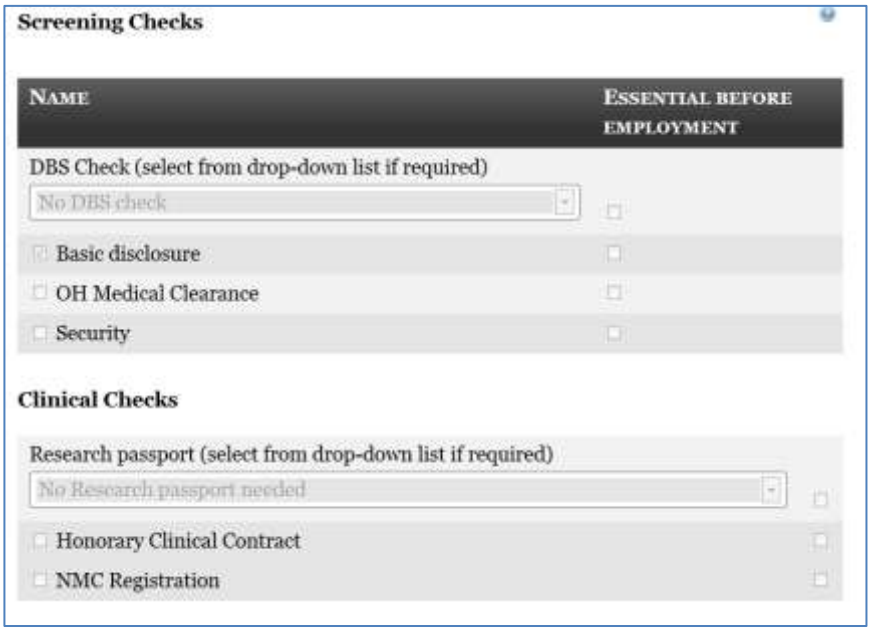
should never prevent an individual starting work with the University (although it may restrict the duties that they can undertake until the check is completed).

Please also note: Screening check requirements do not need to be entered separately into CHRIS. This data will automatically be fed into CHRIS from RAS and displayed on the CHRIS10/A form.



Please note: it is vitally important that you determine and record the screening checks for your vacancy accurately, both when you are creating a new post/position or refilling an existing role (check requirements can vary with legislative and University policy changes). This is because the checks that you select determine the wording that is automatically inserted into your adverts by RAS and the content of the online application form.

Take every care to ensure that the required checks for the vacancy have been determined and recorded correctly before you proceed.

Please also note: if you have selected any of the Disclosure and Barring Service check options, the Basic disclosure option or the Security check option and you have chosen to receive online applications through the Web Recruitment System (see Section 3.3), questions relating to DBS, Basic disclosure or Security checks will appear in the application form. It is critical for ensuring legal compliance that applicants are not asked these questions if we are not entitled to the information. It is also vital that applicants are asked these questions when required and that HR has accurate information about required checks.

Please see http://www.hr.admin.cam.ac.uk/recruitment/vacancy-definition/identify-pre-employment-checks and http://www.hr.admin.cam.ac.uk/recruitment/stage-4b-screening for further guidance.

Seek advice from the Compliance Team in advance if you are unsure if a particular check is needed or not.

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10. Check the **Location** information. This address can be changed where the position is to be based at another location to the department address

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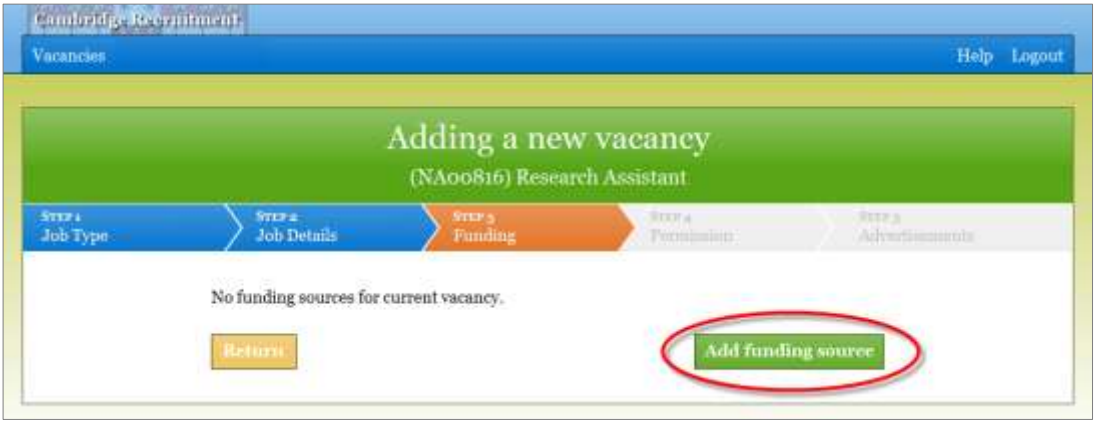
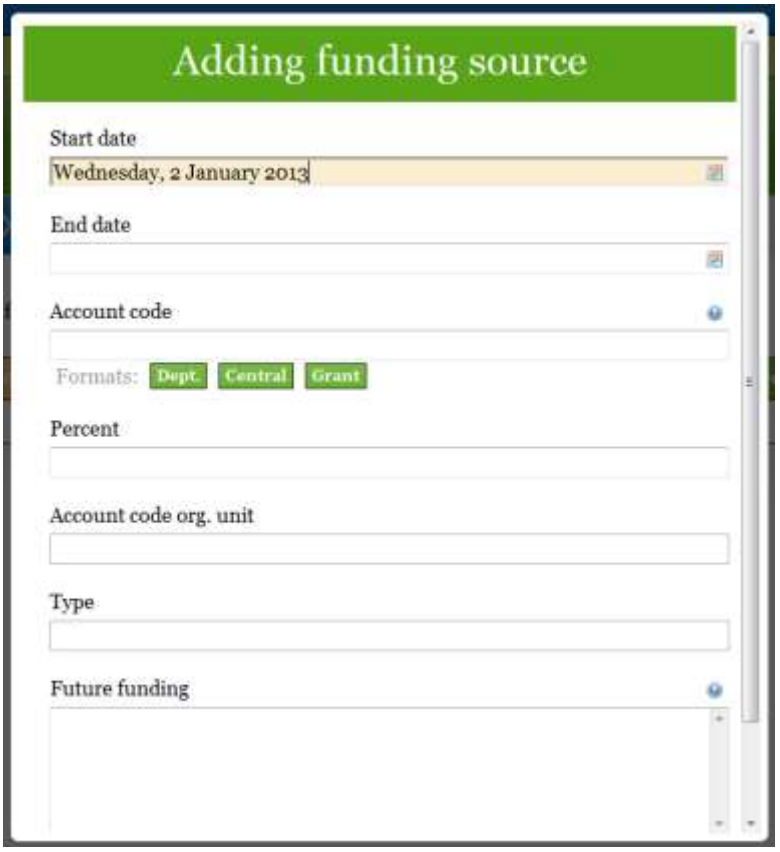
3.4 Step 3 - Funding

1. Select **Add funding source**

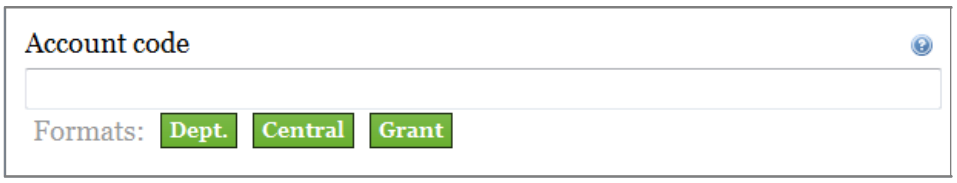


2. The **Start date** of the funding is automatically populated with the date you provided in Step 1 as the 'Earliest possible start date' for the job.

   Enter the funding **End date** if there is one. It should be left blank if the funding is on-going.



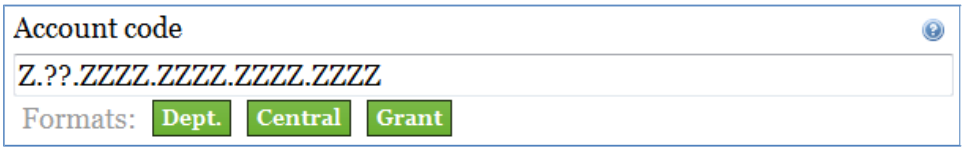
3 . Enter the full CUFS **Account code** if you have it. For further details on how you should do this, click the button.



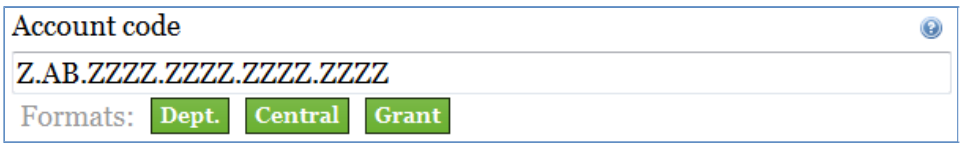
Where the full cost code is not available at the point of recruiting, a dummy cost code can be used. Based on the source of funds, click on the Dept., Central or Grant button as appropriate and replace the question marks (??) with the CUFS two letter department code.

Dummy code examples for each funding source are provided below.

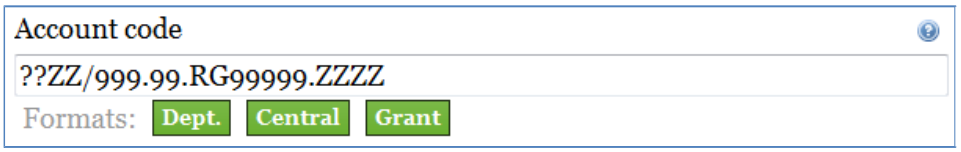
Department funding



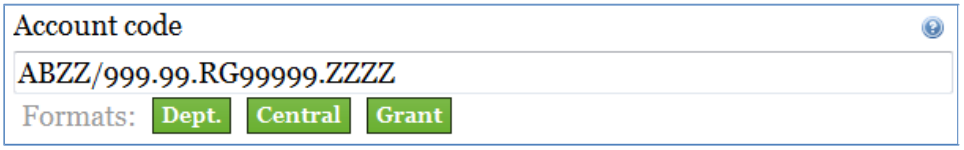
To



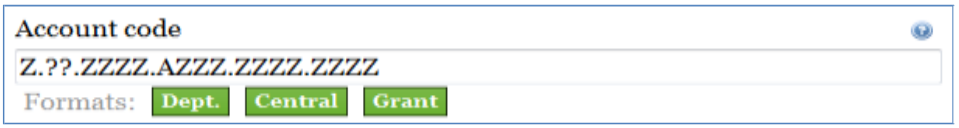
Grant funding



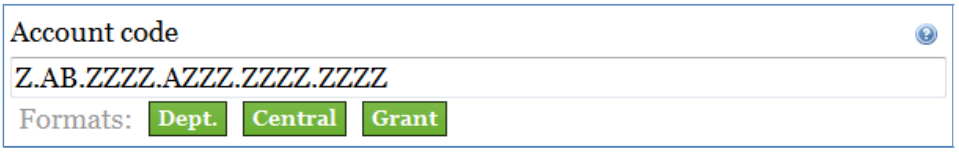
To



Chest/UEF funding



To



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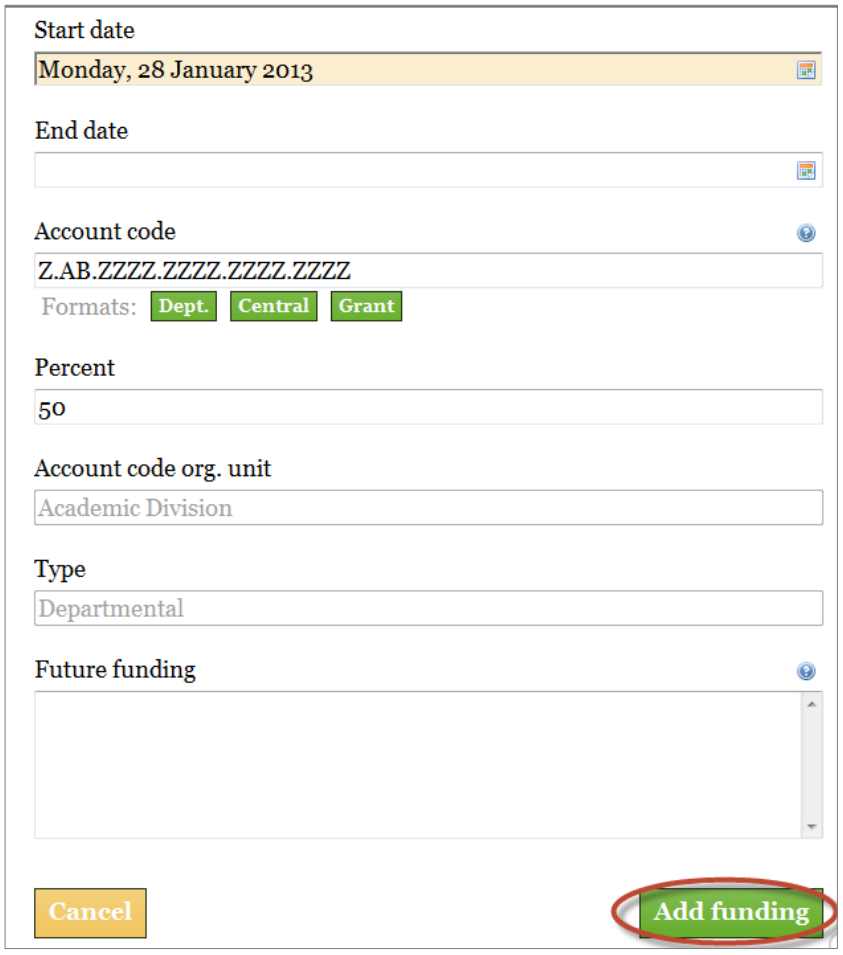
4. Enter the **Percent** for the account code. For example, if there is only one funding source, you will enter 100.

5. You can inform approvers of any anticipated future funding changes using the Future funding text box. This is for information purposes only and does not transfer into CHRIS. Any changes in costing must be communicated to the HR Amendment team using a CHRIS/50 form.

6. Click on the **Add funding** button



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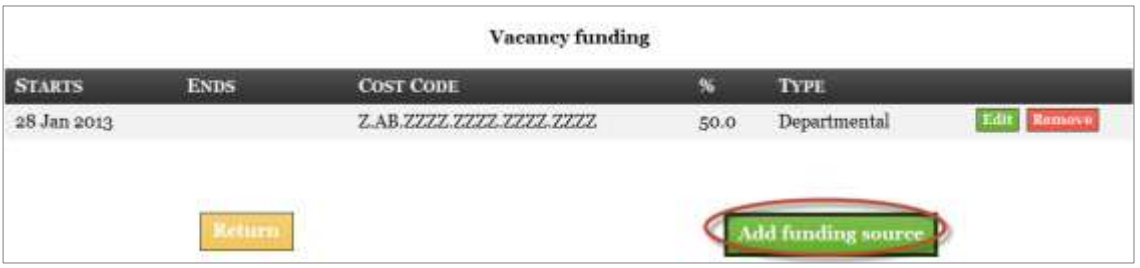
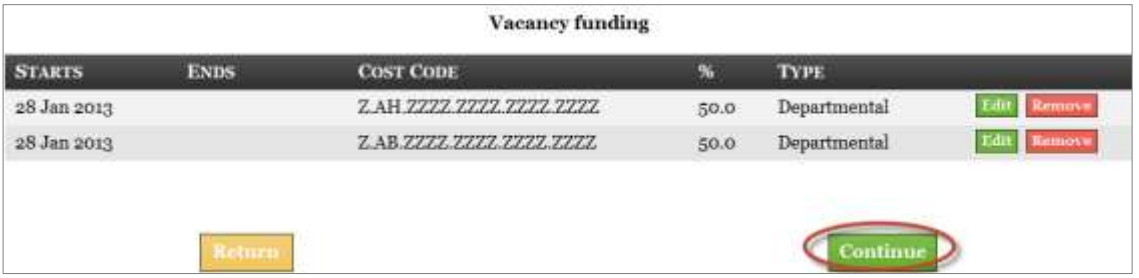
7. Where a funding source of **less than 100%** has been entered, click on the **Add funding source** button again to add the subsequent funding source(s).



8. When funding entries totalling 100% have been entered, click on the **Continue** button.

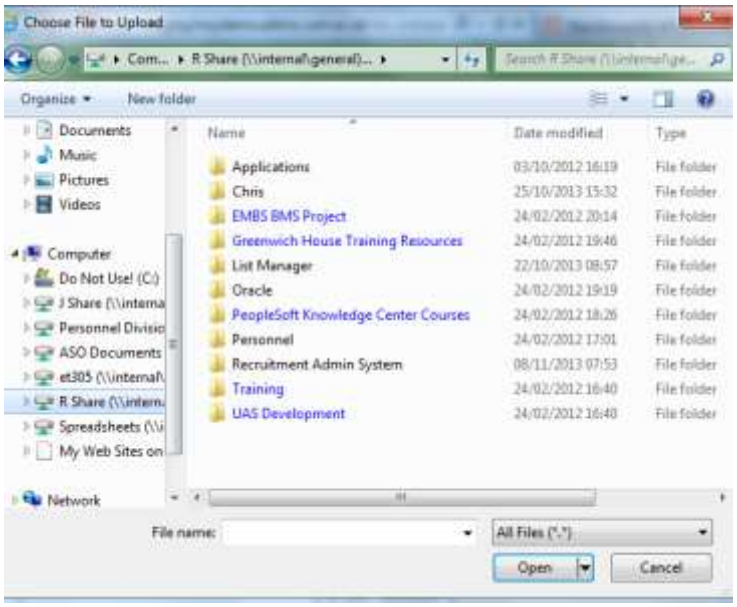


3.5 Step 4 - Permission

If you are not familiar with how the University's permission to fill/create process operates, please see Section 8 of this manual before completing Step 4 of new RAS.

1. Information to support your request for permission to fill/create can be provided to approvers by using the document upload facility at the bottom of the page.

Select your chosen file from your file directory by double-clicking on it.



Click on Upload.

Your uploaded file will display as shown below.

You can upload multiple documents by repeating the steps above.

Please note: For security purposes the system will only allow you to upload files of the type .pdf or .doc(x).

The documents will then be available to approvers as an attachment to your permission request within RAS.

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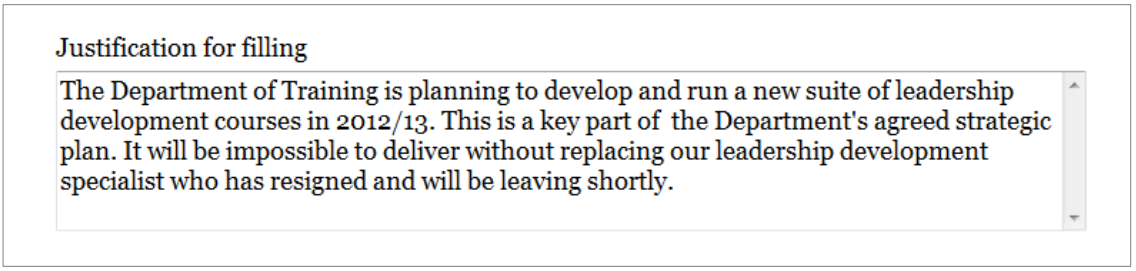
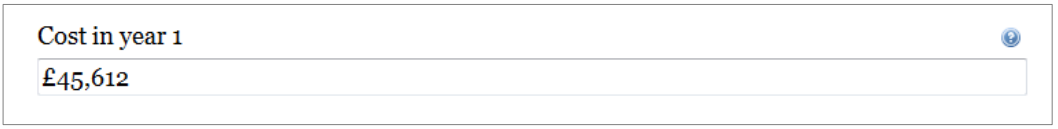
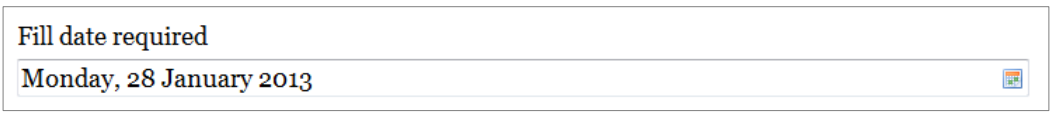
2. Explain in the **Justification for filling** field why you (or the person responsible for the vacancy) would like the position to be created/filled. The information you provide in this box (and/or in uploaded attachments) should provide a clear business case for the vacancy such as why it is essential to the department/institution/University and why other options (such as refilling on a part-time basis or reallocating work amongst existing staff) are not appropriate. This information will be reviewed by the approver/approvers for your vacancy when they receive your permission request.



3. The **Cost in year 1** is required for positions that require RMC approval. This is the approximate total cost of the position (salary plus on-costs as stated on the University salary scales pages). Approvers at department and School level are also likely to require this information but this may vary according to local arrangements.



4. The **Fill date required** will automatically be populated with the date that you entered as the 'Earliest possible start date' in Step 1.



5. Click on the **Save and Continue** button to submit your permission request.

   Please note: You will not be able to make any changes to Steps 1-4 once you do this.

