UNIVERSITY OF CAMBRIDGE

Web Recruitment Release 4, January 2015

User Guide for Selectors

HR Systems

Contents

1. Web Recruitment – Introduction to Release R4

1.1 Overview of recruitment-related systems and Web Recruitment Releases 1 -3

The recruitment process begins with the identification and definition of a vacancy. This includes developing or updating the PD33 or role description and, for new academic-related and assistant staff vacancies, the grading of the post. Posts which are graded are set up in CHRIS (the HR and Payroll System) by the Grading team in the HR Division.

The new Recruitment Administration System (RAS) is then used to:
- Find the details of a vacancy which exists in CHRIS (posts which have been graded or are being refilled); or
- Enter the vacancy details for a new academic or research post (these are not individually graded so have not already been set up in CHRIS at this point).

Permission to fill a vacancy is then requested and granted in RAS.

In most cases, the vacancy should be advertised. Once all required permissions for a vacancy have been obtained, RAS can be used to place an advert on the University's Job Opportunities pages and to send to external media for publication.

In RAS, a department/institution records whether or not they will be inviting online job applications via the Web Recruitment System. Where the Web Recruitment System is to be used, RAS will:
- Insert an 'Apply online' button on the advert for the vacancy on the Job Opportunities pages;
- Insert a URL in external adverts for the vacancy, which routes to the relevant advert on Job Opportunities.

The Web Recruitment System can then be used to receive and process applications received.

The first release of the Web Recruitment System focused on:
- Allowing applicants to apply online via the University Job Opportunities pages;
- Automatically acknowledging applications;
- Allowing recruiters to view, email and print applications;
- Allowing recruiters/administrators to manage and record the results of the selection process; and
- Transferring the successful applicant(s) into the CHRIS Recruitment Module.

The second release of the Web Recruitment System focused on:
- Allowing applicants to copy personal details, qualifications and employment history from a previous application;
- Allowing recruiters to generate rejection emails and letters to applicants;
- Allowing recruiters to generate reference request emails and letters;
- Allowing referees to upload their reference into the system after a reference request email has been sent to them.

The third release of the Web Recruitment System focused on:
- Allowing recruiters to generate an email to the successful applicant where they need to provide information for a Tier 2 Certificate of Sponsorship;

- Allowing applicants to log back into their Web Recruitment account to enter the additional Tier 2 CoS information and upload supporting documents;
- Allowing recruiters to download the applicant details required for a Tier 2 CoS so that it can be attached to the rest of the CoS application for submission to HR;
- Automated marking of an application as eligible for purging 12 months after the vacancy closes (including extended deletion dates for those vacancies where CoS retention policies apply);
- Allowing super-users to mark a vacancy as a purging exception;
- Automated deletion of unsubmitted applications two months after the vacancy closing date;
- Retaining anonymised data for future trend analysis and management reporting;
- Allowing applicants to enter basic disclosure information when a vacancy has a basic disclosure check selected within new RAS;
- Generating reports of applicant information from within Web Recruitment and export results to Excel; and
- Adding bookmarks to the application pack PDF, allowing recruiters to navigate around more easily between applicants and documents.
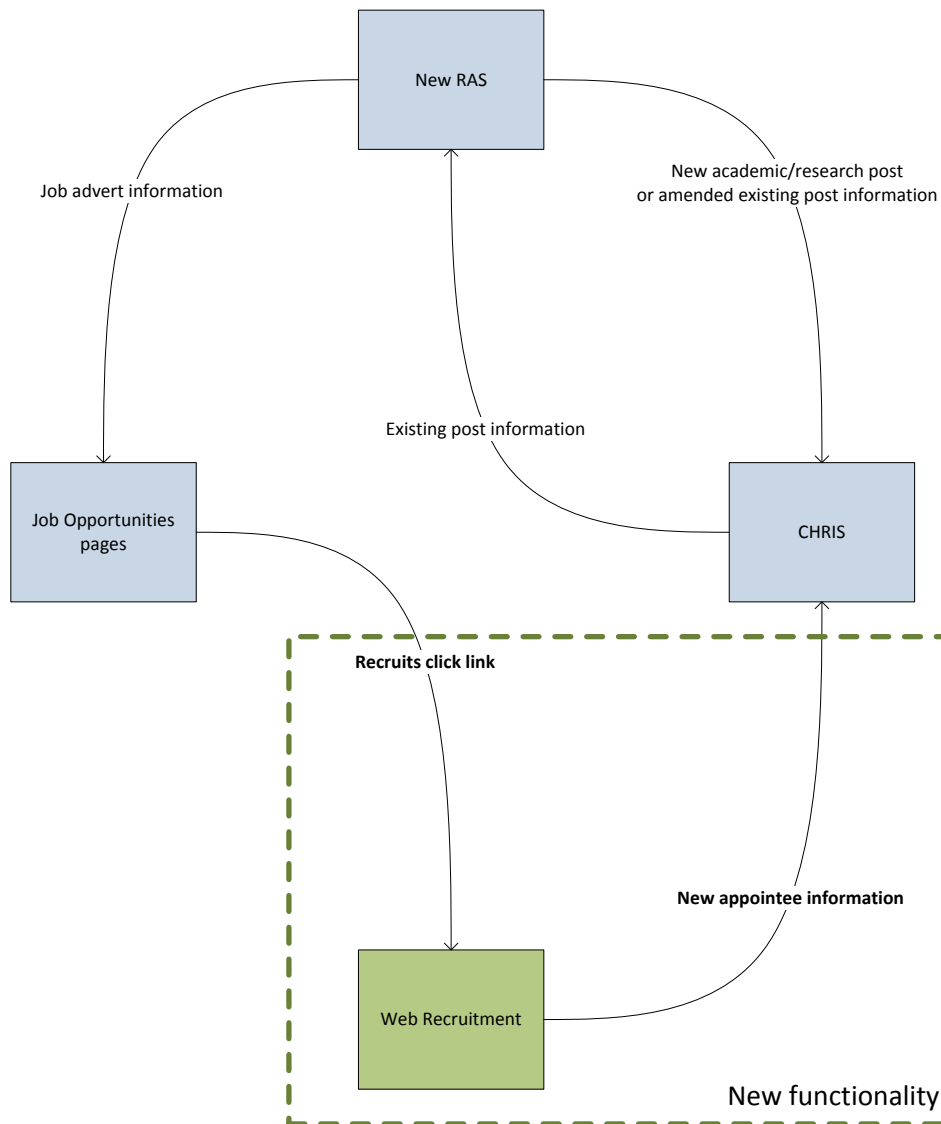
1.2 Release 4 overview

Release 4 focuses on:

- Removing the need for vacancy administrators in departments/institutions to use the CHRIS Recruitment Module and CHRIS/10A form for the majority of appointments and replacing these with the following actions doing the following within Web Recruitment:
  - Recording details about the offer and appointment within a new Offers section;
  - Uploading supporting documents for an appointment (and Tier 2 Certificate of Sponsorship application, if required); and
  - Submitting an electronic Appointment Request to the HR New Appointment team.