   An email will be sent to the approver for your department/institution, prompting them to log into RAS and review your permission request. When they approve your request, an email will be sent to your School-level approver (if School-level approval is required by the permission

to fill policy), prompting them to review your request. When they approve your request, an email will be sent to the approver for the University's Resource Management Committee (if RMC-level approval is required by the permission to fill). Whilst your vacancy is awaiting approval at any level, it will have a status of 'Permission requested' on the Vacancies page of RAS.

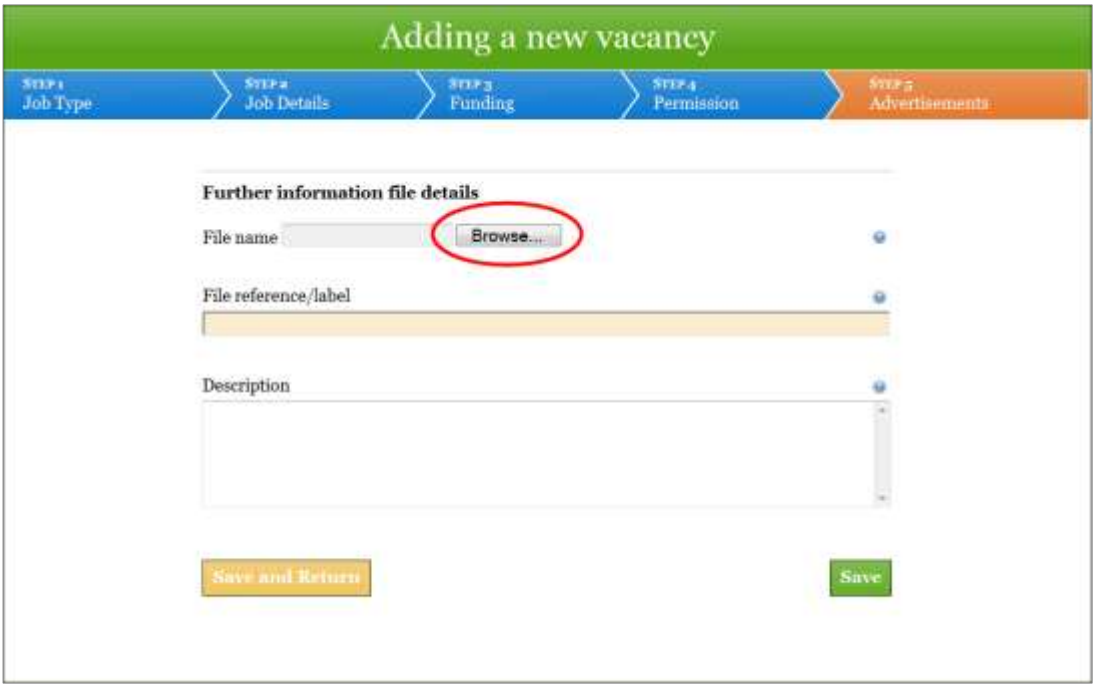
Please note: If RMC level approval is required, then response times will still be in line with RMC published targets.

3.6 Step 5 – Advertisements and adding Further Information

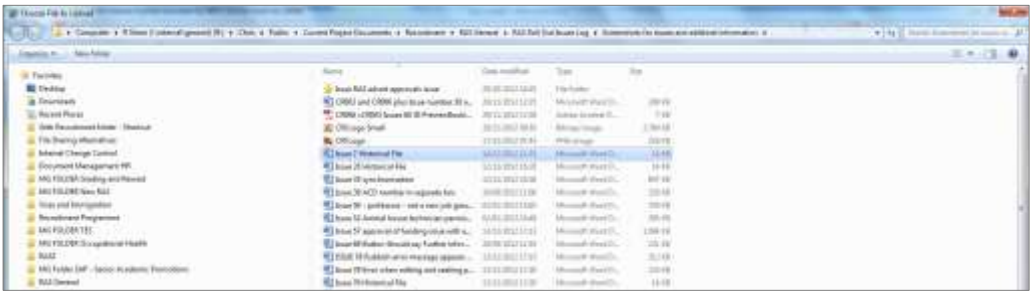
On completion of Permission details, the final step of **Advertisements** will be displayed. You can begin this step whilst you are still awaiting permission to fill being granted. However, adverts cannot be published until permission is granted.

1. If you would like a HR7 Further Information document (formerly known as Further Particulars) to be displayed at the bottom of your University's Job Opportunities pages advert, click on the **Add further information file** button before you add an advertisement.

2. Click on the **Browse** button next to the File name field.



3. Select the file you wish to upload and double-click on it.



The file path of the selected document will be shown in the File name window in Step 5 of RAS.

Note: that if you have used tracked changes to develop the further information file please ensure that you have accepted (or rejected all tracked changes) and saved the completed version of the document as a new file before you upload it.

4. Enter a **File reference/label** and any **Description** you wish to add and click **Save**.

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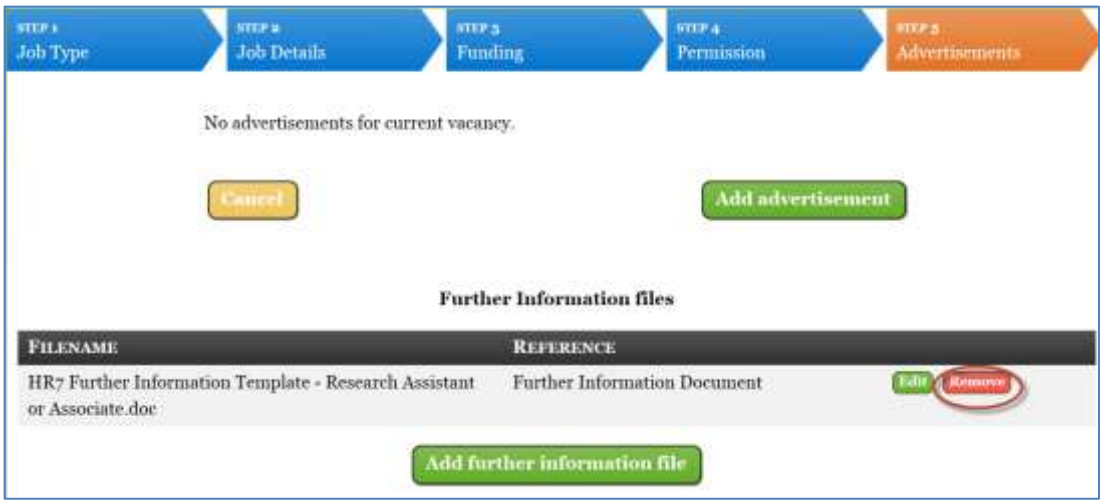
The screen will now display your Further Information document on screen, as shown below.

Please note: You can change the file by clicking out of Step 5 Advertisements and then back into it. The screen will now appear like this:



You can click on Remove to delete the file you uploaded and then repeat the steps for uploading a document. Only one file can be attached and that selecting a second file will cause the first one to be overwritten.

Once you have written and published an advert in Job Opportunities, a link to your file will appear at the bottom of the advert web page, using the name you gave your file, as shown below.

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5. When you are ready to start writing an advert, click on the **Add advertisement** button.

6. Enter a **title** for the advert. This is for internal use only and to help you differentiate between different adverts.

7. Enter the **Application closing date.** This will be incorporated automatically into your advert header when it is sent to media. It can be seen in the advert preview (see point 19 below).

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8. Select the correct **Security setting**. This will default to 'Full contact details', but 'No contact details (e.g. Animal House)' can be selected where the department/institution should not be displayed on adverts (e.g. for Animal House vacancies).

9. **A General Location** (such as Central Cambridge or West Cambridge) can be entered where **No contact details** is selected for the Security setting. This general location will be displayed instead of the department/institution name.

   If you select **Full contact details** for your security setting, you may still enter a general location to be displayed in addition to your department/institution name. This helps you to meet the requirements of the Resident Labour Market Test for immigration purposes, and/or enables you to provide applicants with helpful information about where the job will be based.

   The general location entered will appear in the right hand pane of the Job Opportunities page (where, for example, salary and closing date details are found).

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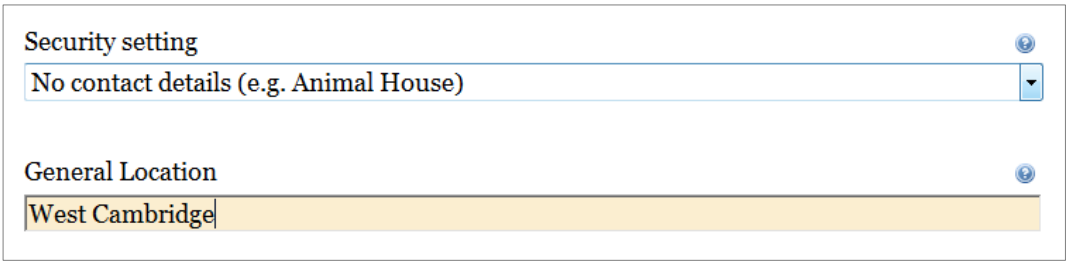
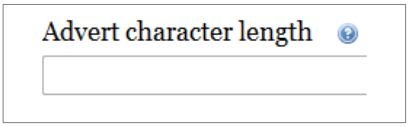
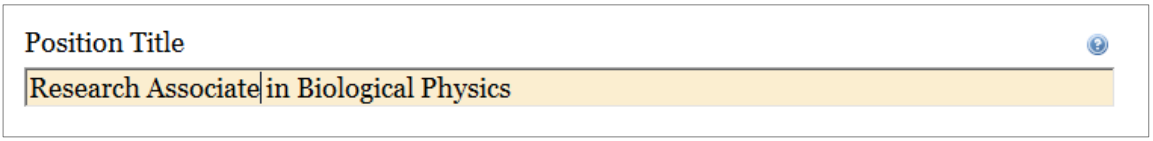


10. You do not need to enter anything into the **Advert character length** field. This will automatically display the number of characters in your advert (excluding title and closing date information) once you have entered it (as set out in point 12 below) and pressed Save.



11. Amend the **Position Title** field as required – this will be used as the title for your advert.



12. Add the wording for the main body of your advert in the **Advert content** field (under Position Title).

    Guidance on what to include in adverts found at http://www.hr.admin.cam.ac.uk/recruitment/step-2-recruitment-planning/advertise-vacancy/what-advertise. It is particularly important that you remember to provide contact details for someone potential applicants can speak to if they have questions about the vacancy or recruitment process, and that you are aware of UK Visas and Immigration's Resident Labour Market Test requirements.

    Standard wording relating to any required pre-employment checks, limit of tenure or limited funding will be automatically be inserted for you.

    Please note: When copying and pasting text from Microsoft Word or other software packages, please check the **formatting** after you have clicked Save. Certain symbols do not copy across properly, such as apostrophes. However, they will display properly if you delete the symbol you copied across and re-type it directly into the text box. It is possible for the CHRIS Helpdesk to add text in *italics* for you; please contact them if you wish to do this.

    Please also note: If you have an @ symbol in a URL and want to show the URL in the advert text on Job Opportunities then you will need to replace the @ symbol with %40. If you are unsure how to do this then please contact the CHRIS Helpdesk.

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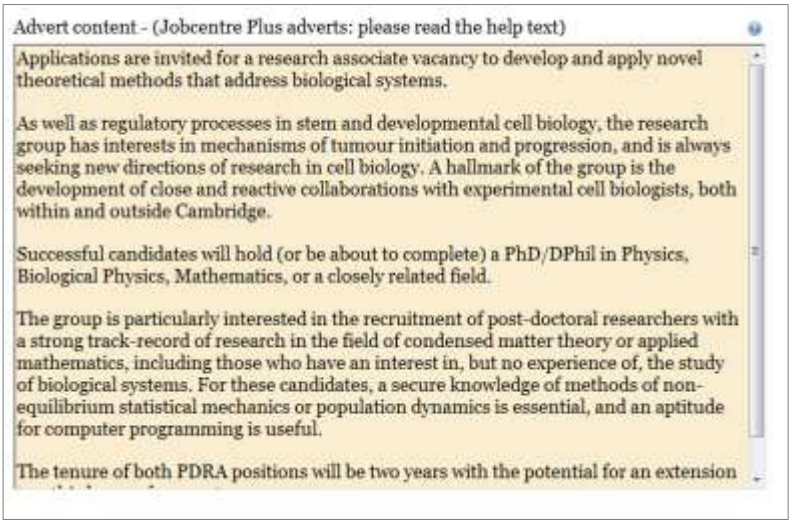
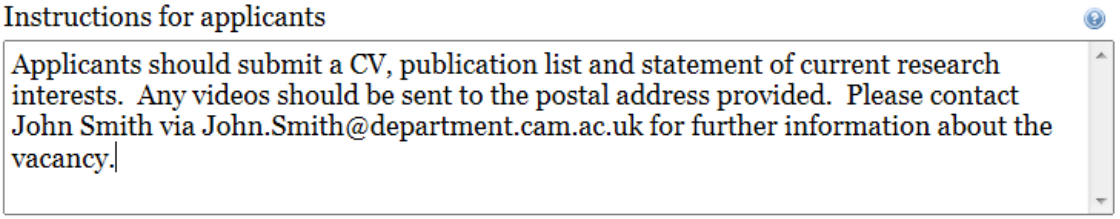


13. Add **Instructions for applicants** on the application process for the vacancy and how they should apply for the vacancy or who they can contact for further details. This will be shown in your advert, underneath the main advert content.



If you are using Web recruitment for this vacancy, then please note that you do not need to add any details here about the apply online process. When the advert is published, if this is to external media then the details and the link to the vacancy on Job Opportunities will be automatically added to the advert. When the advert is published to Job Opportunities itself an 'apply on line' section (with text and a button) is automatically added to the advert.

The type of information that could be added into the **Instructions for applicants** field would be, for example, details of who to contact for further information about the vacancy, details of what documents applicants should attach (if any) and details of how on-line applicants can send in large or unusual file types (if you wish to allow this).

Applicants are given a link to and e-mail address to allow then to request assistance with technical issues. Any queries about the vacancy or about their application will still need to be directed to the contact mentioned in the advert.

If you are not using web recruitment for this vacancy, then you might want to provide details of the CHRIS forms they need to complete.

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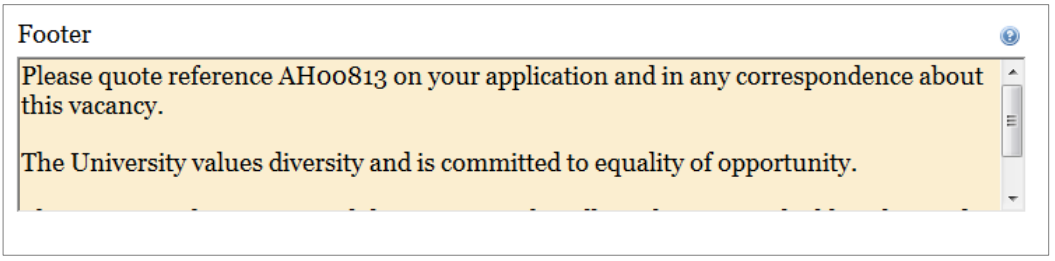
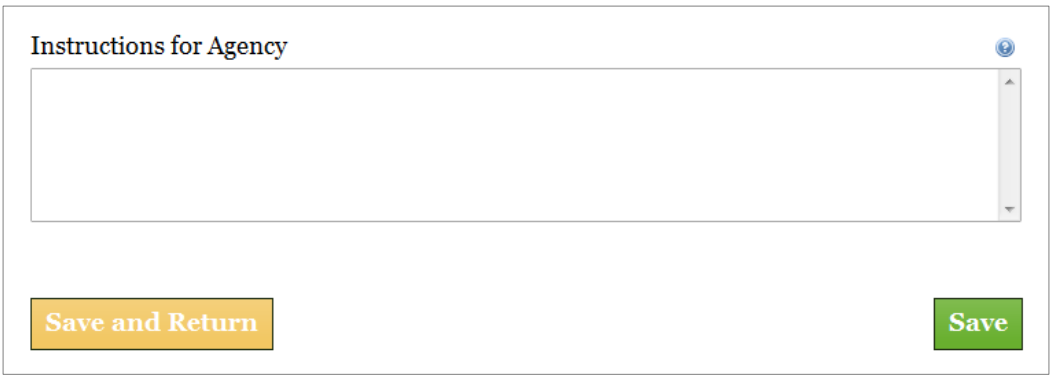
14. The **Footer** text box will automatically include the vacancy reference and the University's standard statements on equal opportunities and right to work. This will be included at the bottom of your advert.



15. Add any **Instructions for the agency**.

    This text is not part of the content of your advert; it is sent to the point of contact for the media you have chosen to publish your advert in (the University's advertising agency or jobs.ac.uk). Therefore, you should include anything that you want them to know about or do in relation to your advert. For example, if you wish the advert to be published as part of a composite with other adverts or if you wish to have an enhanced advert package



Please note: You will need to give external advertising agencies special instructions on salary information in adverts for the following types of vacancy:

- University Lecturer (Honorary Consultant)
- University Senior Lecturer (Honorary Consultant)
- Research Associate OR Research Assistant
- Research Associate/Senior Research Associate
- Reader
- Professorship/ Directorship

Please see Section 4 for further details.

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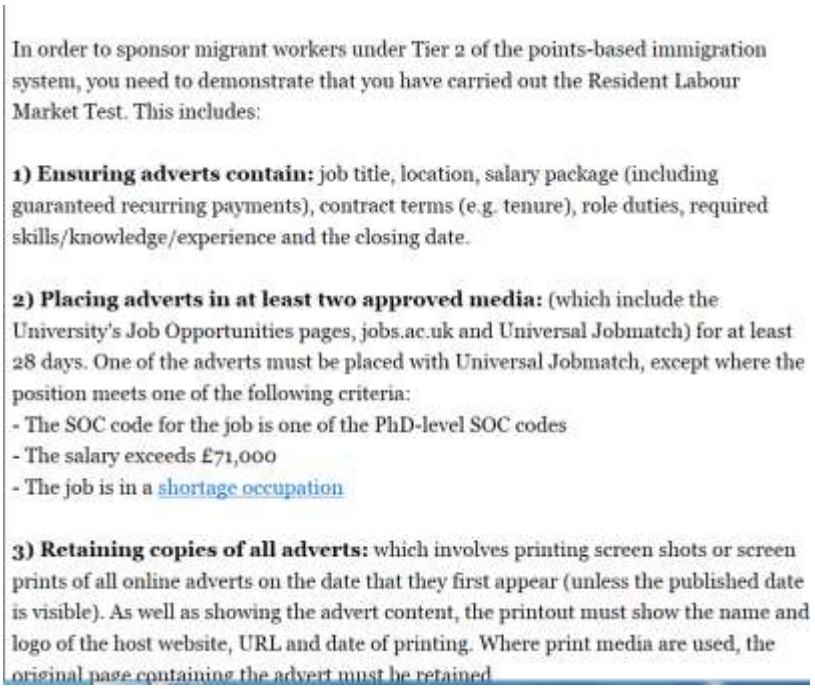
16. Once complete click on the **Save** button.

17. Information regarding meeting the Resident Labour Market Test for Certificates of Sponsorship (CoS) will be displayed. Full details of RLMT advertising requirements can be found within the sub-sections of the Advertise the vacancy section of the Recruitment Guidance.



In order to sponsor migrant workers under Tier 2 of the points-based immigration system, you need to demonstrate that you have carried out the Resident Labour Market Test. This includes:

1) Ensuring adverts contain: job title, location, salary package (including guaranteed recurring payments), contract terms (e.g. tenure), role duties, required skills/knowledge/experience and the closing date.

2) Placing adverts in at least two approved media: (which include the University's Job Opportunities pages, jobs.ac.uk and Universal Jobmatch) for at least 28 days. One of the adverts must be placed with Universal Jobmatch, except where the position meets one of the following criteria:
- The SOC code for the job is one of the PhD-level SOC codes
- The salary exceeds £71,000
- The job is in a shortage occupation

3) Retaining copies of all adverts: which involves printing screen shots or screen prints of all online adverts on the date that they first appear (unless the published date is visible). As well as showing the advert content, the printout must show the name and logo of the host website, URL and date of printing. Where print media are used, the original page containing the advert must be retained

Please note: Jobcentre Plus adverts are no longer posted through RAS but through a Government system called Universal Jobmatch. Details of how to register can be found at: http://media.gra.businesslink.gov.uk/id/hiring/6547/create_account_help.pdf

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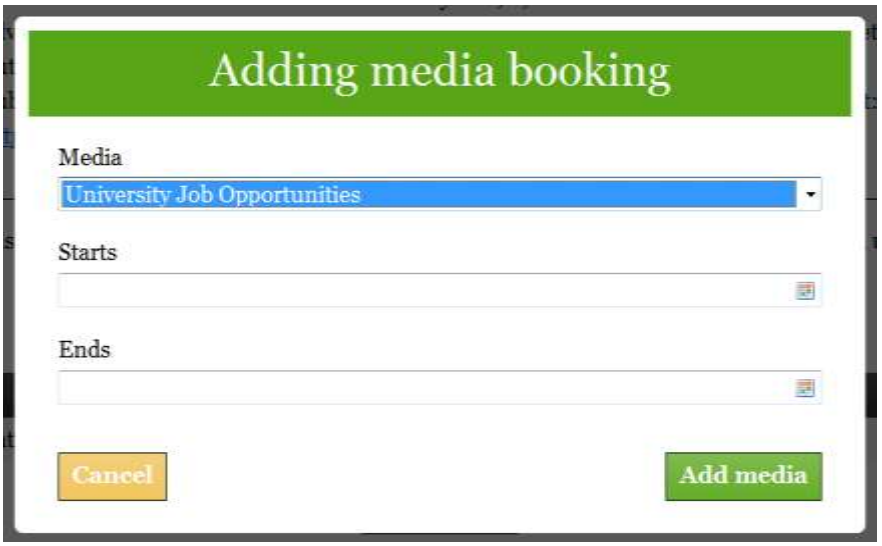
18. Click **Add Media** button at the bottom of the page.