- Pre-filling the Offers section with details about the applicant (from their online application form) and the position (from CHRIS);

- Allowing vacancy administrators to generate an offer letter to the successful candidate using details that they have entered into the system or upload an offer letter they have created outside of the system;

- Allowing vacancy administrators to download a cover sheet for any supporting documents being sent to the HR New Appointment Team outside of the system;

- Recording details of how and when offer letters were sent to the successful candidate;

- Storing and accessing offer letter history;

- Allowing the New Appointment Team to receive and view appointment requests online within a new HR Processing section of the system; and

- Allowing the New Appointments team to transfer details of the applicant and appointment into the CHRIS Recruitment Module.

Departments/institutions should request appointments via Web Recruitment wherever possible and the New Appointment team will transfer successful applicants to CHRIS using their screens within the system. The supporting documents cover sheet can then be downloaded and attached to supporting documents and returned to the HR New Appointment Team for processing.

1.3 HR system linkages

Diagram 1 below shows how the different HR systems link together in the recruitment process.

Diagram 1: HR systems linkages in the recruitment process

```
                              ┌─────────────┐
                              │   New RAS   │
                              └─────────────┘
   Job advert information              New academic/research post
                                       or amended existing post information

┌──────────────────┐         Existing post information        ┌─────────────┐
│ Job Opportunities │                                          │    CHRIS    │
│      pages        │                                          └─────────────┘
└──────────────────┘

        Recruits click link

                                                New appointee information

                   ┌─────────────────┐
                   │ Web Recruitment │
                   └─────────────────┘
                                        New functionality
```

1.4 System support

Technical queries relating to the Web Recruitment System should be directed to the **CHRIS Helpdesk** by emailing chris.helpdesk@admin.cam.ac.uk. The New Appointment Team should be contacted for advice about making appointments via hrnewappointmentteam@admin.cam.ac.uk.

2. Web Recruitment – Available Documentation

This manual (shaded in grey below) forms part of the wider set of documentation for Web Recruitment summarised in the table. These documents can be found on the HR Systems Web Pages (found at http://www.hrsystems.admin.cam.ac.uk/systems/systems-overview/web-recruitment-system), along with additional supporting information (including links to videos and release notifications).

Title	Document Type	Description
Guide for Selectors	User guide	A guide designed for selectors that describes the process of logging on to Web Recruitment, viewing and downloading application packs.
Managing Vacancies	User guide	This is the main user guide, which explains how to find vacancies in the system, grant other access, download application forms, record outcomes at each stage of selection and complete recruitment so that the appropriate retention policy is applied to the details of the vacancy.
Tier 2 Certificate of Sponsorship – Requesting Applicant Details	Quick reference	This is a two page pictorial overview of the end-to-end process for requesting information from a successful applicant for a Tier 2 Certificate of Sponsorship (CoS) application. It is intended for users who do not require the level of detail in the step-by-step instructions in the guide below.
Tier 2 Certificate of Sponsorship – Requesting Applicant Details	User guide	This guide provides detailed step-by-step instructions on how to request that a successful applicant logs back into their Web Recruitment account to provide information and supporting documents needed for a Tier 2 CoS application.
Generating Correspondence	User guide	This guide explains how to generate rejection emails/letters and reference request emails/letters within the system. It also details how to view references uploaded directly into the system by referees and how to upload references received by post/email.
Generating Reports	User guide	The Web Recruitment system provides standard vacancy reports for applicant and referee details (for example, for use in mail merges or for email lists). This document describes the standard reports and how to generate them. It also describes how to use the custom reporting tool built into the application.
Managing Offers	Quick reference	This is a two page pictorial overview of the end-to-end offer and appointment process. It is intended for users who do not require the level of detail provided by the step-by-step instructions in the user guide below.
Managing Offers	User guide	This guide describes the process of making an offer, generating an offer letter, recording offer outcomes and entering additional information so that an electronic appointment request can be made to the HR New Appointment team. This process replaces the need for departments/institutions to use the CHRIS Recruitment Module and CHRIS 10(A) form for most appointments. The guide also provides a summary of how to request Tier 2 CoS information; full details are in the CoS guide.
Overview of the Applicant Process	User guide	A guide for internal users of the Web Recruitment System that describes the process of making an online application from the applicant's perspective.
Applicant Frequently Asked Questions (FAQs)	FAQs	This document details common queries from applicants that have been reported through the CHRIS Helpdesk, in the applicant survey and to vacancy contacts within departments/institutions.
Administrator Frequently Asked Questions (FAQs)	FAQs	This document details common queries from recruiters, selectors and vacancy administrators reported through the CHRIS Helpdesk, in the department/institution benefits survey and system demonstrations.
Processing Appointment Requests	User guide	This guide is for the HR New Appointment team and describes how to find, check and process Appointment Requests from departments/institutions.

3. Selectors – How to view applications for a vacancy

3.1   Receiving an application pack by e-mail

If it has been agreed with the administrator for your vacancy that an application pack will be provided to you electronically, you will receive one or more emails in your inbox. Each email will have a PDF attached, which will contain the applications of individuals being considered at the selection stage currently in progress. When opened, it will look similar to the example below.

The type of application form will be either a CHRIS/5 Application for Employment or CHRIS/6 Cover Sheet for CVs. Where a CHRIS/6 has been used, applicants will have also been asked in the advert or HR7 Further Information document to upload supporting documents such as a CV, covering letter and (where applicable) a research publication list. References may also be included in the application pack where these have been received from referees and are to be used as part of the selection process (please see the Request references section of the Recruitment Guidance for information on when references should be used in the selection process and how to assess them). Supporting documents for an applicant will be included in the application pack after their CHRIS/6 form.

The type of form used will be in accordance with existing University policy (please see 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 so the vacancy administrator will have had the option of stating the required form for this type of vacancy.

Please note that it is not possible for applicants applying using a CHRIS/5 to upload any supporting documents.

All attachments are converted to PDF format when an applicant submits them and so should be viewable regardless of the type of computer you are using. If you have any issues with viewing attachments within a pack, please contact the CHRIS Helpdesk on (01223 7) 60999 or via chris.helpdesk@admin.cam.ac.uk.

Note: As the CHRIS/5 form is five pages in length an additional blank page has been appended to the back of the application form so that if a pack is printed a second applicant's data is not on the back of the first applicant's form.

Note: Email systems often have a maximum size limit on the size of attachments. This means that you may have been sent multiple emails, each with a separate PDF file.

3.2   Viewing applicants with Web Recruitment

3.2.1 Logging in

1.   Use your Internet browser to go to **https://hrsystems.admin.cam.ac.uk/hr-admin-ui/**

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

Tip: The system can also be found on the HR Systems home page at:

http://www.hrsystems.admin.cam.ac.uk

The screen below will be displayed.