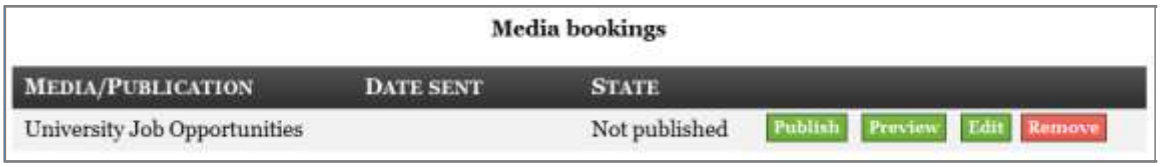
The 'Adding media booking' dialogue box will be displayed.

19. Select the **Media** type required from the dropdown list



20. Enter the **Start date** and **End date** and click on **Add media**

21. The media you have chosen will appear in the Media/Publication list



22. Select **Add Media** again to add any additional media to which you wish to publish the **same** advert.

23. The **Preview** button can be used to view a pop-up preview of the advert.

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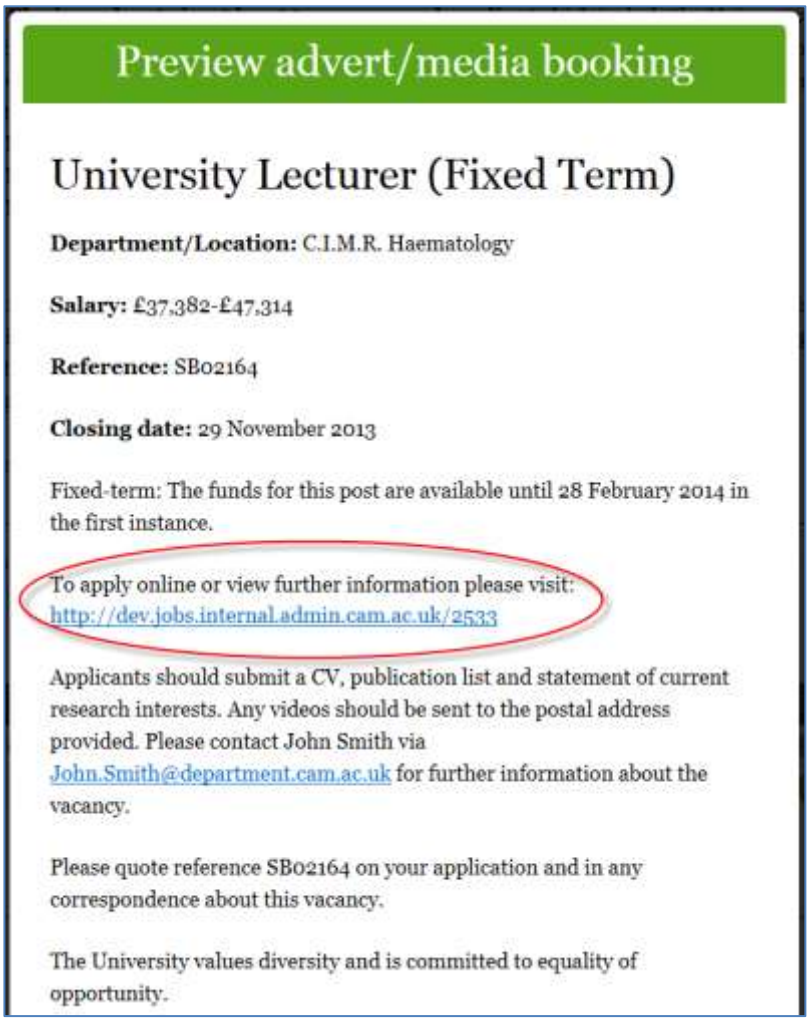

Preview advert/media booking

University Lecturer (Fixed Term)

Department/Location: C.I.M.R. Haematology

Salary: £37,382-£47,314

Reference: SB02164

Closing date: 29 November 2013

Fixed-term: The funds for this post are available until 28 February 2014 in the first instance.

To apply online or view further information please visit: http://dev.jobs.internal.admin.cam.ac.uk/2533

Applicants should submit a CV, publication list and statement of current research interests. Any videos should be sent to the postal address provided. Please contact John Smith via John.Smith@department.cam.ac.uk for further information about the vacancy.

Please quote reference SB02164 on your application and in any correspondence about this vacancy.

The University values diversity and is committed to equality of opportunity.

Please note: The preview also gives the predicted link to the vacancy on the University Jobs Opportunities pages

Please note: It is imperative that you set-up the University Job Opportunities pages as a media type with an advert date and a publication date up until your closing date if you would like applicants to be able to apply online. Applicants cannot apply online if there is no Job Opportunities advert as this is where the link to the online application form is displayed.

24. Click on the **Export to PDF** button at the bottom of the pop-up to generate a PDF of your advert preview, which can be saved/printed as required. Click on the **Ok** button to exit from the pop-up advert preview and to return to your advert and list of chosen media.

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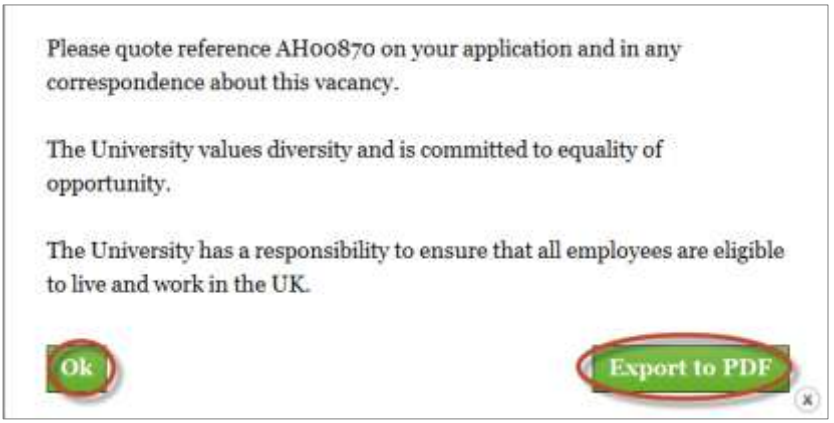

Please note: the pop-up advert preview and PDF advert preview are intended to give you/others involved in the recruitment process an indication of how your advert looks with the different sections pulled together. It does not necessarily reflect the format that your advert will have as this will depend on the media that you choose. Given the vast number of media options available, it is impossible for RAS to create mock-ups of different formats.

25. Changes can be made to your advert by selecting the **Edit** button.

26. Once you are happy with the advert content, select the **Publish** button.

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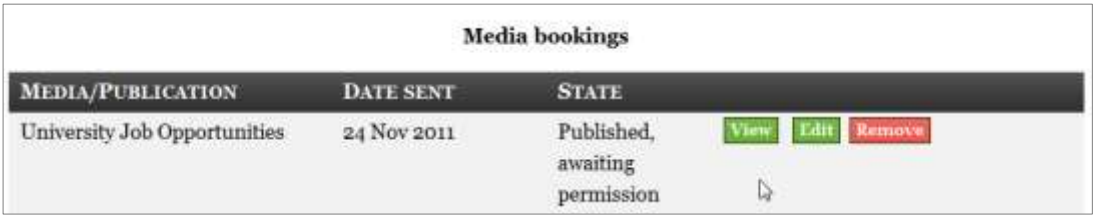
27. Adverts will only be sent to the selected media upon permission to fill being successfully granted. The 'State' column will read published once permission to fill has been granted.



28. If you need to create a different version of your advert (for example, a shorter advert for chargeable media or to meet jobs.ac.uk's basic advert word limit of 550 words), or if your initial adverts were unsuccessful and you wish to re-advertise, click on **Step 5 Advertisements** for your vacancy.

This will take you to a vacancy advertisements page. Click on **Add advertisement** and you will be able to write a different advert.

3.7 Being Granted Permission to Fill/Create

1. Once permission to fill or create a vacancy at the highest level of approval required for the vacancy has been granted, you will receive an email to confirm this. The subject line of the email will include the department/ faculty, position title and the level of approval required. The email will include any comments made by approvers, such as any conditions relating to permission being granted. An extract of an example of this email is found below.

Your request for permission to fill a position funded by Department of Haematology has been approved. See details below.

Position title:
Research Assistant
Org Unit:
Department of Psychiatry
Vacancy Number:
RN00922
Funding type:
Grant
Account code:
RBZZ/999.99.RG99999.ZZZZ (100.0%)

This vacancy is now ready to be published to your desired media agencies.

See below for all approval comments related to this request (be aware that some actions may be pending for the recruiter):

Your vacancy will now have a status of 'Permission granted' on the Vacancies page (until it is updated in CHRIS overnight; see section titled 'How to Search for a Vacancy in RAS').

2. You should review the approval details for your vacancy within RAS, including the approver's name, comments, attachments and any ACD reference. You can do this by searching for your vacancy (see section called 'How to Search for a Vacancy is RAS' for instructions) and then clicking on **Step 4 Permission.**

Click on the **View** button.

All of the details will now be displayed for you.

3. Any adverts which you have already selected the **Publish** button for will be sent to your chosen media automatically when permission to fill is granted, with no further action needed from you for the adverts to be sent to media.

   Please note: it is imperative that you remember to take screen shots of your adverts (or retain copies, if they are in print) when they are published in order to meet the Resident Labour Market Test if there is a possibility that you may need to obtain a Tier 2 Certificate of Sponsorship for a successful applicant. Please see http://www.hr.admin.cam.ac.uk/recruitment/step-2-recruitment-planning/advertise-vacancy/what-advertise and http://www.hr.admin.cam.ac.uk/recruitment/step-2-

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recruitment-planning/advertise-vacancy/where-advertise.

4. If you are still working on an advert at the point permission to fill is granted, the advert will be sent immediately to your chosen media when you do select the **Publish** button.

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4. Exceptions to the 'Standard' Process

- **Maternity Cover/Sickness Cover/Temporary Cover**

  Where you are recruiting temporary cover for a member of staff (e.g. when someone is going on Maternity Leave), you will not be able to find their position in RAS (i.e. because they have not left and so their position is not vacant in CHRIS). In such cases, you will need to create a new position using the instructions in Section 3.1.3 but you must ensure that you select the appropriate Expected end reason in Step 1 (Maternity Cover/Sickness Cover/Temporary Cover) and that you enter the Position reference number of the member of staff being covered.

- **Overlapping appointments**

  If a member of staff is leaving and you want their replacement to have a handover period, you will need to contact the New Appointment Team (hrnewappointment@admin.cam.ac.uk) to set up an overlap position (i.e. another position under the same post). Once an overlap position has been created for you, this will be available for you to find and select in RAS.

- **Secondments**

  Where the position you wish to advertise is a secondment, you will need to contact the New Appointment Team (hrnewappointment@admin.cam.ac.uk) to set up a secondment position which will then be available for you to find and select in RAS.

- **Ungraded academic-related and assistant staff posts**

  When you are creating a temporary post/position of less than nine months which has not been graded, select Generic national spine as the grade. You then need to email the CHRIS Helpdesk with the approval from Grading and Reward to pay a particular spine point and the Helpdesk will add this salary into the advert for you. You will also need to include the spine point in the 'Instructions for agency box' in Step 5 if advertising through external advertising agents.

- **Studentships**

  When creating a studentship in RAS, Steps 2-3 do not need to be completed. If you accidentally navigate to these steps, do not alter the dummy data in there.

- **Research Assistant/Research Associate and Research Associate/Senior Research Associate vacancies**

  When creating a research post where the level of the appointment will depend on the person recruited, you must provide the salary ranges for both grades to external media and ask them to include both of these in the advert using the 'Instructions for agency box' in Step 5. Otherwise, only one of the salary ranges will be published on external adverts. The CHRIS Helpdesk will amend Job Opportunities adverts for you automatically.

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- **Library invigilator vacancies**

  The salary is automatically hidden in the advert header.

- **Marie Curie early stage and experienced researchers**

  As the salary for Marie Curies can vary according to the work programme they are funded by, the salary is not automatically displayed in the advert. Please contact the Recruitment Administration Team Leader or Immigration and Compliance Manager before advertising a Marie Curie vacancy so that he/she can assist with identifying the relevant work programme and the details of the salary and allowances that should be included in the advert.

  Salary information will need to be included within the body of your advert. This can be in euros but you should include a note of the value in pounds at the time the advert is placed in order to meet the Resident Labour Market Test. Please continue to use the CHRIS/10 appointment form for these roles.

- **University Lecturer (Honorary Consultant) and University Senior Lecturer (Honorary Consultant) vacancies**

  You must ask external advertising agents to add the words 'Dependent on seniority' after the salary range by using the 'Instructions for agency' box in Step 5. The CHRIS Helpdesk will do this automatically for Job Opportunities adverts.

- **Advertising two or more different vacancies in the same advert**

  If you wish to advertise two or more different (i.e. non-identical) vacancies in the same advert, you can do this by:

  - Completing Steps 1-4 in the normal way for all of the relevant vacancies;
  - Completing Step 5 for only one of the vacancies (i.e. providing information about all the vacancies within one advert);
  - Contacting the CHRIS Helpdesk to ask them to amend the advert to show all of the required salary ranges within the Job Opportunities advert;
  - Including a request in the Instructions for agency box in Step 5 for external media to include all of the required salary ranges within any other adverts.

  <u>Please note the following important points:</u>

  - You will also need to contact the New Appointment Team and ask them to add the position (the one which you are adding into the advert for another position) onto the requisition for the other position. This will ensure that you are able to make appointments to both positions if you use the Web Recruitment offer process.
  - You should only advertise two different positions in the same advert if you are prepared for applications for both positions to be in the same vacancy in Web Recruitment (i.e. the applications will be mixed in together).

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- You must ensure that your advert (and HR7 Further Information) document clearly specify the difference in titles, duties, selection criteria, salary and any other significant terms and conditions. This is both to ensure clarity for applicants, good recruitment practice and to ensure that you meet the Resident Labour Market Test (where required).

- **Readers/Principal Research Associates**

  For Readers, the system assumes that the salary range begins on point 1 of the grade which is incorrect. Readers are appointed to Point 2 of Grade 11 (Point 63).

  You will need to include the correct salary in the Instructions for Agency box if you are advertising externally.

  For internal adverts, please contact the CHRIS Helpdesk to ask them to amend the advert to show the correct salary range within the advert on the Job Opportunities Pages.

- **Professorships/ Directorships Salaries**

  Due to the large variety of requirements, salaries will not be shown on adverts for Professorships/ Directorships. Salary details should be included within the body of the advert.

  Alternatively, please contact the CHRIS Helpdesk to ask them to amend the advert to show the correct salary range within the advert on the Job Opportunities Pages.

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5. How to Search for a Vacancy in RAS

On the **Vacancies** home page in RAS (please see Section 3.1.1 if you are unsure where this is), there are two search facilities which can be used to enable:

- Recruiters to find any vacancy that they have started working on and saved in RAS and any other vacancies for their department or area.
- Approvers to find a particular vacancy and review the details of the permission to fill/create request

5.1 Search - Option 1

1. Directly underneath the headings row which has a black background (see screen shot below) there are black fields and drop down lists. Here, you can do any combination of the following to search for a vacancy. The more options you use, the more refined your search will be:
   - Enter the position name of the vacancy
   - Enter the start date of the vacancy
   - Select the appropriate recruiter's name from the drop-down list
   - Select the appropriate status of the vacancy
     - **In progress** – if the recruiter stopped working on the vacancy before the end of Step 3
     - **Permission request pending** – if the recruiter completed Steps 1-3 but has not completed Step 4 yet
     - **Permission requested** – if the recruiter has completed Steps 1-4 and is awaiting the highest level of approval for the vacancy to be granted
     - **Permission granted** – if the recruiter has received the highest level of approval required for the vacancy that working day
     - **Permission denied** – if any level of approver has rejected the request for permission to fill/create a vacancy
     - **Referred back to recruiter** – if any level of approver has referred the request for permission to fill/create a vacancy back to the recruiter for further information
     - **Synchronised with CHRIS** - if the recruiter received the highest level approval required for the vacancy the previous working day or longer ago (this means that RAS has created/updated the relevant post and position for the vacancy in CHRIS)
   - Select two dates to use to search for vacancies
     - **Last updated between** – use the date pickers to select a from and a to date to use for searching

Tip: In text fields, wildcards can be used to replace unknown characters:

- '*' matches more than one unknown character e.g. *Lecturer will find all positions containing the word lecturer (not case sensitive)
- '?' matches exactly one unknown character e.g. 7000???5 will find all position references starting 7000 and ending in five

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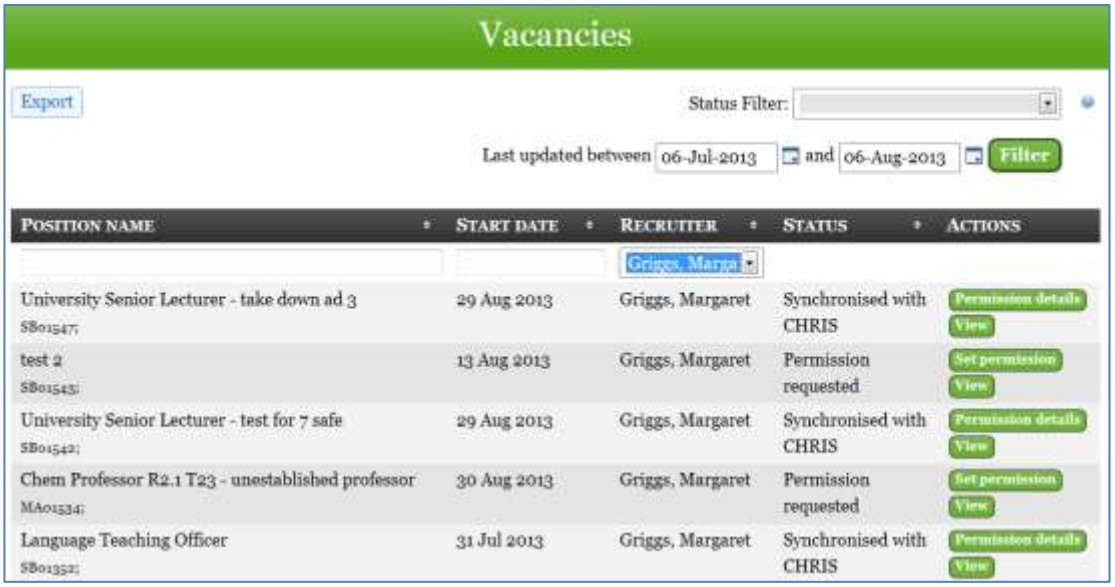
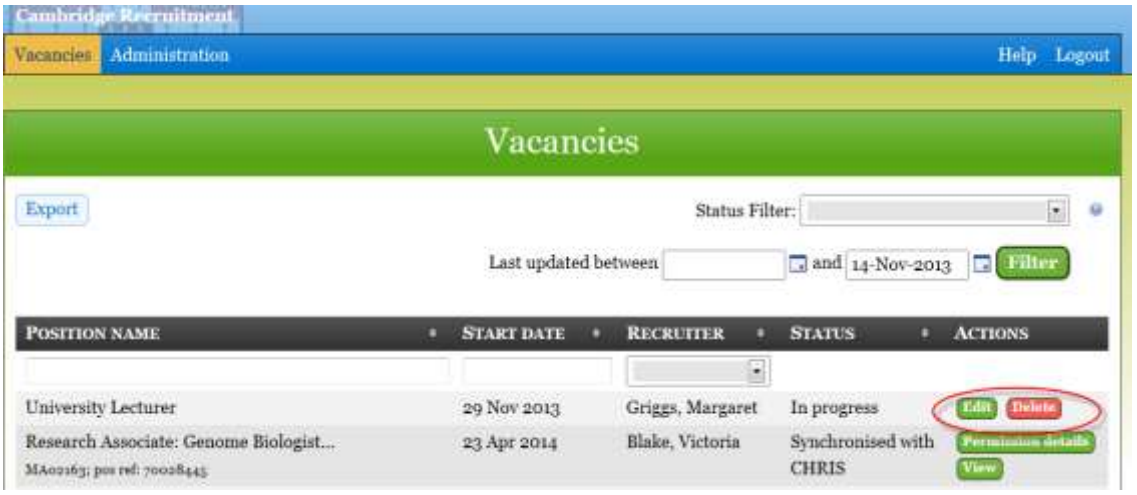


2. Your search results will be displayed in a list.

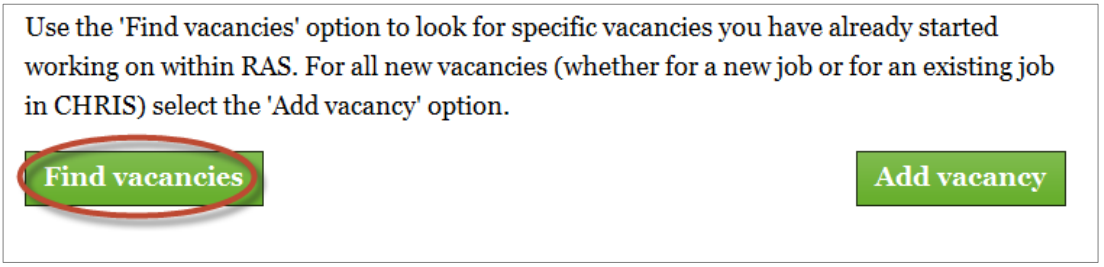
   If the recruiter has not yet request permission to fill (completed Step 4), buttons will be available for them to **Edit** (continue working on) the vacancy or to **Delete** it.



   If the recruiter has already requested permission to fill, they will only be able to view (not edit) the vacancy starting from the Step 1 Job Type page (using the **View** button) or by skipping to the Step 4 Permissions page (using the **Set Permission** button).

5.2 Search - Option 2

1. Click on the **Find vacancies** button at the bottom of the Vacancies page.



2. Enter the **Requisition number** (vacancy reference number) which RAS allocated to the vacancy (found on the Vacancies page under the position title heading or at the top of the page when you view the vacancy). You may wish to enter the **Position Title** as an alternative or in addition to the requisition number. Click on **Search.**

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3. The results of your search will be displayed.

6. Approvers

6.1 Notification that a Vacancy Requires Approval

When a recruiter has requested permission to fill/create a vacancy and your approval (or that of another approver at the same approval level as you) is required, you will receive an email to alert you of this. The subject line of the email will include the department/ faculty, position title and the level of approval required. An extract from an example of this email is found below.

A vacancy in RAS has been created and requires permission to fill for Department of Haematology.

The details of the vacancy request are as below:

Position title:
Research Assistant
Org Unit:
Department of Psychiatry
Vacancy Number:
RN00922
Funding type:
Grant

Account code:
RBZZ/999.99.RG99999.ZZZZ (100.0%)

To approve or deny this vacancy, please log into the Recruitment Admin System (RAS) at the following link:
http://chris.cam.ac.uk/ras_uat/vacancy/list

6.2 Log-in

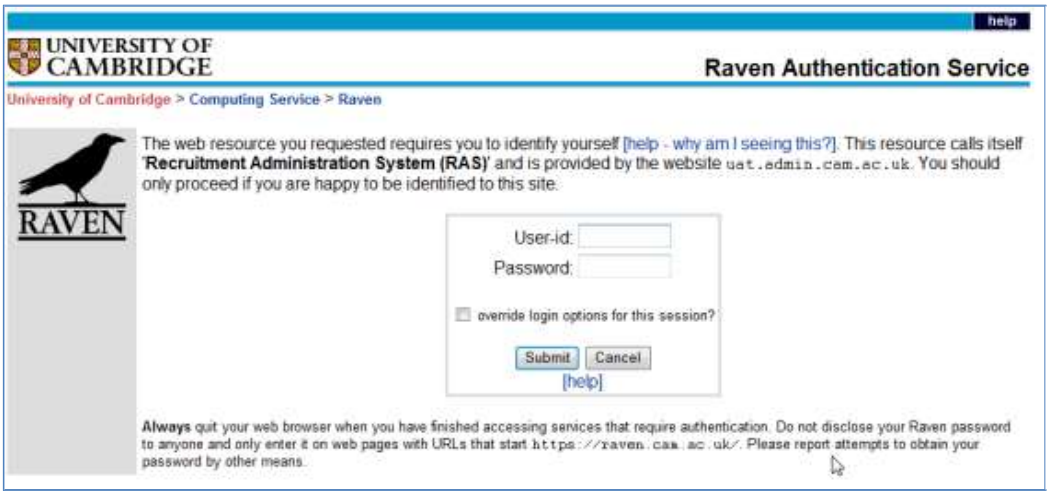
1. Use your Internet Browser to go to **http://ras.admin.cam.ac.uk**

   The screen below will be displayed.

   Tip: For future use, you may like to add the above link to your **favourites** in your browser or create a **shortcut** on your desktop.

2. Click on the link **log in using Raven to access the system**

3. Enter your Raven **User-id** and **Password**



6.3 How to Find and Approve Vacancies

1. Select **Vacancies** from the top left of the screen

2. Select **Permission requested** from the dropdown list in the 'Viewing' section of the Vacancies page.

This will filter the list of vacancies to show only those that are awaiting approval.

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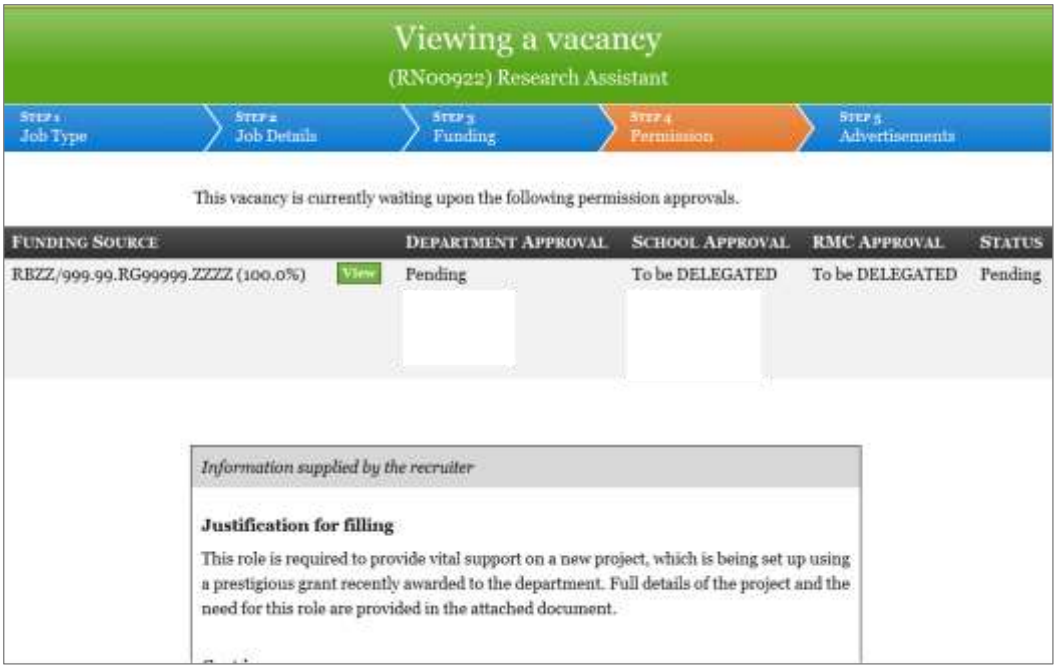
Tip:

If you cannot see the vacancy you wish to review in the list, you can **search** for it using the date filter at the top of the list or one of the methods described in **Section 5** of this manual.

3. Once you have found the relevant vacancy, you can view information supplied by the recruiter about the permission to fill request by clicking on the **Permission details** button in the Actions column at the right hand side of the screen.

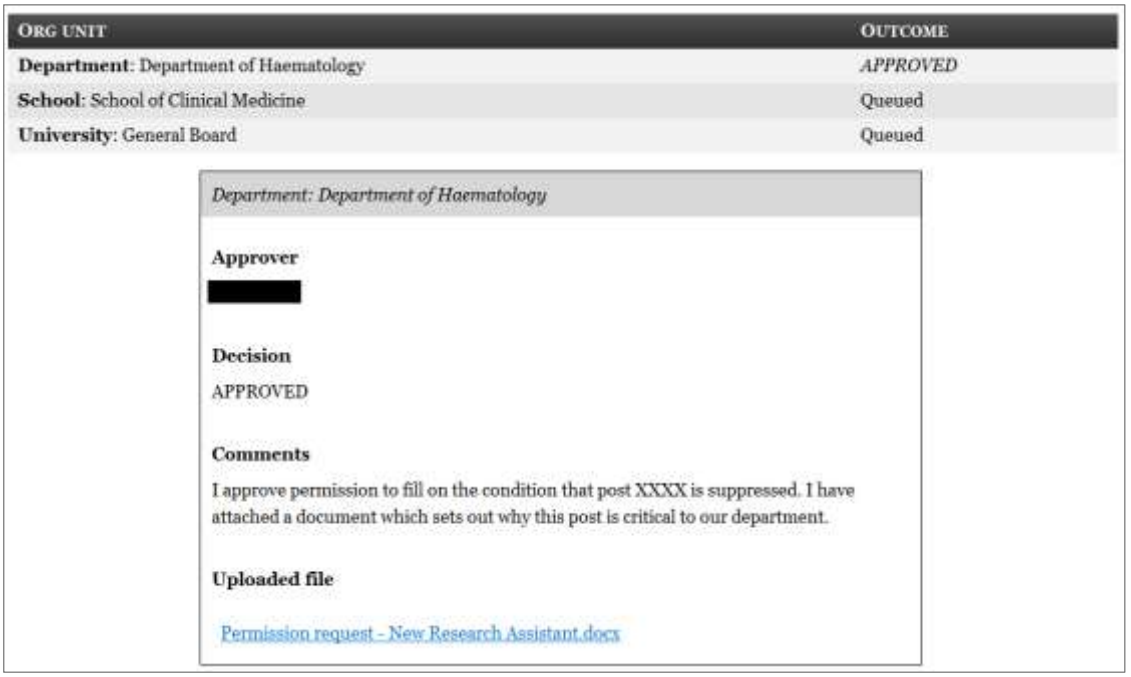
4. You will be taken to the Step 4 Permissions page for the vacancy. Here you can see:
   - The funding source (costs code) proposed
   - The recruiter's justification for wanting to fill the vacancy
   - The estimated cost in year 1
   - The date the recruiter wishes to fill the vacancy
   - A link to any attachments that the recruiter has uploaded



5. You can view all of the details that the recruiter has entered about the vacancy in Steps 1 and 2 by clicking on the relevant section in the banner at the top of the page. If the recruiter has drafted any adverts, you can view these by clicking on the Step 5 section of the banner.

6. Click on the View button next to the funding source details in Step 4 Permission, as shown below.

You will be routed to a different page within Step 4 Permission. Where relevant, you will see details of an approval granted at a lower level in the permissions process (including the approver's name, comments and a link to any attachment provided).



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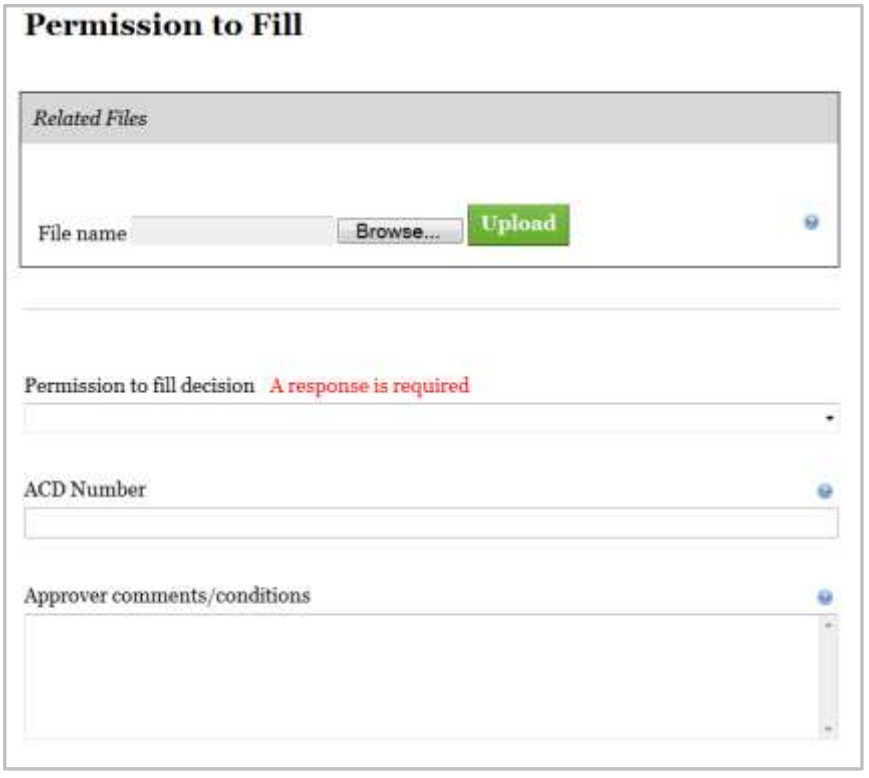
On the same page, you will have another opportunity to view the Information supplied by the recruiter.

Underneath the Information supplied by the recruiter, there is a section where you can record your **Permission to fill decision**.

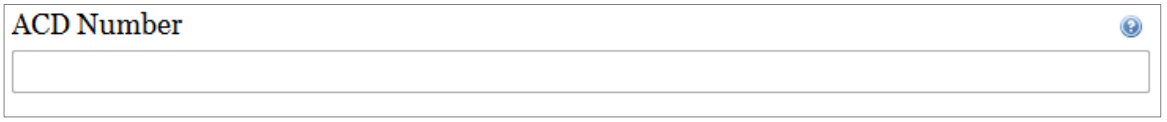


7. If you wish to attach multiple documents in support of your decision for the recruiter/other approvers to review, click on the **Browse** button next to the **File name** field. You can then search through your document and select your chosen attachment and click on **Upload**. Repeat for multiple files.

   Please note: For security purposes the system will only allow you to upload files of the type .pdf or .doc(x).

8. Select the description from the dropdown list which matches your decision: **Approve, Deny or Refer back to recruiter**

9. If you are an RMC (University) level approver and you have approved the permission to fill/create request, enter the ACD Number in the field provided.



10. Enter the reasons for your decision, or any conditions associated with it, in the **Approver comments/conditions** text box.

11. Click on the **Save** button to save your approval decision.

    The status of the vacancy will change under the relevant approval heading to **Approved**. You

will also be able to see what further levels of approval, if any, are required for permission to fill/create to be granted. In the example below, no further levels of approval beyond the Department are required and permission to fill has been granted.

If the vacancy requires any further levels of approval (for example, if you have granted Department-level approval but School-level approval is also needed), the relevant approver(s) for the next level up will receive an email. This will notify them that a permission to fill/create request has been submitted and requires their attention (see example email below).

A vacancy in RAS has been created and requires permission to fill for School of the Biological Sciences.

The details of the vacancy request are as below:

Position title:
SBS - 13

Department/Faculty:
Department of Veterinary Medicine

Vacancy Number:
PP01521

Position Reference :
Not yet assigned

Funding type:
Departmental

Account code:
Z.PN.ZZZZ.ZZZZ.ZZZZ.ZZZZ (100.0%)

12. Once permission has been granted at ALL levels required, the recruiter will receive an email to notify them of this (see below).

Your request for permission to fill a position funded by Department of Veterinary Medicine has been approved. See details below.

Position title:
SBS - 13
Org Unit:
Department of Veterinary Medicine
Vacancy Number:
PP01521
Position Reference :
Not yet assigned
Funding type:
Departmental
Account code:
Z.PN.ZZZZ.ZZZZ.ZZZZ.ZZZZ (100.0%)

This vacancy is now ready to be published to your desired media agencies.

See below for all approval comments related to this request (be aware that some actions may be pending for the recruiter):
---

13. The vacancy will initially be given a status of **Permission granted** (until the vacancy data is transferred to CHRIS; see Section 5 for further information on the different status categories and how to search for vacancies in RAS).

7. Reporting

Standard reports from the data contained in new RAS can be generated by School-level and RMC-level Approvers using the Discover Reporting tool. If you are a Departmental Administrator and wish to view these reports, please contact your School-level Approver.

If you are a School-level or RMC-level Approver and you do not have log-in details for Discoverer, please contact the CHRIS Helpdesk.

If you are having browser problems, please contact your local IT support person.

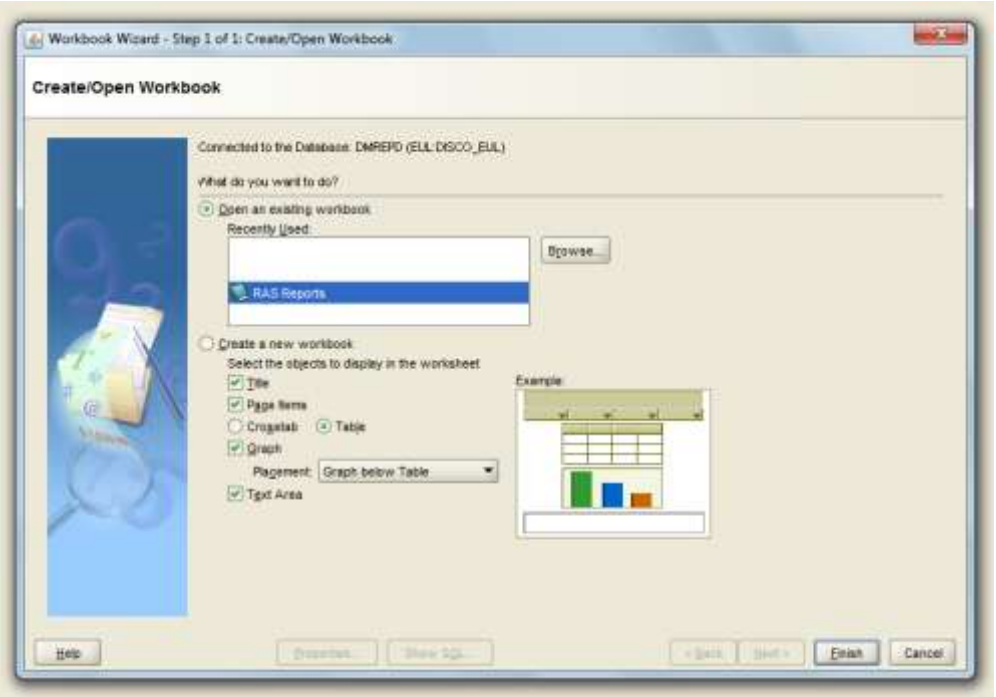
7.1 Log-in

1. Use your Internet Browser to go to https://discoverer-live.admin.cam.ac.uk/discoverer/plus
2. Enter your **User Name** and **Password**.
3. Enter **dmlive** in the **Database** field.
4. Leave the **End User Layer** field **blank** and other fields with default values.

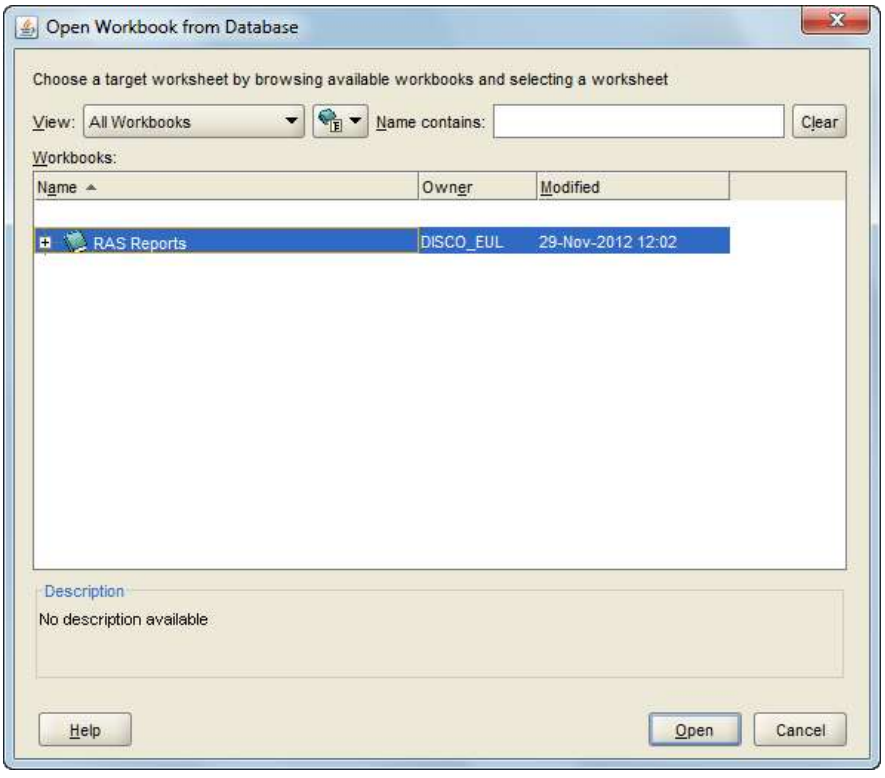
5. Click on the **Go** button.
6. If Oracle window is not displayed and Create/Open Workbook window does not open, please check that **Java** has been installed on your computer.