2.   Click on the link **Log-in with Raven** button to access the system.
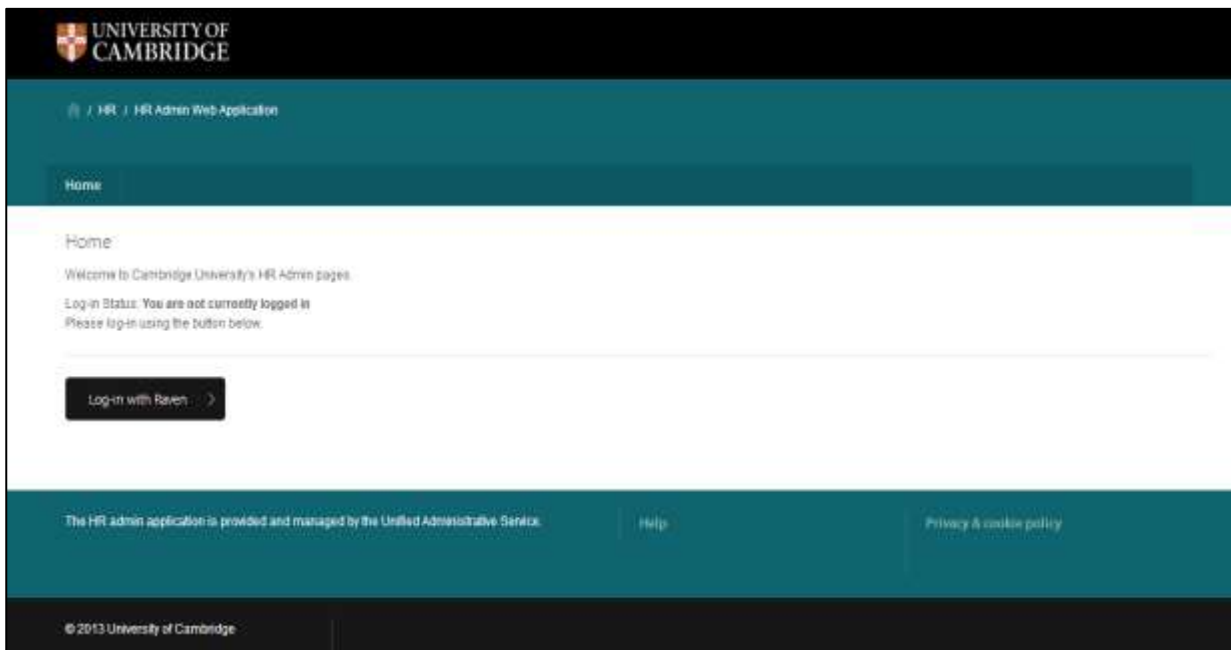
3. Enter your Raven user-id and password.
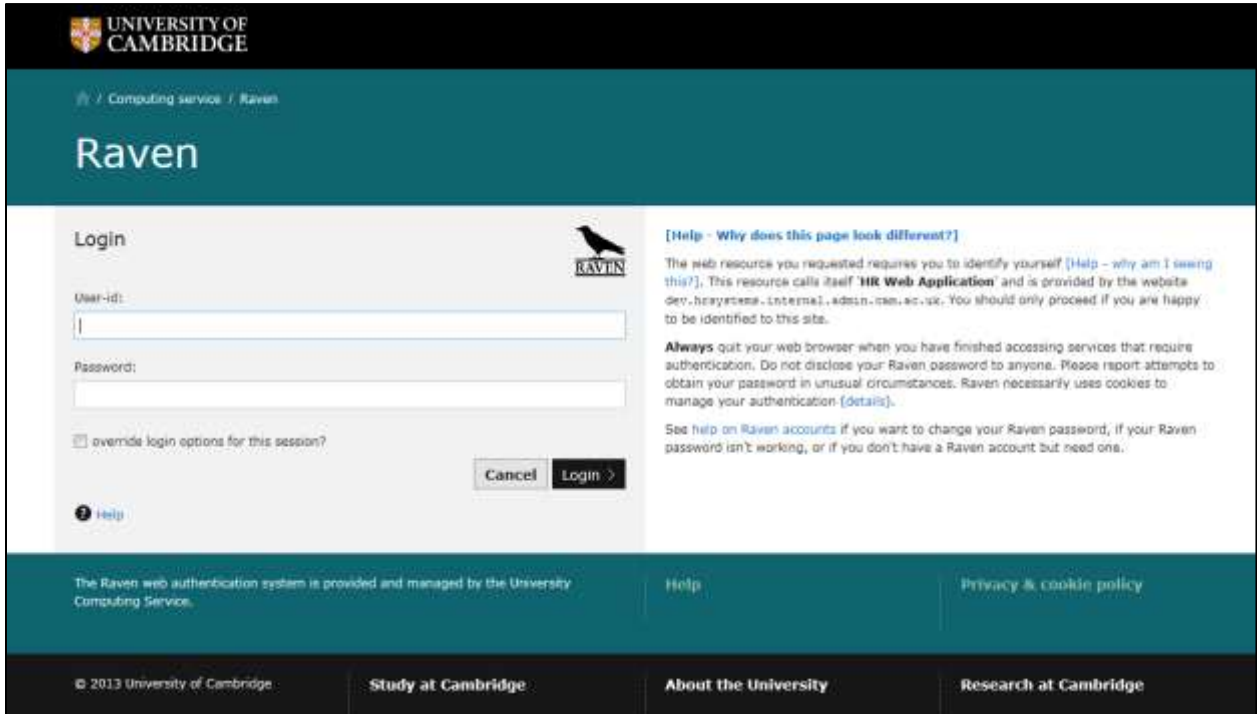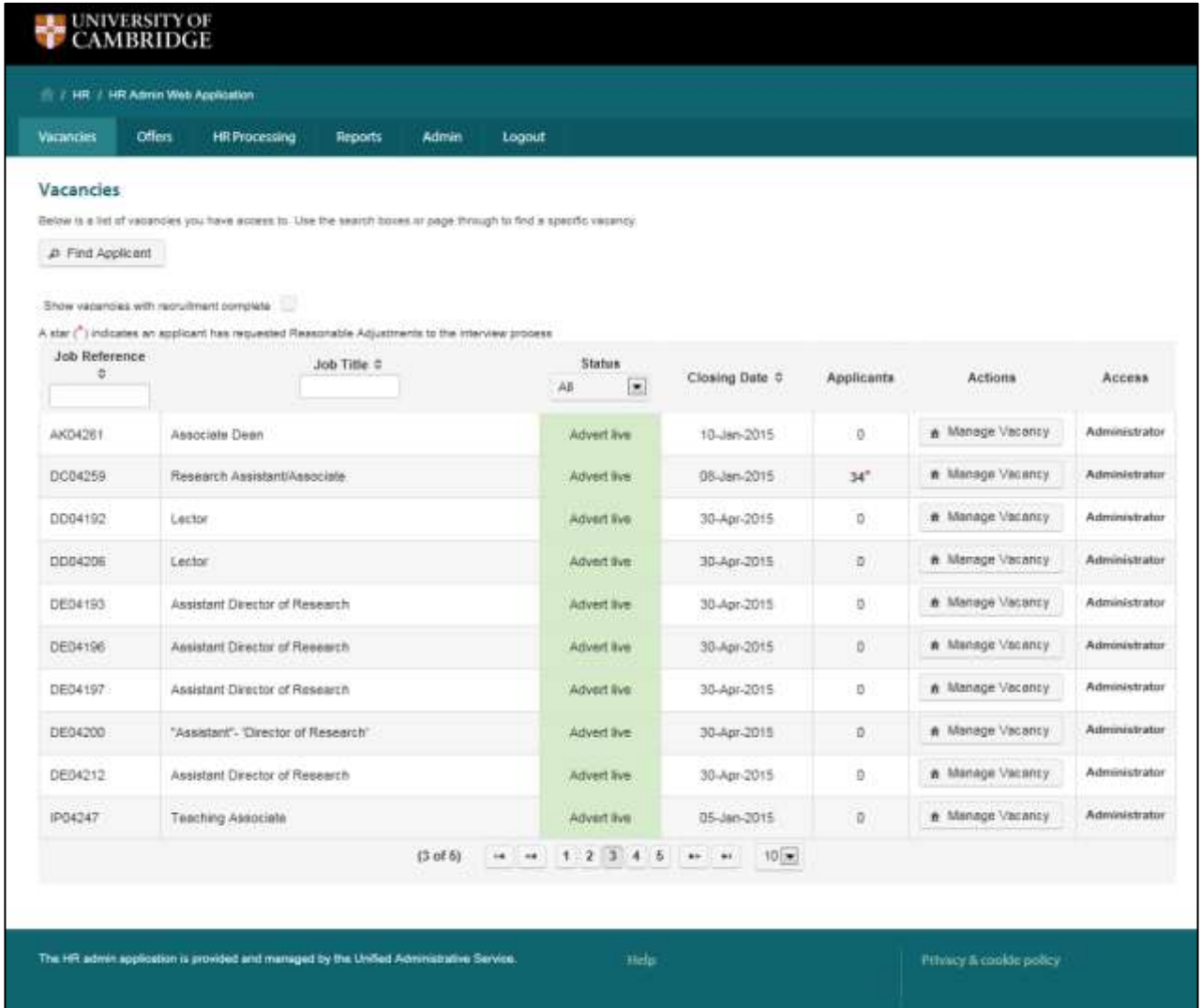
The system will use your Raven user-id to identify which vacancies should be displayed to you. Access to vacancies