7.2 Opening reports

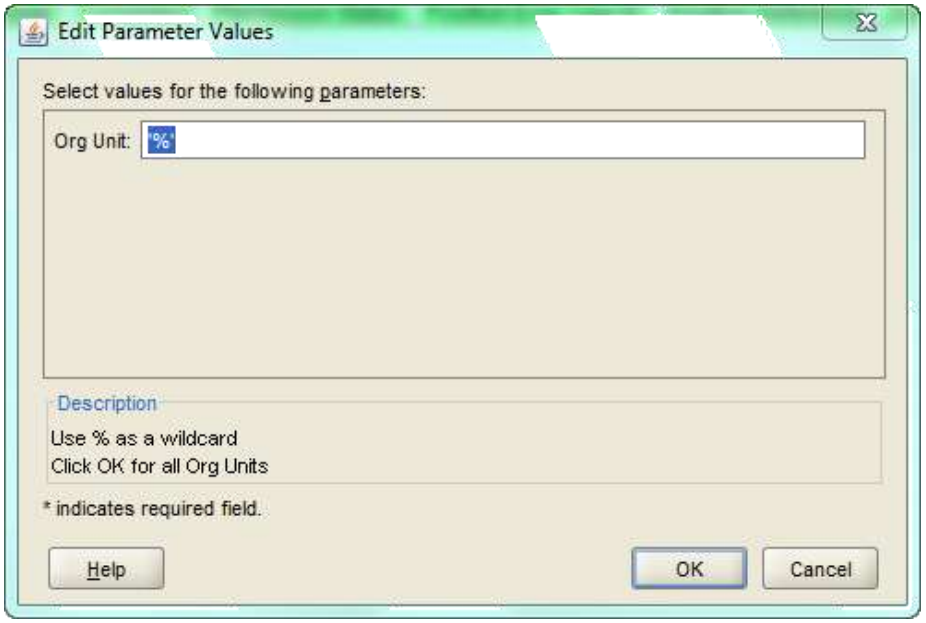
1. Select **RAS Reports** from the list in the **Recently Used** box and click **Finish**



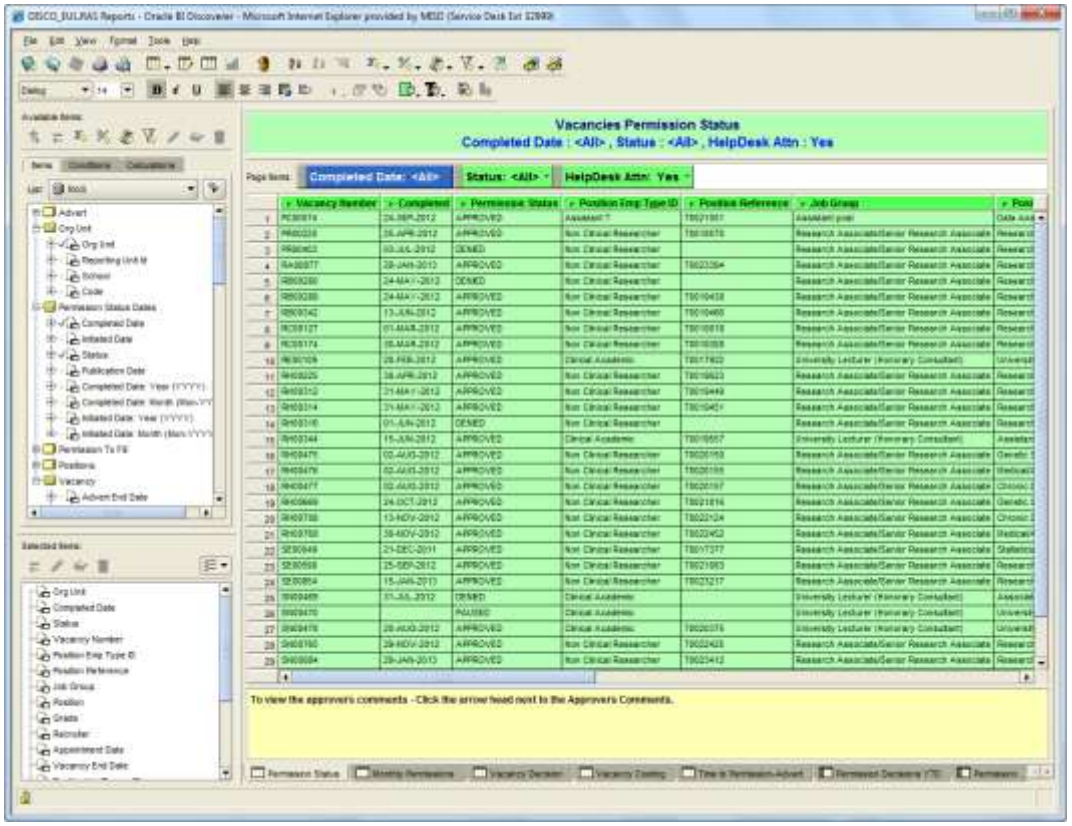
2. Alternatively, select **Open** from the **File** menu, click on **RAS Reports** and then **Open**.



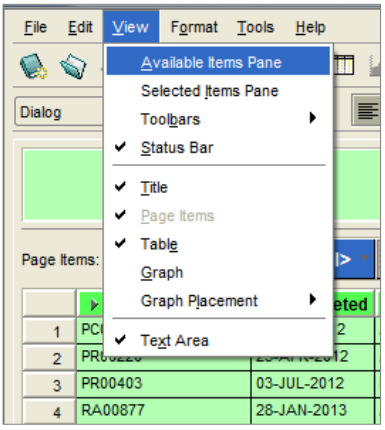
3. Leave % (wildcard) as Org Unit and click **Open**.



4. The following screen will be displayed (with or without available and / or selected items panes on left of screen depending on selection of last user).



5. To **hide** available items and selected items **panes** (on left of screen), go the **View** menu and **tick or untick** chosen option(s).



7.3 Viewing reports

The following reports are currently available:

- **Vacancies Permission Status** – Contains all decision outcomes from RAS and can be filtered by date, status and if the vacancy has required CHRIS Helpdesk attention
- **Monthly Permissions** – Contains a summary of permission data from RAS by month and can be filtered by School (if user has access to view more than one School), month vacancy initiated and month vacancy completed
- **Vacancy Decision** – Details the status of all vacancies or a single vacancy and can be used in conjunction with Permission Status and Monthly Permissions reports
- **Vacancy Costing** – Details the funding source and account code (cost code) for all vacancies or a single vacancy
- **Time to Permission – Advert** – Details time elapsed between creation start date of vacancy and time to when vacancy approved and advert published
- **Permission Decisions YTD** (Year to date) – Details status of vacancies per department / institution by year
- **Permission Decisions Monthly Summary** – Details status of vacancies per department / institution by month

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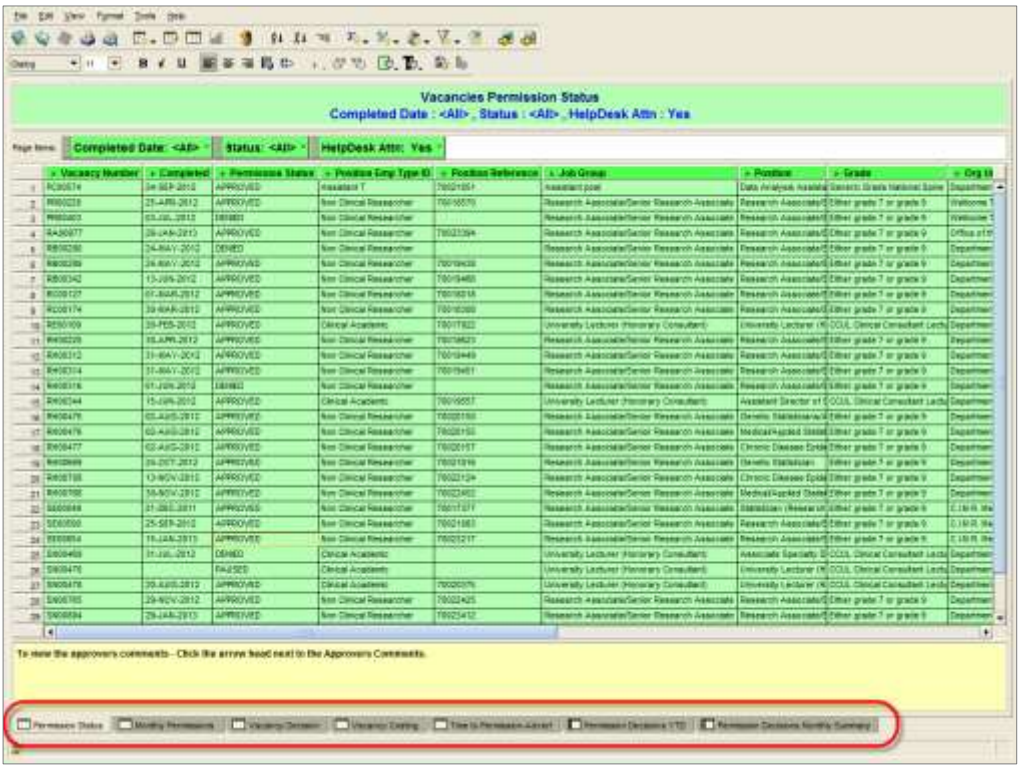
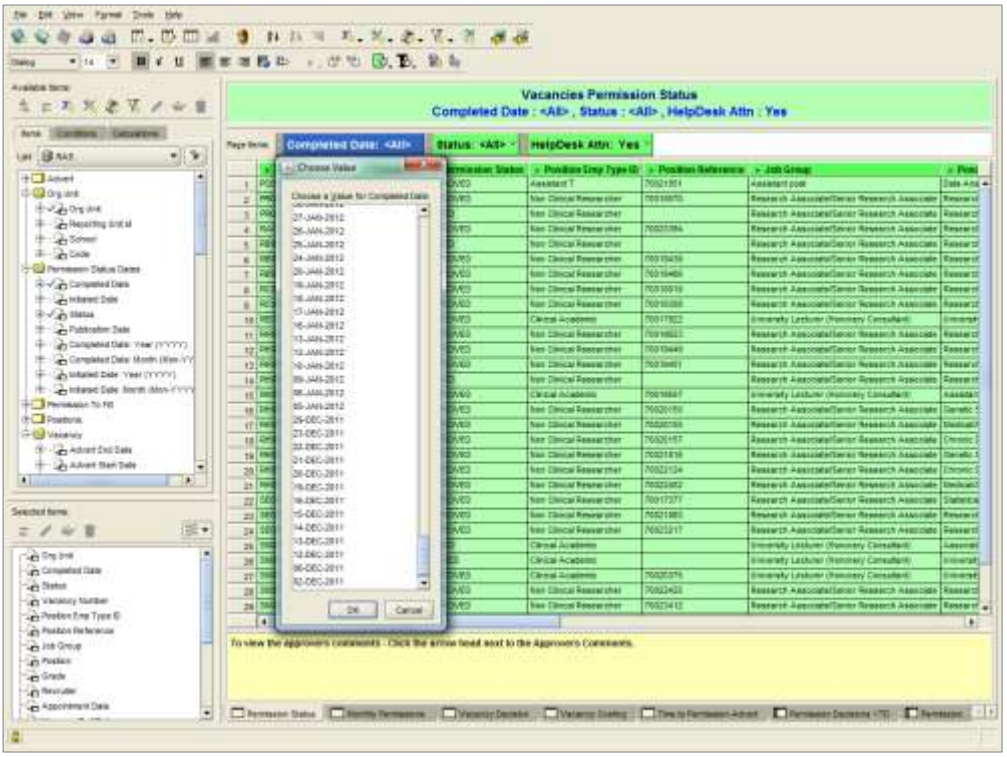
1. To view a report (worksheet) **click** appropriate **tab** at bottom of workbook

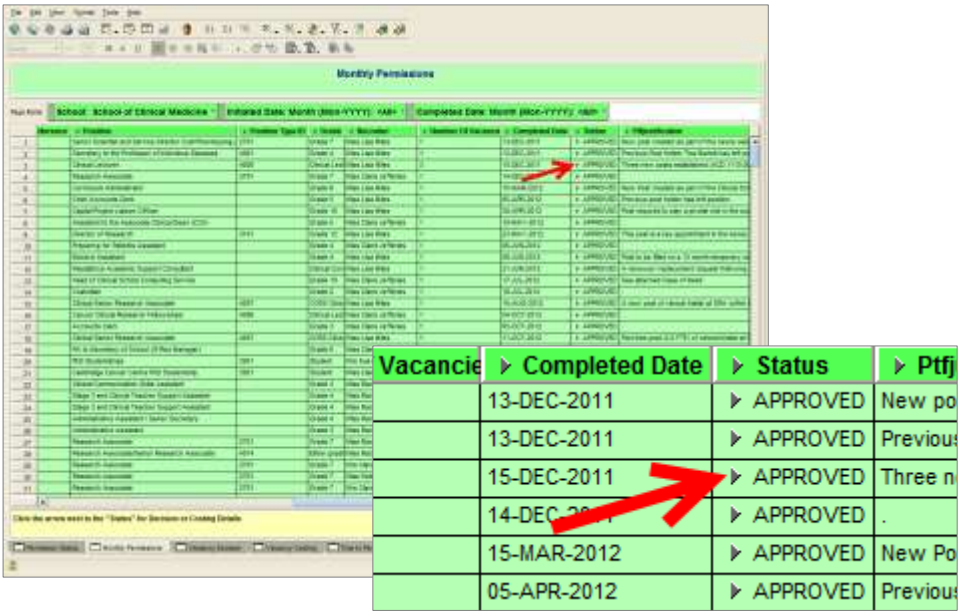


2. To **filter** data, use dropdown lists in **Page Items** section

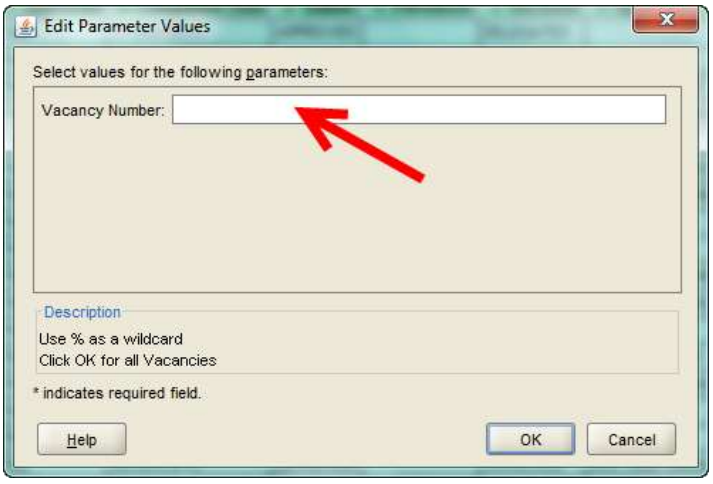


3. To view more **specific details** about a **vacancy** either:

   - In **Permission Status** or **Monthly Permissions** reports **click** ► symbol by data in a row (not in column header) for the vacancy you wish to see more details.



   - When you select **Vacancy Decision** or **Vacancy Costing** reports replacing % (wildcard) with **RAS Requisition number** (Vacancy Number) in 'Edit Parameter Values' box.

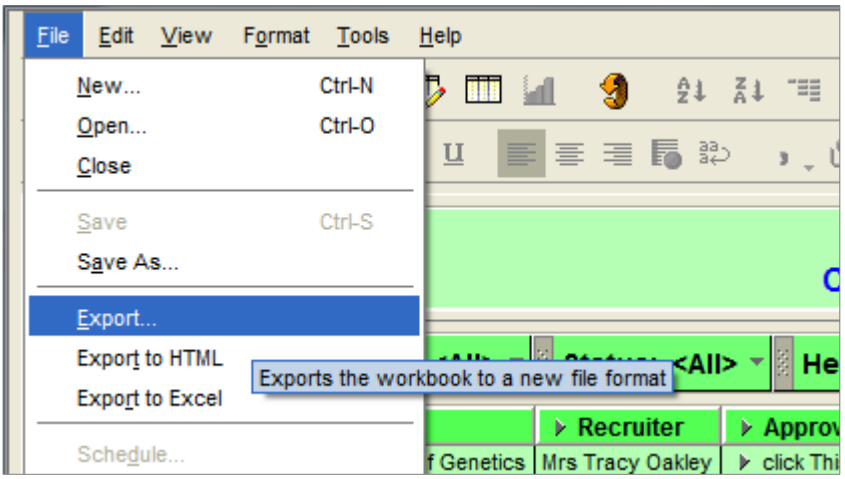


   If 'Edit Parameter Values' box does not automatically appear when you select the **Vacancy Decision** or **Vacancy Costing** worksheet, click on the button in the toolbar at the top of the page.

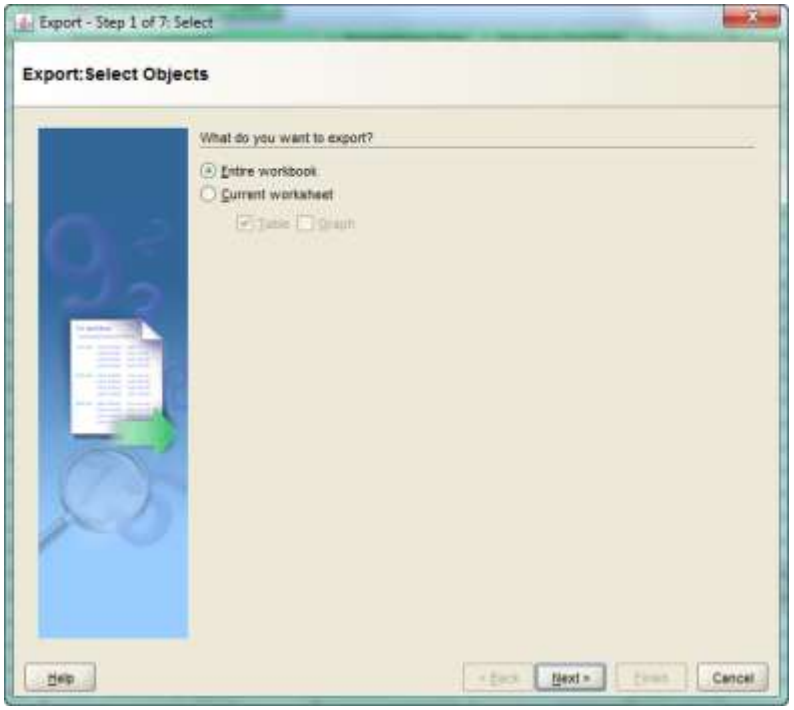
7.4 Exporting reports

7.4.1 Exporting all data using Export function (see 7.4.3. to export data using copy and paste)

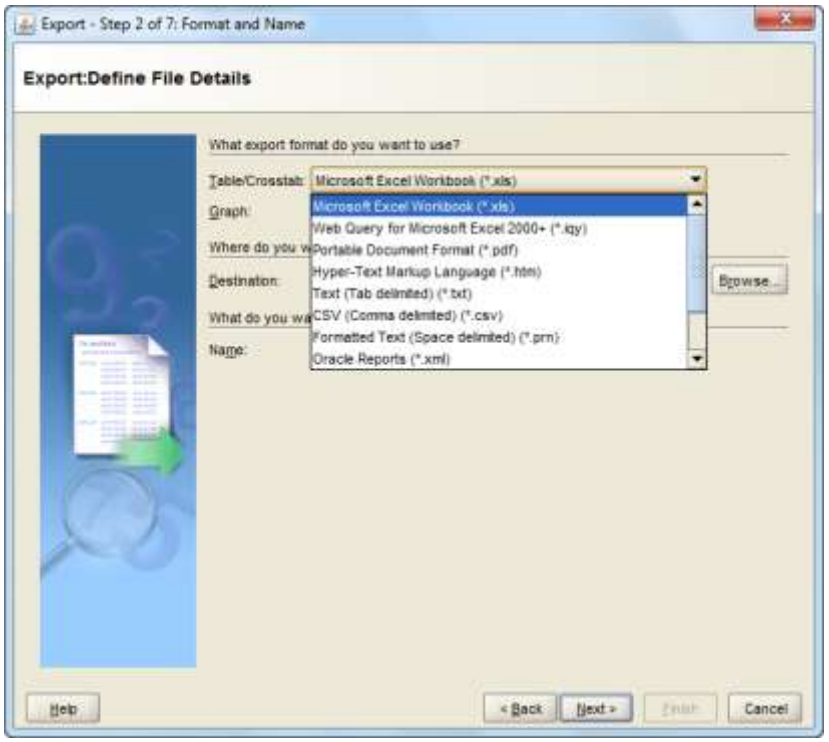
1. To export all data go to **File** menu and then click **Export** (if you use Export to HTML or Excel it will not show where file has been saved, usually in default directory).



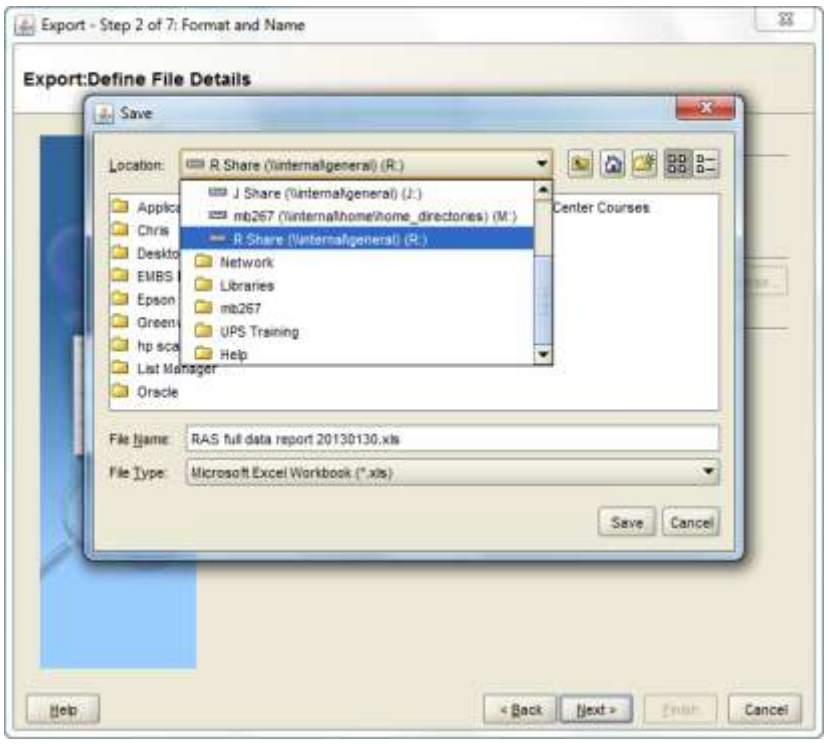
2. Select **Entire workbook** and then **Next**.



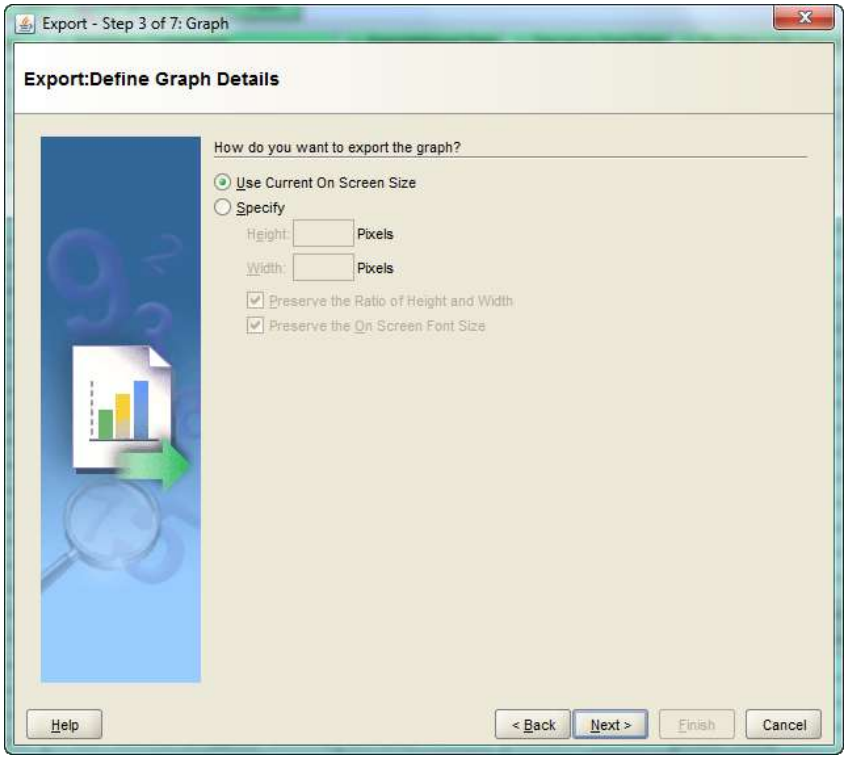
3. Choose export **format** e.g. Microsoft Excel Workbook (*.xls) for **Table/Crosstab** and **Graph** from dropdown lists (scroll down to see more options), then click **Next**.



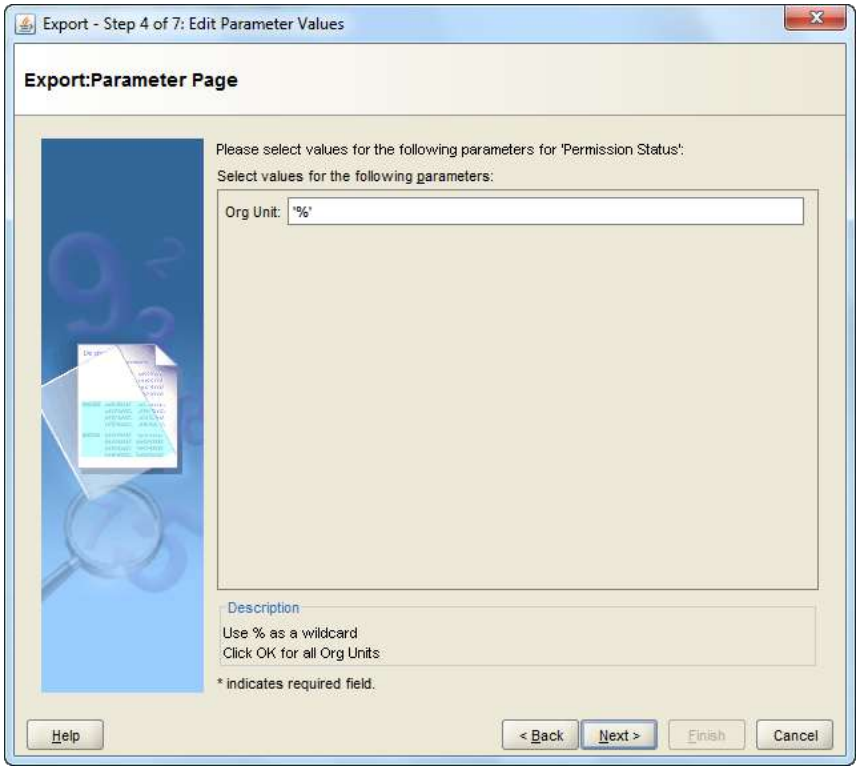
4. Click **Browse** to select destination to save file and **enter** a unique **File Name** (if you do not change default File Name you may accidentally overwrite a previously saved report).



5. Select **Use Current On Screen Size** and click **Next**.



6. Leave **%** as default for Org Unit and click **Next**.



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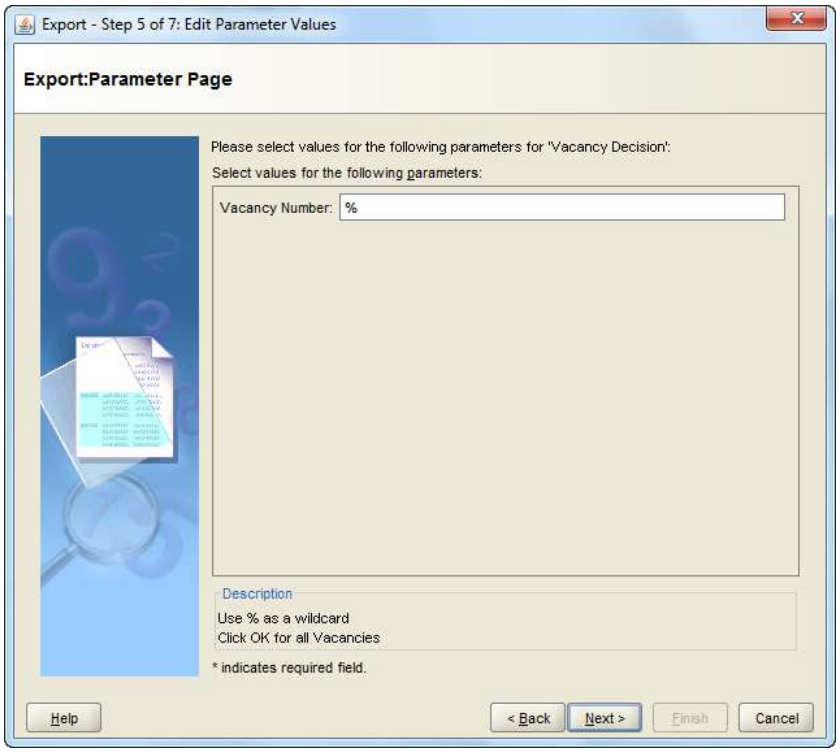
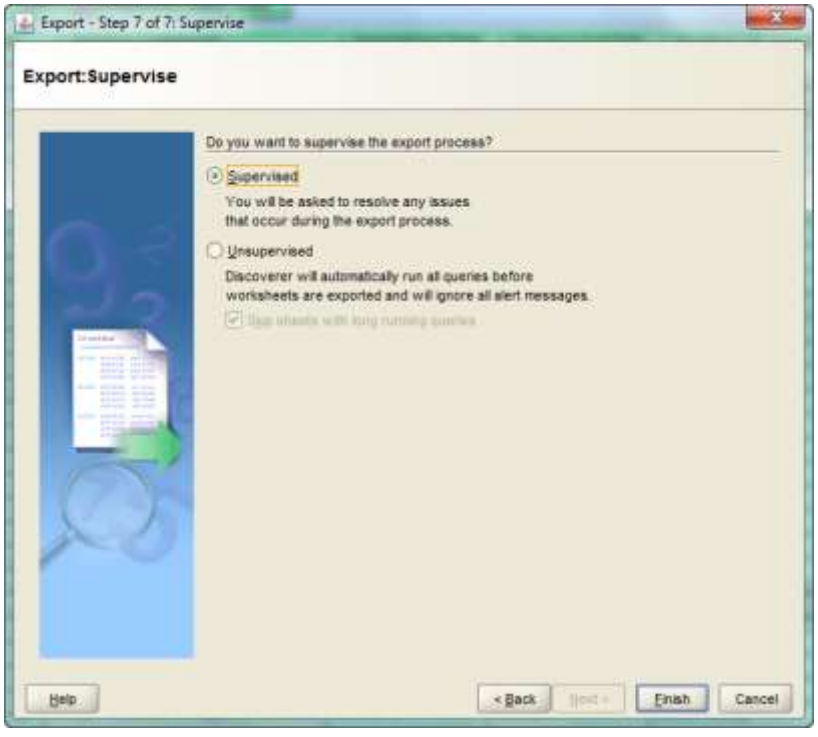
7. Enter % (replacing any existing data) in **Vacancy Number** field and click **Next** and again in **Step 6**.



8. Select **Supervised** option and then click **Finish**.



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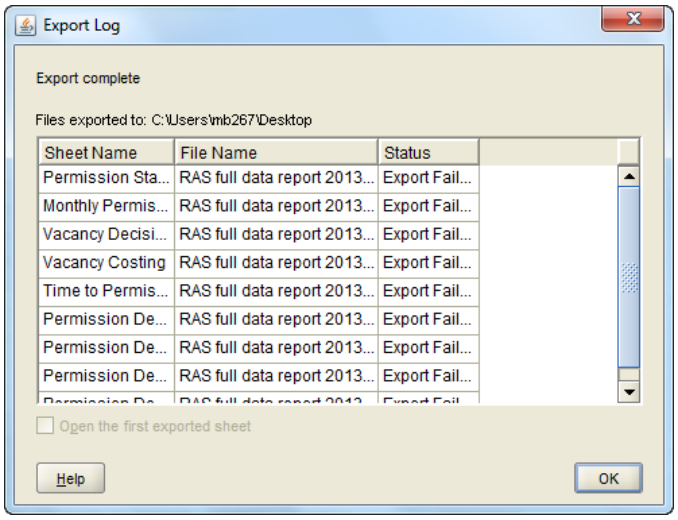
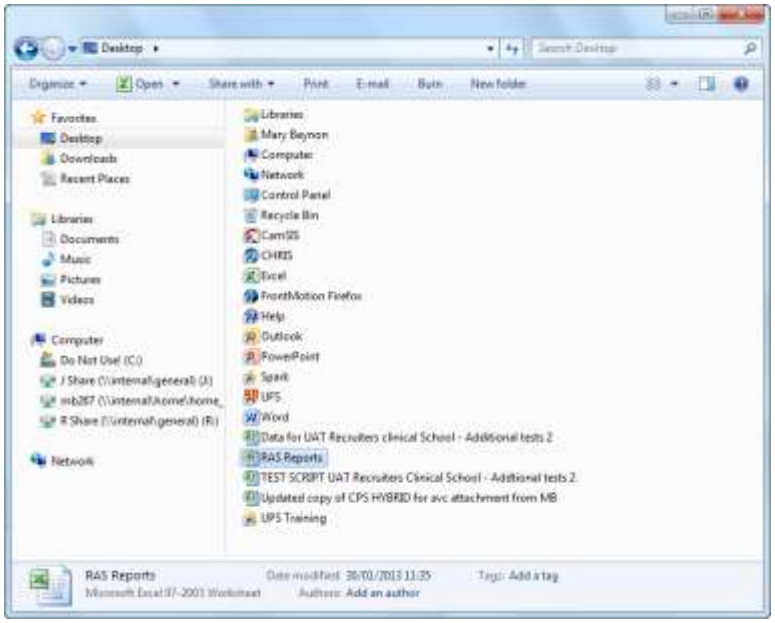
9. When **Export Log** appears click **OK**.



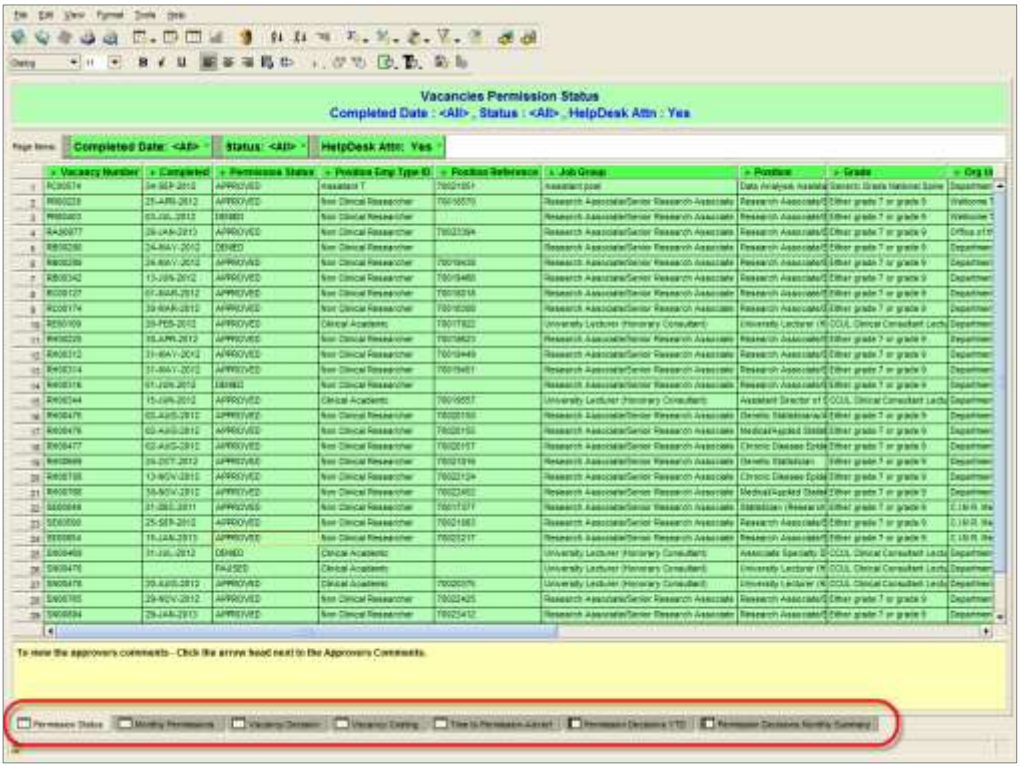
Please note: If you receive a warning message, this will normally be because there is no data within the parameters you have specified. Click **OK** and continue to click OK until the Export Log box is displayed.

10. To **Open** saved file, go to location you selected the file.

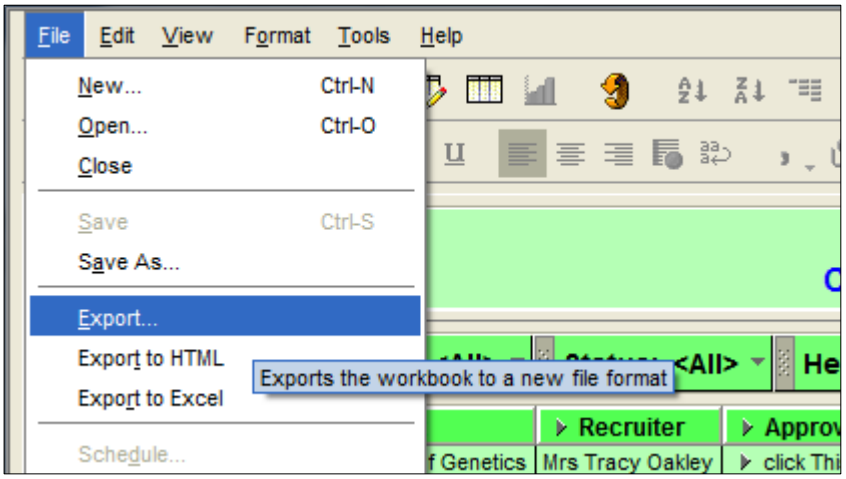


7.4.2 Exporting data from a single report (worksheet)

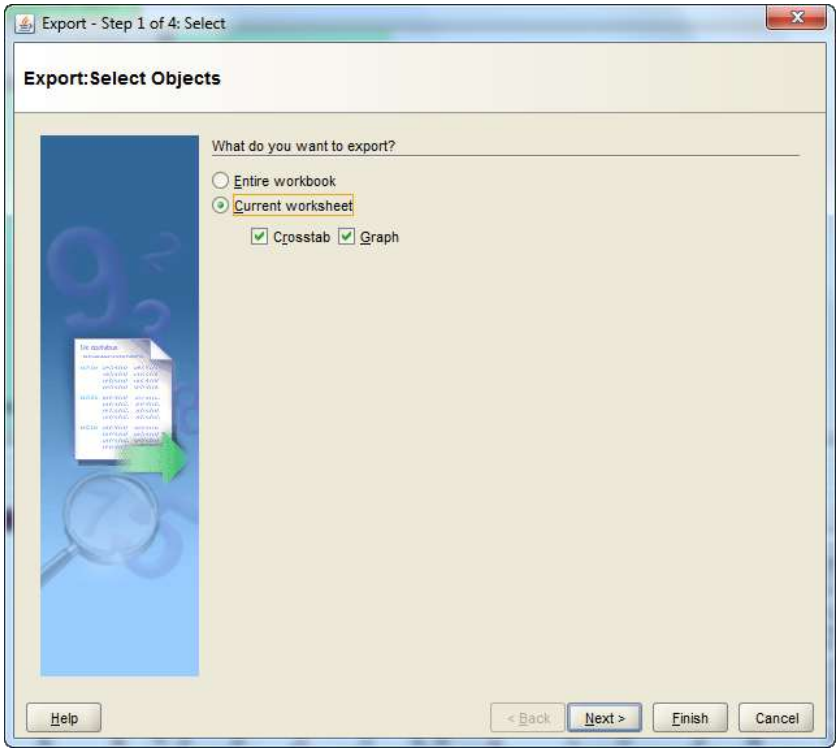
1. To export data from a single report **click tab** of required report (**worksheet**) e.g. Permission Status.



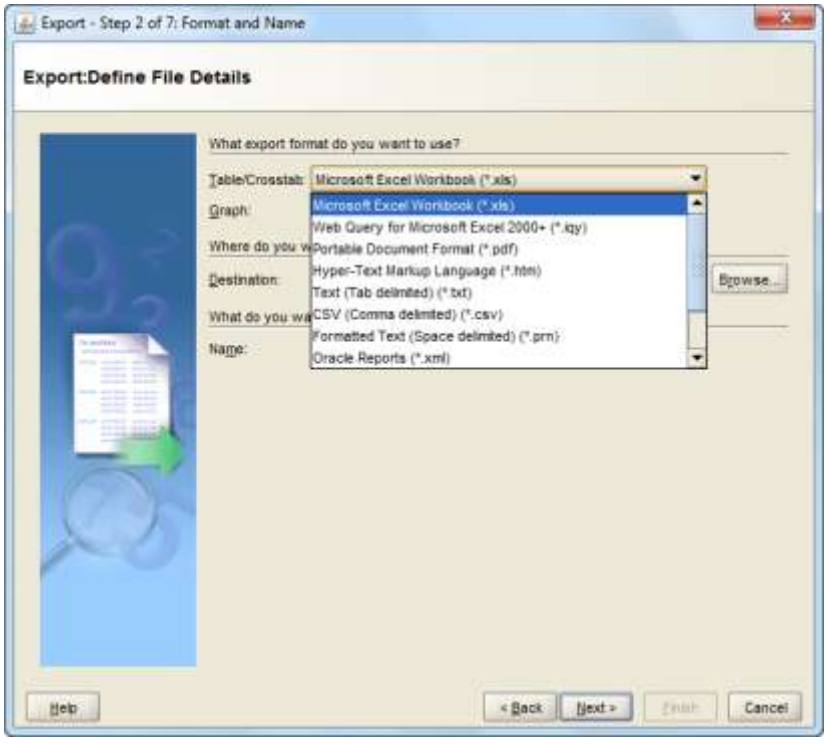
2. Go to **File** menu and then click **Export** (if you use Export to HTML or Excel it will not show where file has been saved, usually default directory).



3. Select **Current workbook** and then **Next**.



4. Choose export **format** e.g. Microsoft Excel Workbook (*.xls) for **Table/Crosstab** and **Graph** from dropdown lists (scroll down to see more options), then click **Next**.



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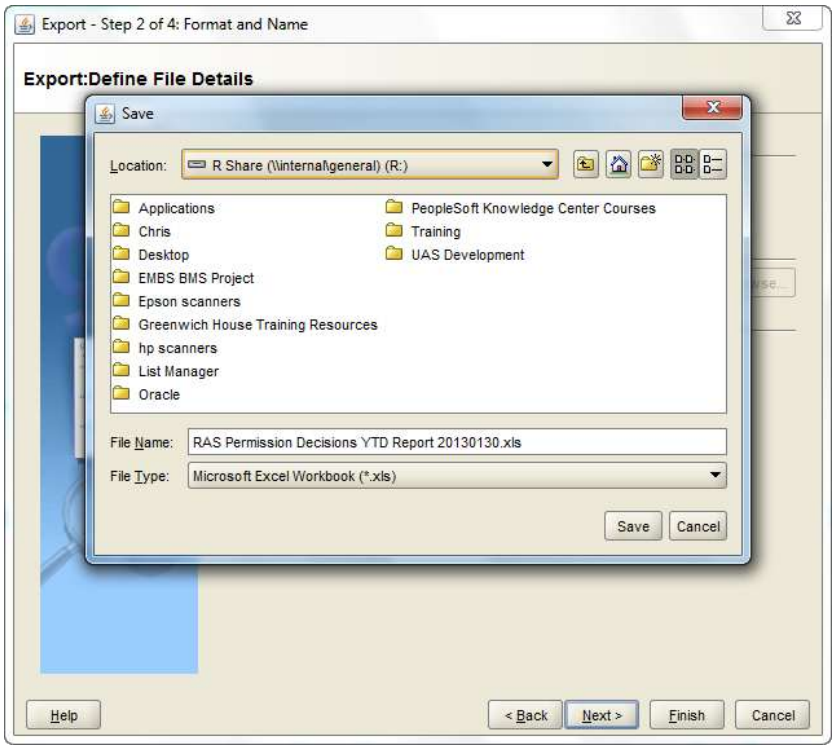
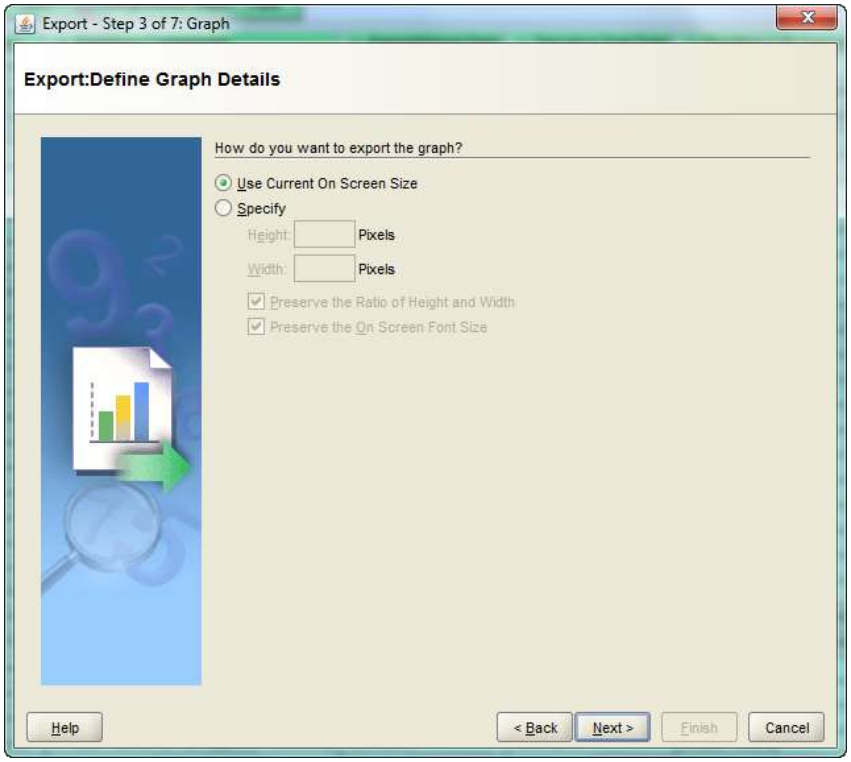
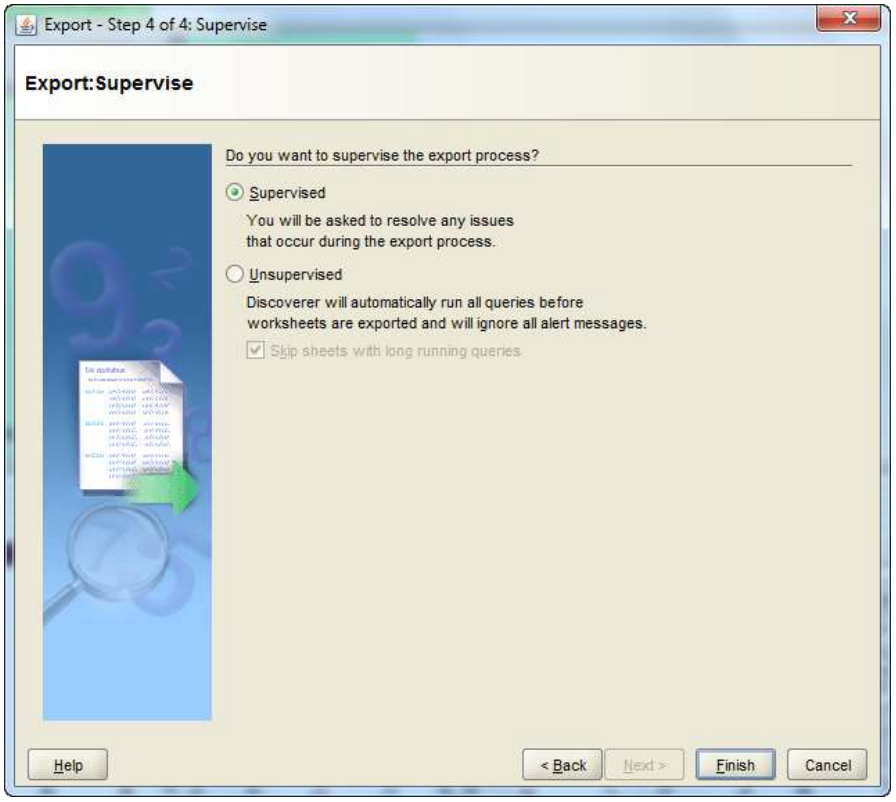
5. Click **Browse** to select destination to save file and **enter** a unique **File Name** (if you do not change default File Name you may accidentally overwrite a previously saved report).



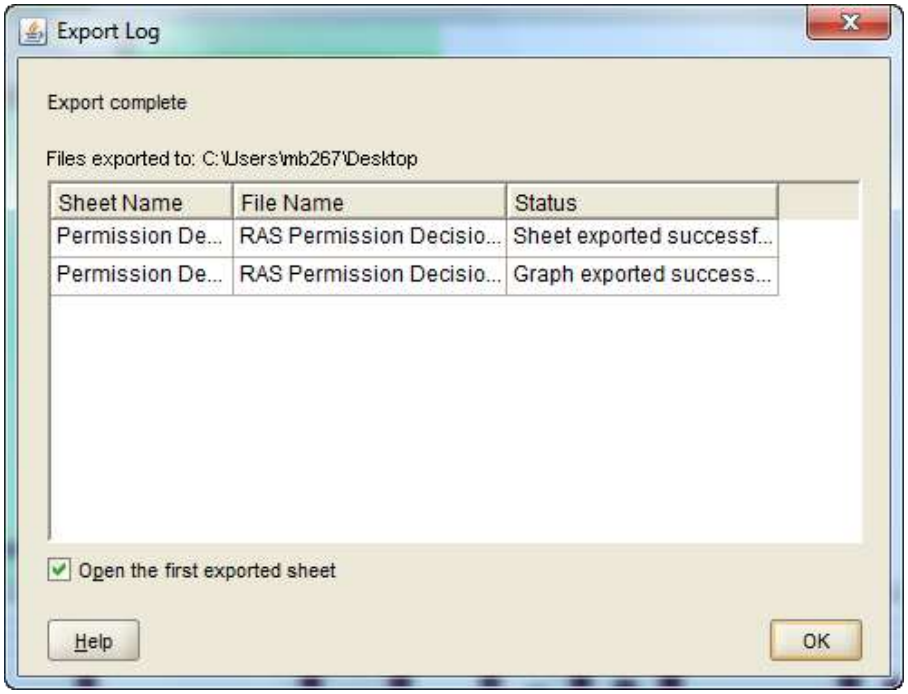
6. Select **Use Current On Screen Size** and click **Next**.



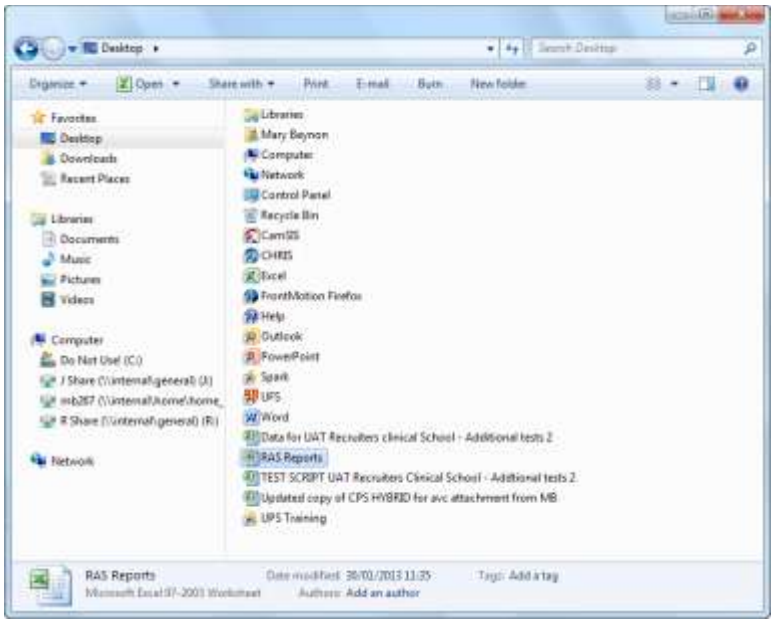
7. Select **Supervised** option and then click **Finish**.



8. When **Export Log** appears click **OK**.

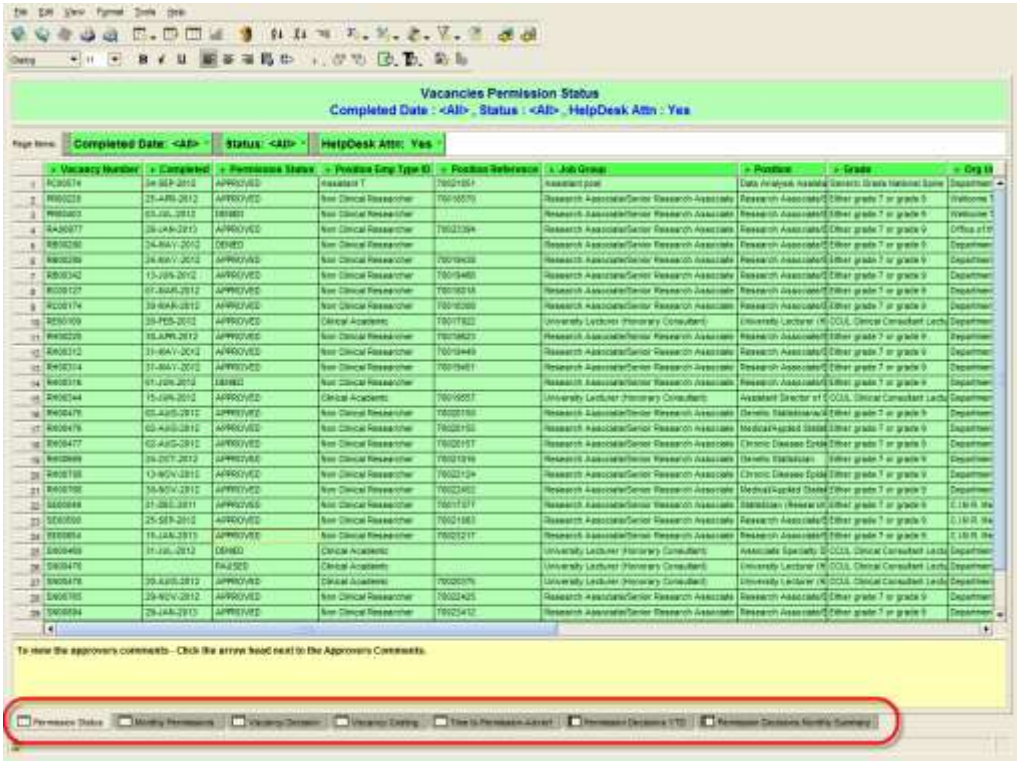


9. To **Open** saved file, go to location you selected the file.

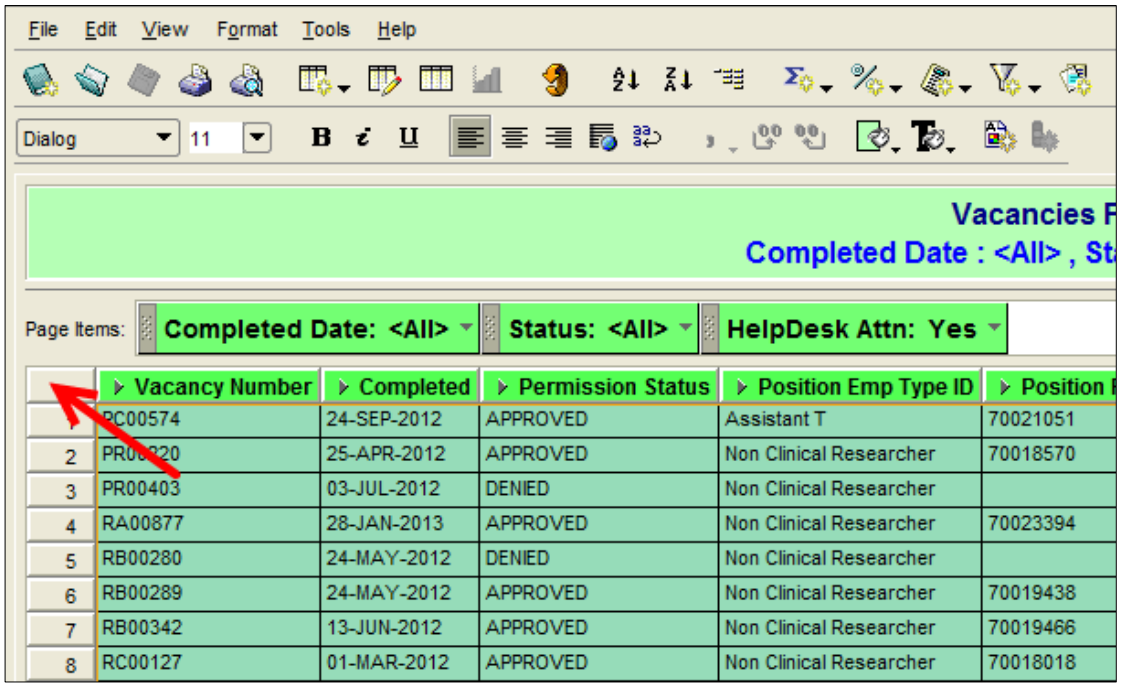


7.4.3 Copying and pasting data from Discoverer

1. Click on **tab** (worksheet) you wish to copy data from.

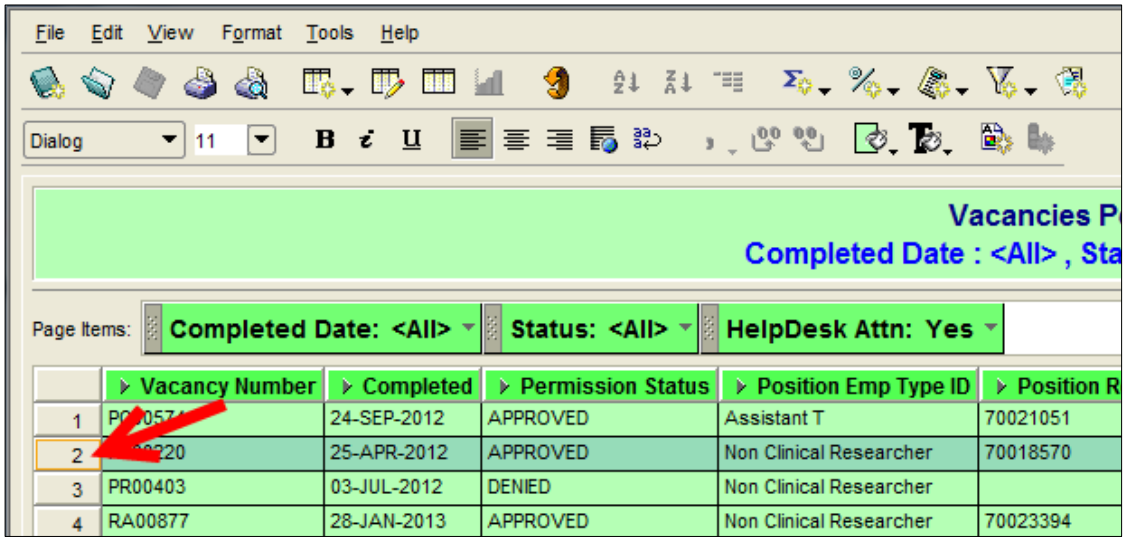


2. Click on **top left** of worksheet to select **all data** or an individual row to.



	Vacancy Number	Completed	Permission Status	Position Emp Type ID	Position
1	RC00574	24-SEP-2012	APPROVED	Assistant T	70021051
2	PR00220	25-APR-2012	APPROVED	Non Clinical Researcher	70018570
3	PR00403	03-JUL-2012	DENIED	Non Clinical Researcher	
4	RA00877	28-JAN-2013	APPROVED	Non Clinical Researcher	70023394
5	RB00280	24-MAY-2012	DENIED	Non Clinical Researcher	
6	RB00289	24-MAY-2012	APPROVED	Non Clinical Researcher	70019438
7	RB00342	13-JUN-2012	APPROVED	Non Clinical Researcher	70019466
8	RC00127	01-MAR-2012	APPROVED	Non Clinical Researcher	70018018

3. Or click on **row number** to select an **individual vacancy**.



	Vacancy Number	Completed	Permission Status	Position Emp Type ID	Position R
1		24-SEP-2012	APPROVED	Assistant T	70021051
2		25-APR-2012	APPROVED	Non Clinical Researcher	70018570
3	PR00403	03-JUL-2012	DENIED	Non Clinical Researcher	
4	RA00877	28-JAN-2013	APPROVED	Non Clinical Researcher	70023394

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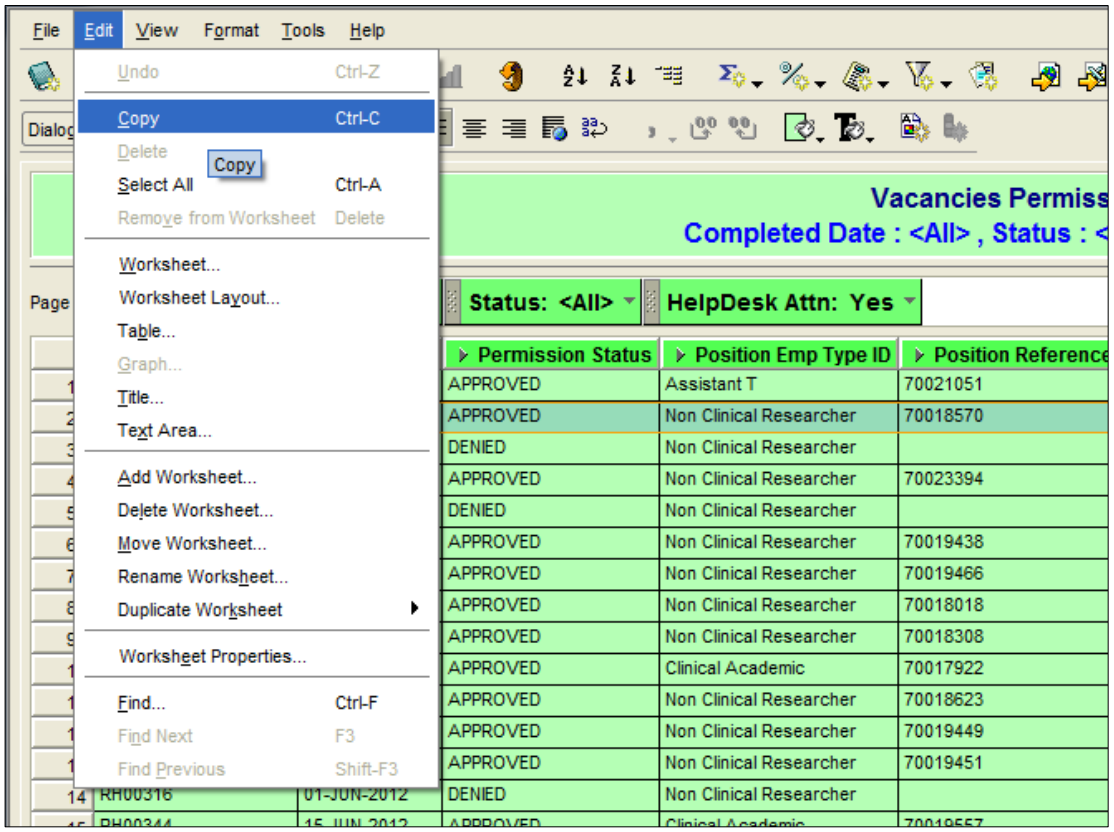
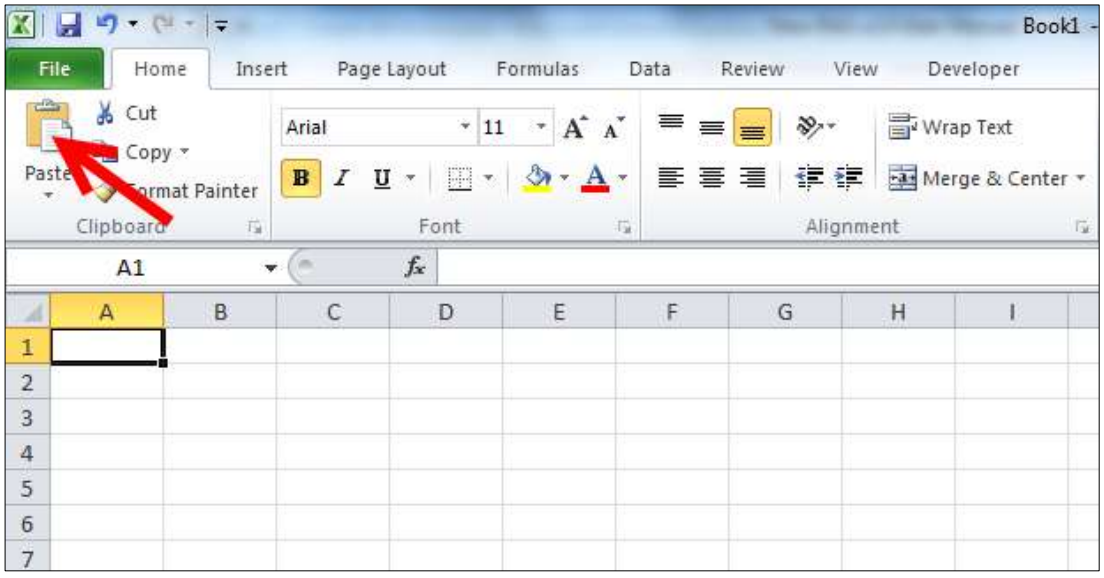
4. Go to **Edit** menu and select **Copy**.