is controlled at department/institution level. If you cannot view a vacancy you believe you should be able to see, please contact your departmental administrator.
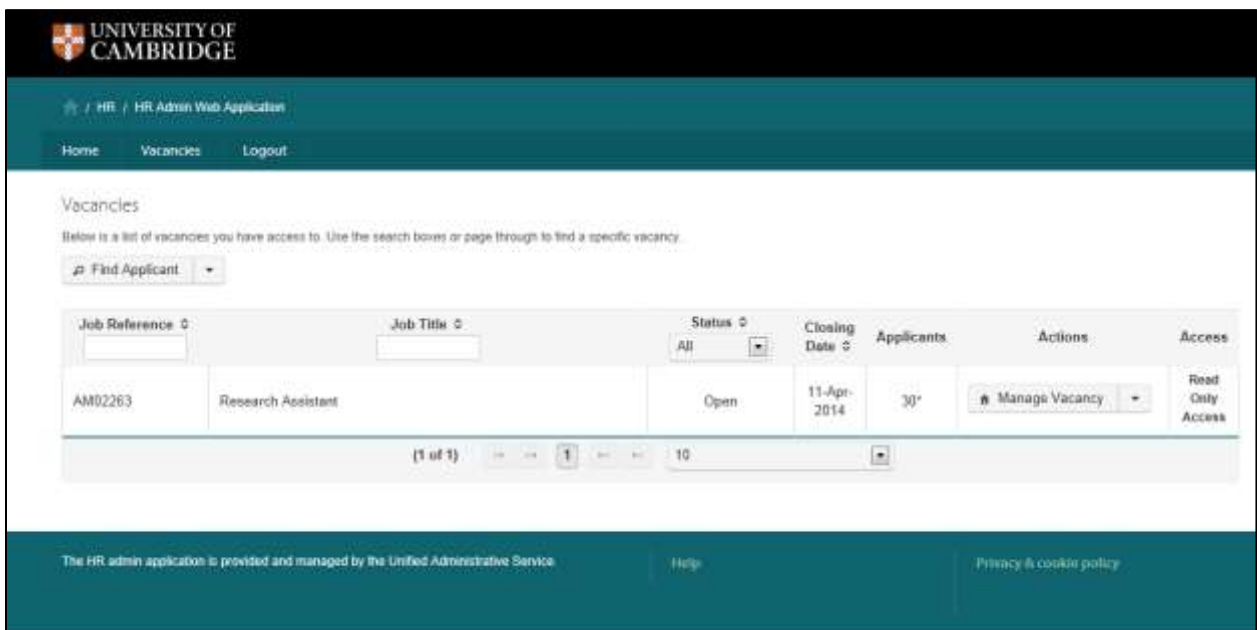
3.2.2 Viewing Applications
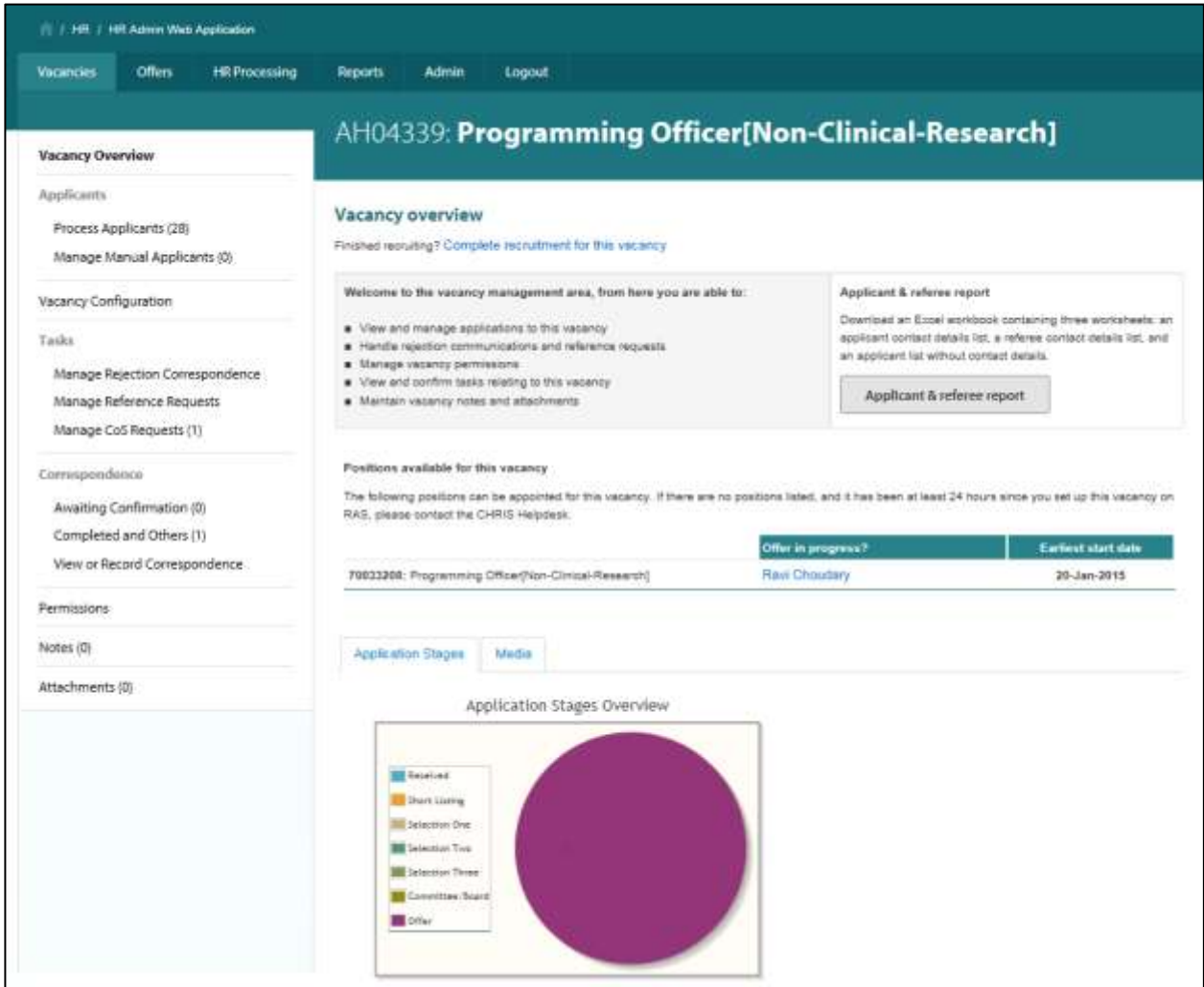
1. Click on the **Manage Vacancy** button to see the applicants for the vacancy:

The **Vacancy Overview** Screen will be displayed:

2. Select **Process Applicants**:

3. Select the tab that reflects the selection stage you are participating in:

This will display those applicants who you need to review for that stage of the process:

Note: A number of departments/institutions provided feedback that they want to be able to view applications as soon as they are submitted so that short-listing can be conducted on a staggered basis. The system has been designed to meet this requirement but you should be aware that this means that:

- Appointing bodies must carry out benchmarking once the closing date has passed to ensure that they have assessed all applications consistently. Only then should applicants be informed of the results.
- Applicants cannot amend their application themselves once they have submitted it. Departments/Institutions can add notes and amend appropriate details before transferring a successful applicant to CHRIS. Refer to the full Web Recruitment User Guide for details.

4. To view an application individually, click on the **Download** button next to the applicant's name.

5. Some web browsers will ask for confirmation before opening the file. For example, some versions of Internet Explorer will show the message below. Click **Open** to view the application form.

6. A PDF file containing the application will be displayed, which will include the application form and, in the case of a CHRIS/6 form, any attachments such as CVs or covering letters:

The PDF can be printed using **File/Print.**

7. If you want to download the applications of multiple applicants simultaneously, then use the tick boxes next to the relevant applicants' names:

8. Next, click the **Download Applications** button:

A PDF file with all the application forms and attachments will then be available for viewing.

To look at a book marked version of the pdf (which will make it easier to navigate between different applicants and their documents), click on the bookmark icon in the left hand menu as shown below:
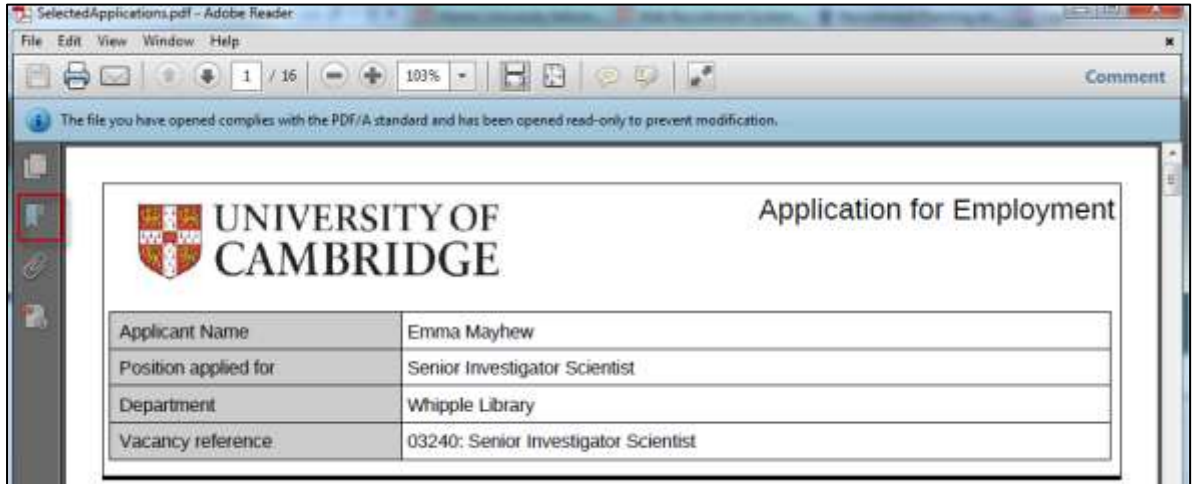
You can then see the documents in the pack listed separately by candidate:
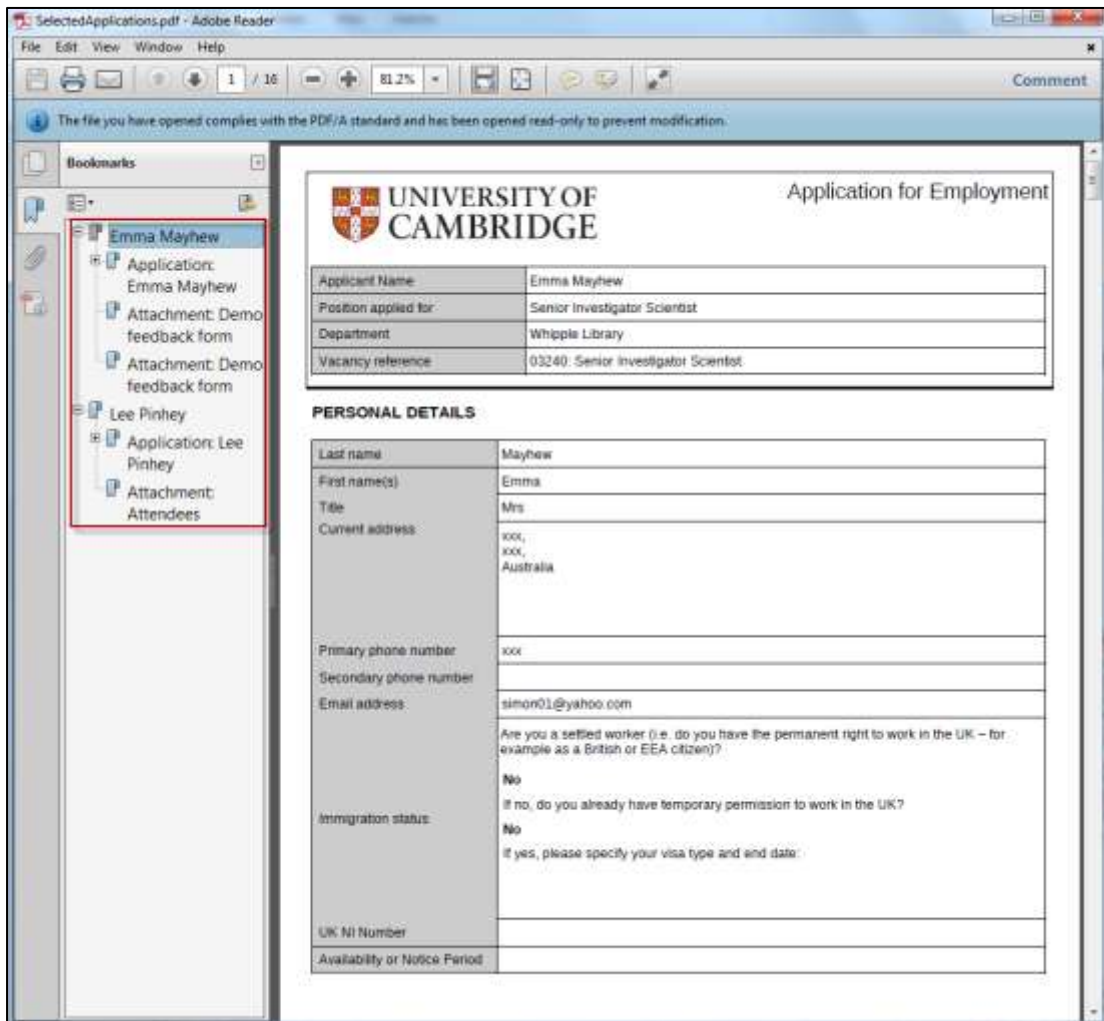
You can click on any applicant or document to go directly to their application form or attachments:

3.2.3 Searching for an applicant

Use the Candidate name search box to search for a specific candidate, this will filter applicants as you type, there is no need to press the Enter key.
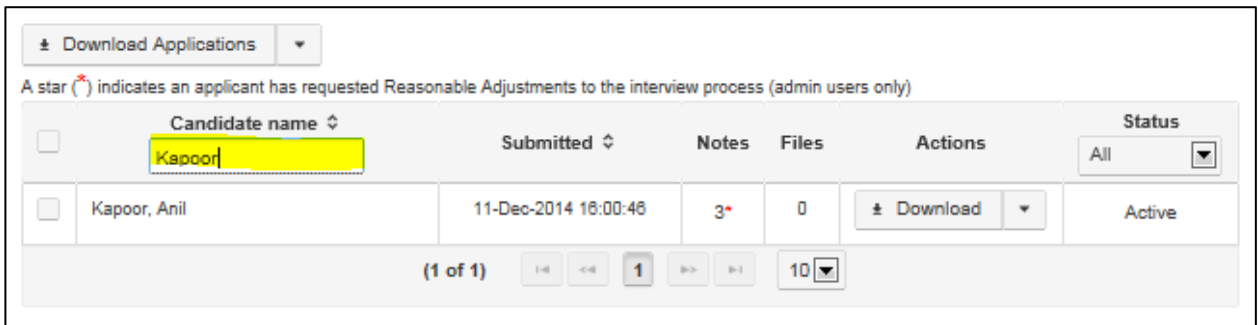
3.2.4 Viewing an applicant's notes and attachments

Where notes and/or attachments have been added to an applicant, you can view these using the Actions drop down for the relevant person. You will also be able to add attachments and notes to a vacancy yourself if you have Write access to the system; please see the full Web Recruitment User Guide for further details.

1. To view any attachments click on the down arrow box and select the action **Admin Attachments**
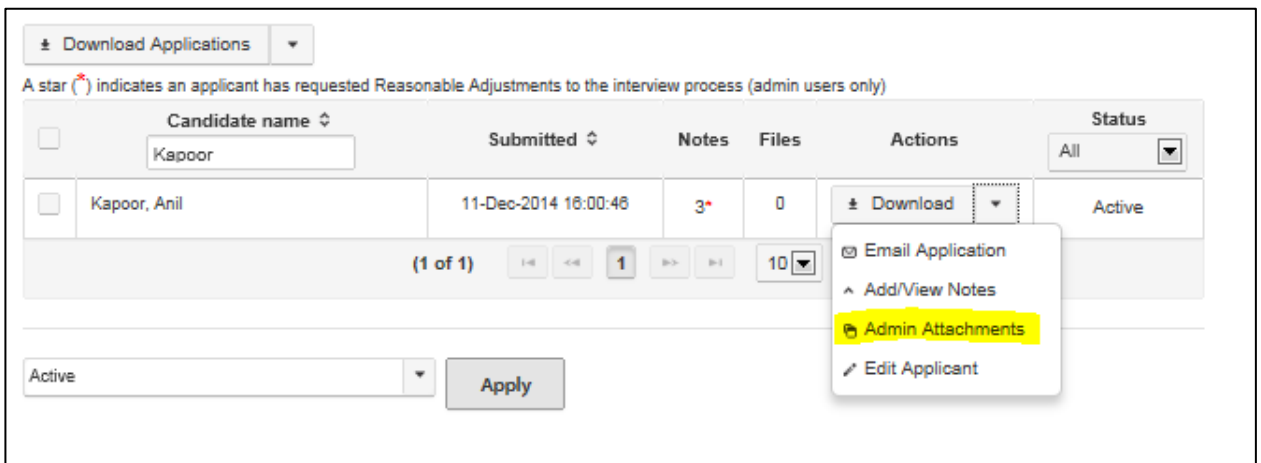
This will display a list of any attachments that administrators have added to the applicant's record for this vacancy.

Applicant admin attachments

You can upload documents which relate specifically to this applicant, such as a record of any interview notes or assessment scores. These documents will not combined with the candidate's application to form part of the application pack. Select the documents and press the upload button. The following file types are supported: *.pdf (preferred), *.doc, *.docx, *.ppt, *.pptx, *.txt, *.rtf.

Please note that for security and compatibility all documents are converted to PDF format.

If you have read-only access to this vacancy then you will be able to view attachments but not upload or delete them.

+ Choose   ⤴ Upload   ⊘ Cancel

Time	Filename	Action
2014-03-13T18:37:54.000	HR10 Assessment Record	Download File ▾

File Attachment Window   close

Click on the **Download File** button next to the attachment you wish to view and this will be displayed as a pdf.

2. To view any notes click on the down arrow box and select the action **Add/View Notes.**

± Download Applications ▾

A star (*) indicates an applicant has requested Reasonable Adjustments to the interview process (admin users only)

	Candidate name ⇕	Submitted ⇕	Notes	Files	Actions	Status
	Kapoor					All ▾
☐	Kapoor, Anil	11-Dec-2014 16:00:46	3*	0	± Download ▾	Active

(1 of 1) |◁ ◁◁ **1** ▷▷ ▷| 10 ▾

☑ Email Application
▴ Add/View Notes
🖶 Admin Attachments
✎ Edit Applicant

Active ▾   **Apply**

This will display a list of any notes that administrators have added to the applicant's record for this vacancy.

Application notes

These notes provide a history of the application - they are an auditable trail and can be used to note changes to the applicants details, interview notes or other relevant information.
Please describe the source of the comments (eg phone conversation with applicant, notes from interview panel etc)

Note that any notes made here are subject to the Data Protection Act, and are disclosable to the applicant.

If you have read-only access to this vacancy then you will be able to view application notes but not add or edit them.

New Note (1000 characters remaining)

∧ Add Note

Date	Added by	Added to	
24-Jan-2014 10:38:53	auma2	Application	Applicant stage changed from Received to Selection 1 by auma2
11-Feb-2014 10:25:03	auma2	Application	Attended interview on 6 February 2014
11-Feb-2014 10:30:54	auma2	Application	Applicant status changed from Active to Rejected by auma2
24-Feb-2014 09:55:32	auma2	Application	Interview notes - 6 February 2014 Very enthusiastic and willing to learn; Intereste

You can then see the notes, or add a new note, if you have Write access, by typing in the **New Note** box and clicking on **Add Note**.

3.2.5 Viewing the Vacancy Details

1. To view the advert details for a vacancy, Select the drop down arrow to the right of Download Applications and select **View Advert**.
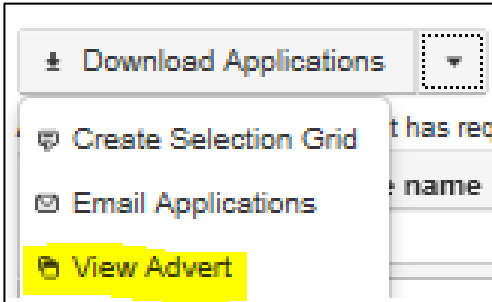
2. This will display the text of the University Job Opportunities advert, and any HR7 Further Information document published with it.

AM02263 Research Assistant   ✕

Job ref : AM02263
Post Title : Assistant post
Title : UAS - 21 (Maternity Cover)
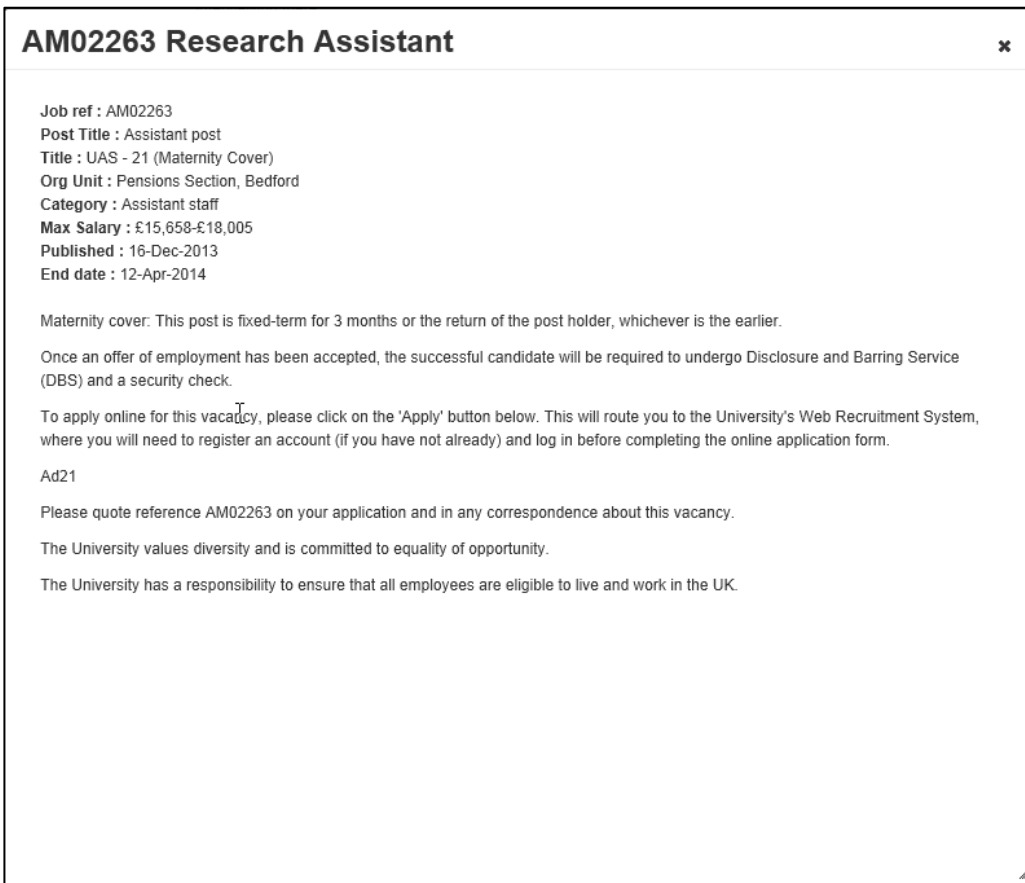**Org Unit :** Pensions Section, Bedford
Category : Assistant staff
Max Salary : £15,658-£18,005
Published : 16-Dec-2013
End date : 12-Apr-2014

Maternity cover: This post is fixed-term for 3 months or the return of the post holder, whichever is the earlier.

Once an offer of employment has been accepted, the successful candidate will be required to undergo Disclosure and Barring Service (DBS) and a security check.

To apply online for this vacancy, please click on the 'Apply' button below. This will route you to the University's Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form.

Ad21

Please quote reference AM02263 on your application and in any correspondence about this vacancy.

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

The University has a responsibility to ensure that all employees are eligible to live and work in the UK.