5. **Open** a software package e.g. **Excel** and click **Paste**.



8. Further Information about Permission to Fill

The permission to fill process in the University can vary according to:

- School (different Schools may have different policies for certain posts);
- Funding source (there can be different policies for central, departmental and grant funds);
- Job type (the staff category and the length of an appointment can affect the permission required);
- Whether a job is new or being refilled;
- Whether the job is for Visiting or established Professor.

Detailed information about the University's permissions procedures can be found at http://www.admin.cam.ac.uk/offices/planning/procedures/posts/. If you have not done so before, please familiarise yourself with this guidance and speak to your School Office about it manages any permission decisions which have been delegated to School-level or Department-level.

The old version of RAS simply checked that permission to fill had been granted at the highest level of approval required whereas new RAS manages the permissions process electronically. It works like this:

1. A departmental or institution user (known as the recruiter for RAS purposes) will enter the details of the job, this will include funding source (a full account code is not necessary at this stage if this is not yet available) and job type. When they have entered all required details, the recruiter will request permission to fill in RAS.
2. The permission to fill request will always be routed to a Department-level approver. They will receive an email to inform them that a vacancy is awaiting approval in RAS. Approvers can reject or approve a request in the system, or refer it back to the recruiter.
3. If the permissions policy for the vacancy only requires Department-level approval and this has been granted, the vacancy now has permission to fill. If the permissions policy requires the vacancy to have School-level approval, an email will be sent to the School-level approver(s) informing them of this.
4. For some vacancies, the highest level of approval required for permission to fill to be granted will be School-level. For others, RMC-level approval will also be necessary and an email will be sent to the RMC officers informing them that a vacancy is awaiting their review in RAS.
5. Once the highest level of approval required has been granted, the post/position for the vacancy will be created or updated in CHRIS by an interface from RAS and any planned adverts can be published.

Sometimes, additional local permissions processes exist in order for Department-level or School-level permission to be granted. Any such processes will need to be managed outside of RAS, although any approval decisions arising from them will need to be recorded within the system. For example, if a local permissions policy requires vacancies to be reviewed and approved by a Departmental Committee, a Department-level approver will need to record the Committee's decision in RAS (that is, whether the permission request was approved, rejected or referred back to the recruiter).

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Transition from 'Old RAS' to 'New RAS'

Scenario	Action required
Advert already published via old RAS	No action needed. The advert will continue to show on Job Opportunities until the end date and it will have already gone to the agencies.
Adverts have been written in old RAS and are awaiting permission to advertise (i.e. confirmation that permission to fill has been granted) from the approver before they can be published.	The approver must contact the CHRIS Helpdesk to request that it grants permission to advertise. The adverts will then be sent to the recruiter's chosen media.
Permission to fill has been obtained but adverts have not been written in old RAS.	Recruiters will be given a cut-off date by which they must have written and published adverts using old RAS. After this date, they will have to use new RAS. To avoid permission to fill being requested again by the system, the recruiter will have to send evidence that permission to fill has been granted to the CHRIS Helpdesk so that it can override this stage in the process.
Some information has been entered into old RAS but permission to fill has not yet been granted.	RAS users will be given a clear cut-off date in advance. If adverts have not been written and published using old RAS by this date then they will need to use new RAS.
Historical data	Old RAS will be read-only so users can see historical data. There will be a clearly advertised decommissioning date.

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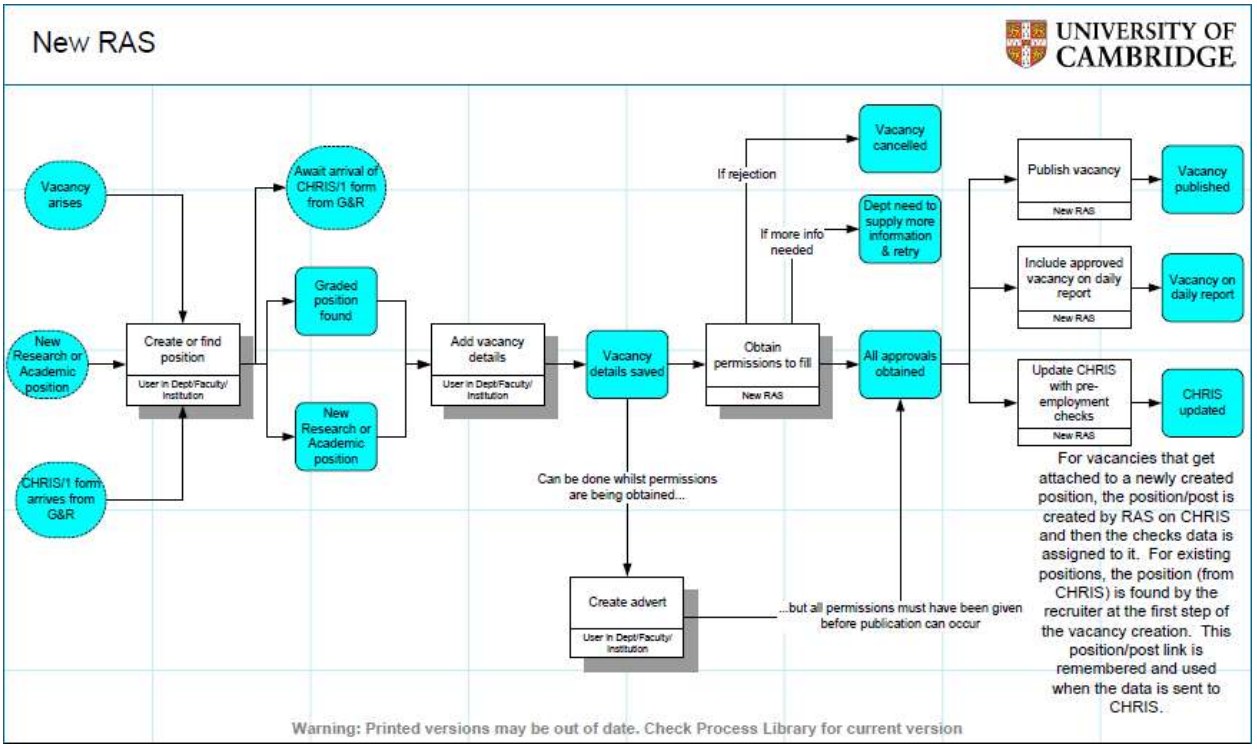
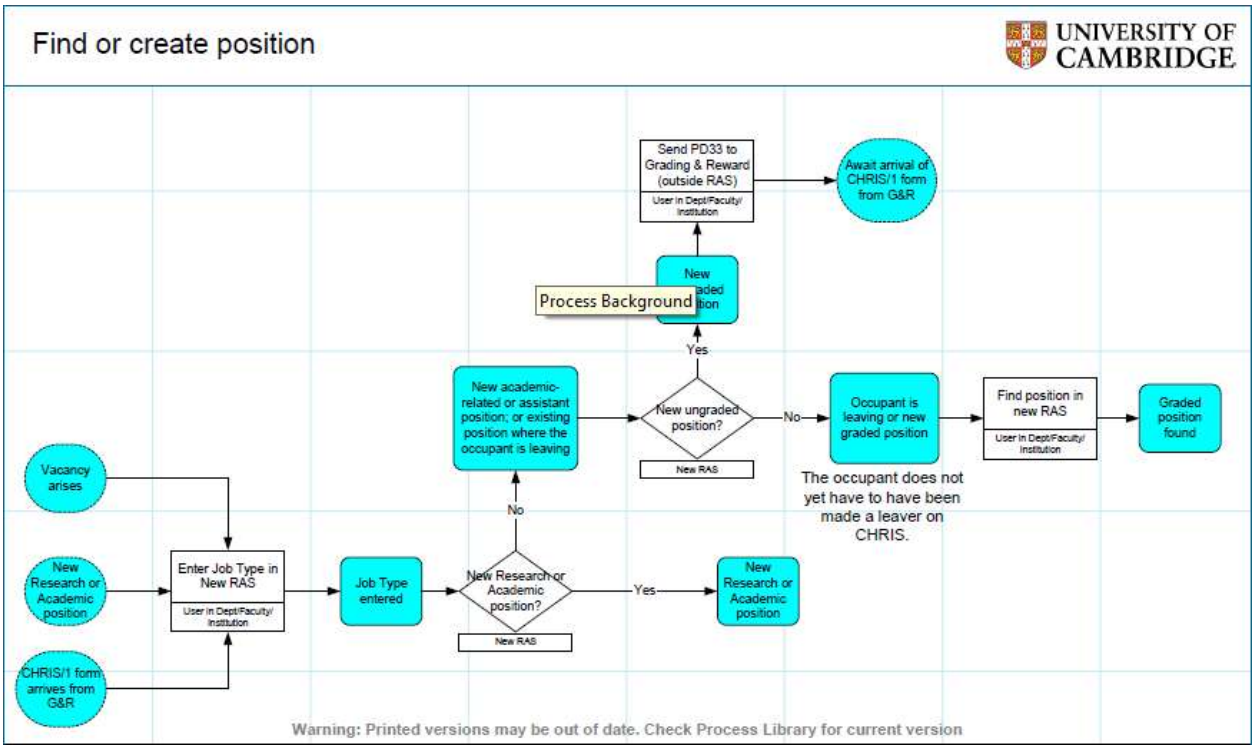
9. New RAS Process Maps

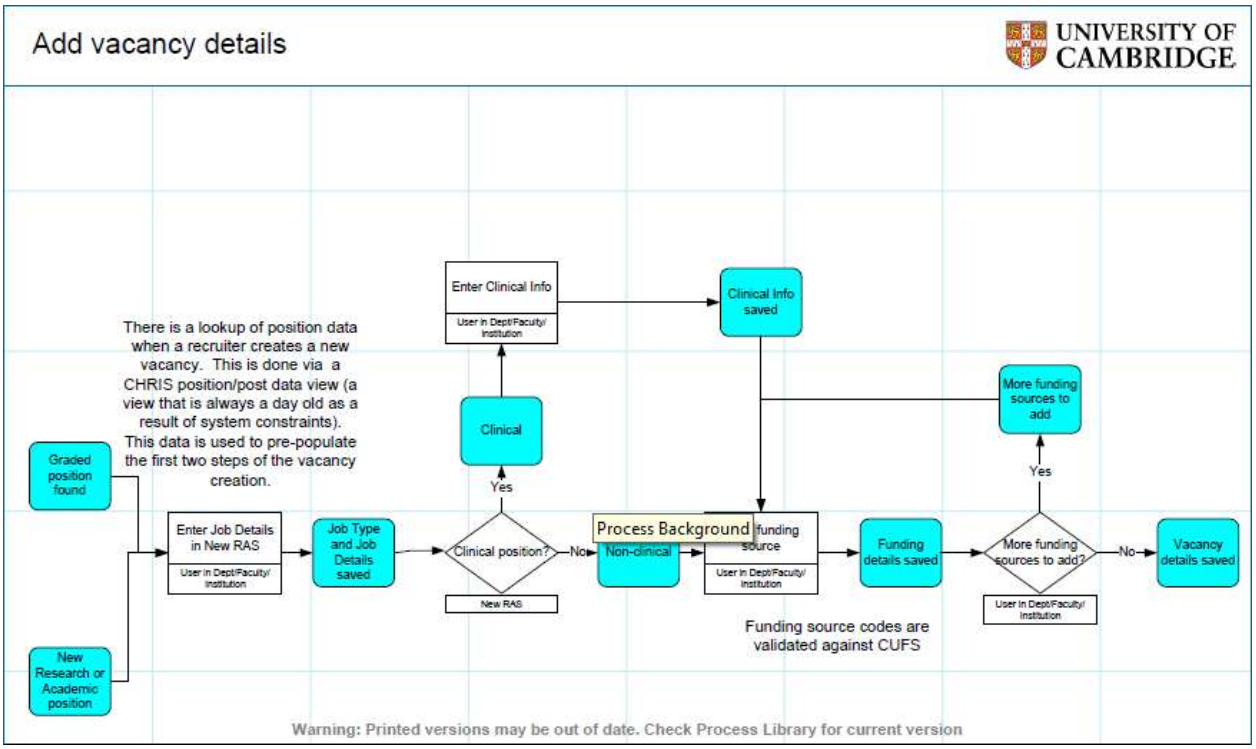
This section features new RAS process maps for your information.

The first map is a summary of the end-to-end RAS process. The maps that follow are the key stages of the RAS process in more detail, which are:

- Finding or creating a position in RAS (that is, creating a vacancy)
- Adding the vacancy details
- Obtaining permission to fill
- Creating an advert

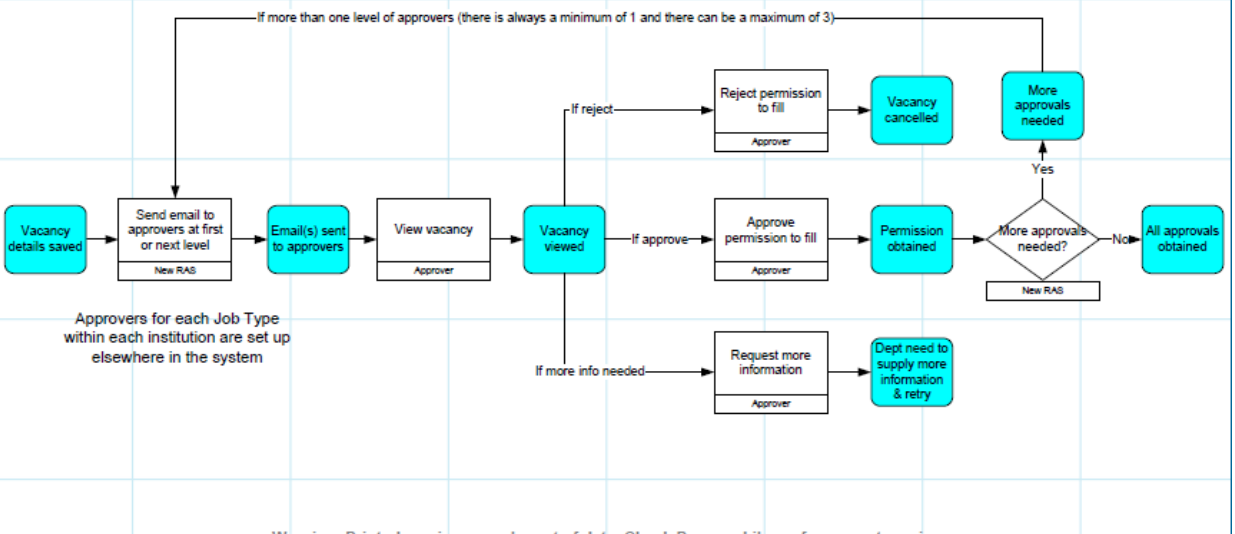



Find or create position
UNIVERSITY OF CAMBRIDGE
Send PD33 to Grading & Reward (outside RAS)
User in Dept/Faculty/ Institution
Await arrival of CHRIS/1 form from G&R
Process Background
Yes
New academic-related or assistant position; or existing position where the occupant is leaving
New ungraded position?
New RAS
No
Occupant is leaving or new graded position
Find position in new RAS
User in Dept/Faculty/ Institution
Graded position found
The occupant does not yet have to have been made a leaver on CHRIS.
Vacancy arises
New Research or Academic position
CHRIS/1 form arrives from G&R
Enter Job Type in New RAS
User in Dept/Faculty/ Institution
Job Type entered
New Research or Academic position?
New RAS
Yes
New Research or Academic position
No
Warning: Printed versions may be out of date. Check Process Library for current version


Add vacancy details
UNIVERSITY OF CAMBRIDGE
There is a lookup of position data when a recruiter creates a new vacancy. This is done via a CHRIS position/post data view (a view that is always a day old as a result of system constraints). This data is used to pre-populate the first two steps of the vacancy creation.
Enter Clinical Info
User in Dept/Faculty/ Institution
Clinical Info saved
More funding sources to add
Clinical
Yes
Graded position found
Enter Job Details in New RAS
User in Dept/Faculty/ Institution
Job Type and Job Details saved
Clinical position?
New RAS
No
Process Background
Non-clinical
funding source
User in Dept/Faculty/ Institution
Funding details saved
More funding sources to add?
User in Dept/Faculty/ Institution
Yes
No
Vacancy details saved
Funding source codes are validated against CUFS
New Research or Academic position
Warning: Printed versions may be out of date. Check Process Library for current version

Obtain permissions to fill

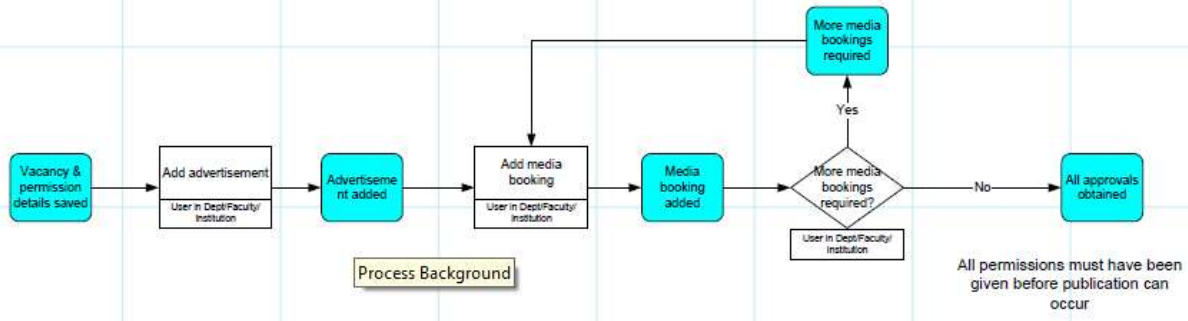
UNIVERSITY OF CAMBRIDGE



Warning: Printed versions may be out of date. Check Process Library for current version

Create advert

UNIVERSITY OF CAMBRIDGE



Notes:

1) RAS hosts a webservice of published adverts. Currently the only user of this webservice is the Job Opportunities website (but more could easily use it).

2) There is also an interface to the old RAS data. The old system is still live, so a datafeed exists that RAS uses to combine published job data to jobs webservice.

Warning: Printed versions may be out of date. Check Process Library for current version