3.2.6 Creating a Selection Grid

You can also generate a selection grid similar to the HR11 form. This will be pre-filled with the names of your applicants at the stage you choose to select and you can then use it to record a summary of the assessments and decisions made.
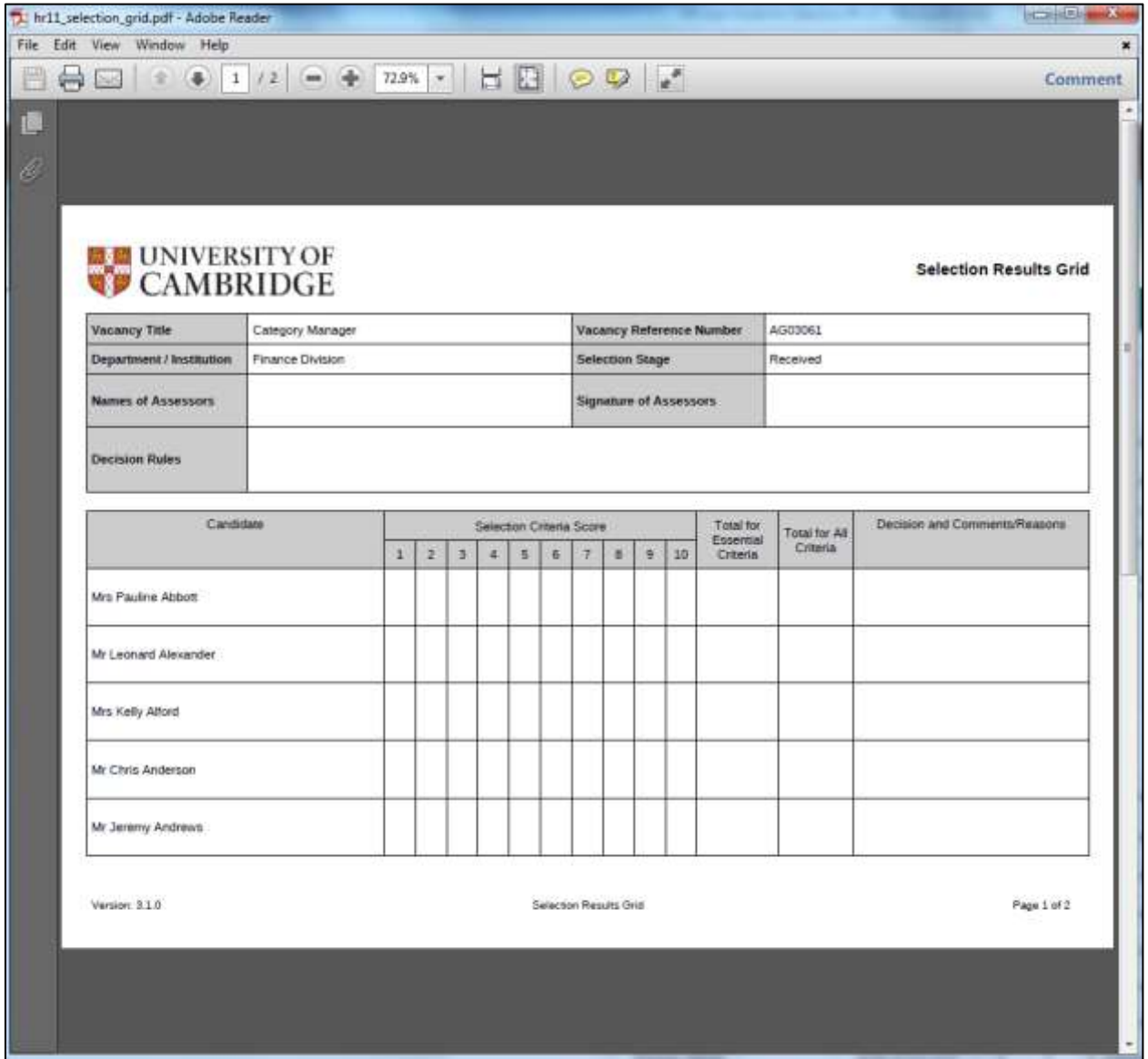
1. To create a selection grid, select the drop down arrow to the right of Download Applications and select **Create Selection Grid:**
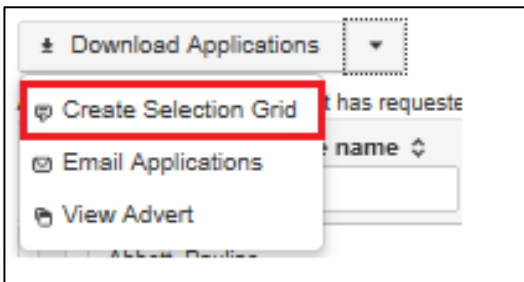
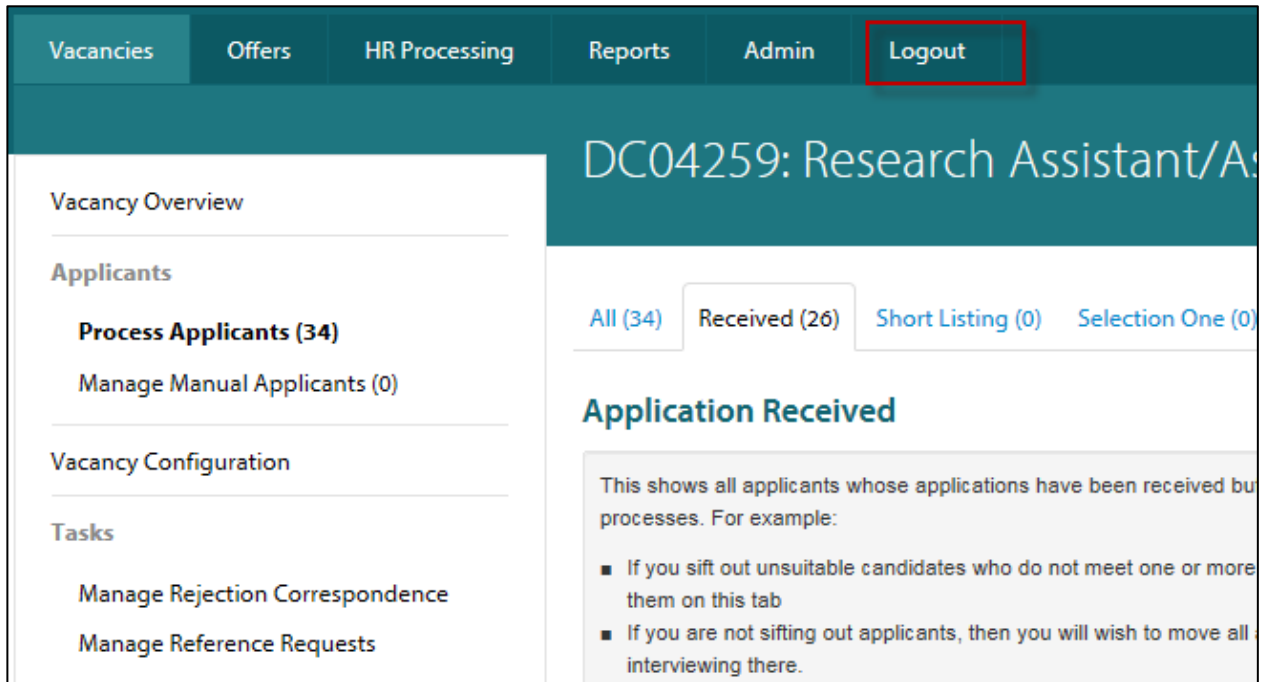2. Select the format for the grid and then click on '**Generate Report**':
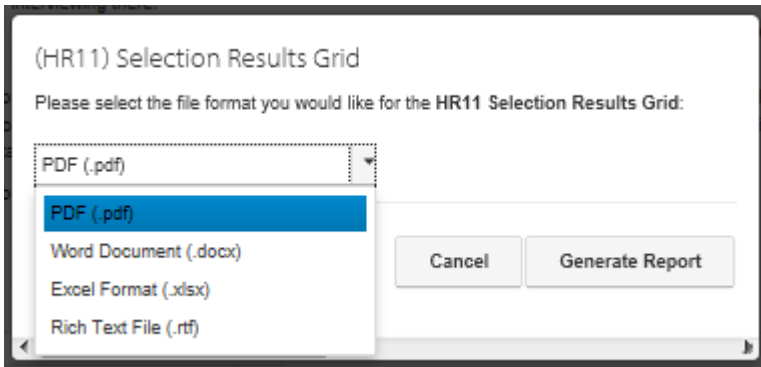
This will display the selection grid in the format you selected:

You can now save or print the grid for use in the selection process.

4. Logging Out

1. Click on **Logout**; this option is available on all screens:

2. The application will then log you out of the system and display the main login screen: