



Web Recruitment Release 4, January 2015

Reporting in Web Recruitment

HR Systems



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1. Web Recruitment – Introduction to Release 4

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

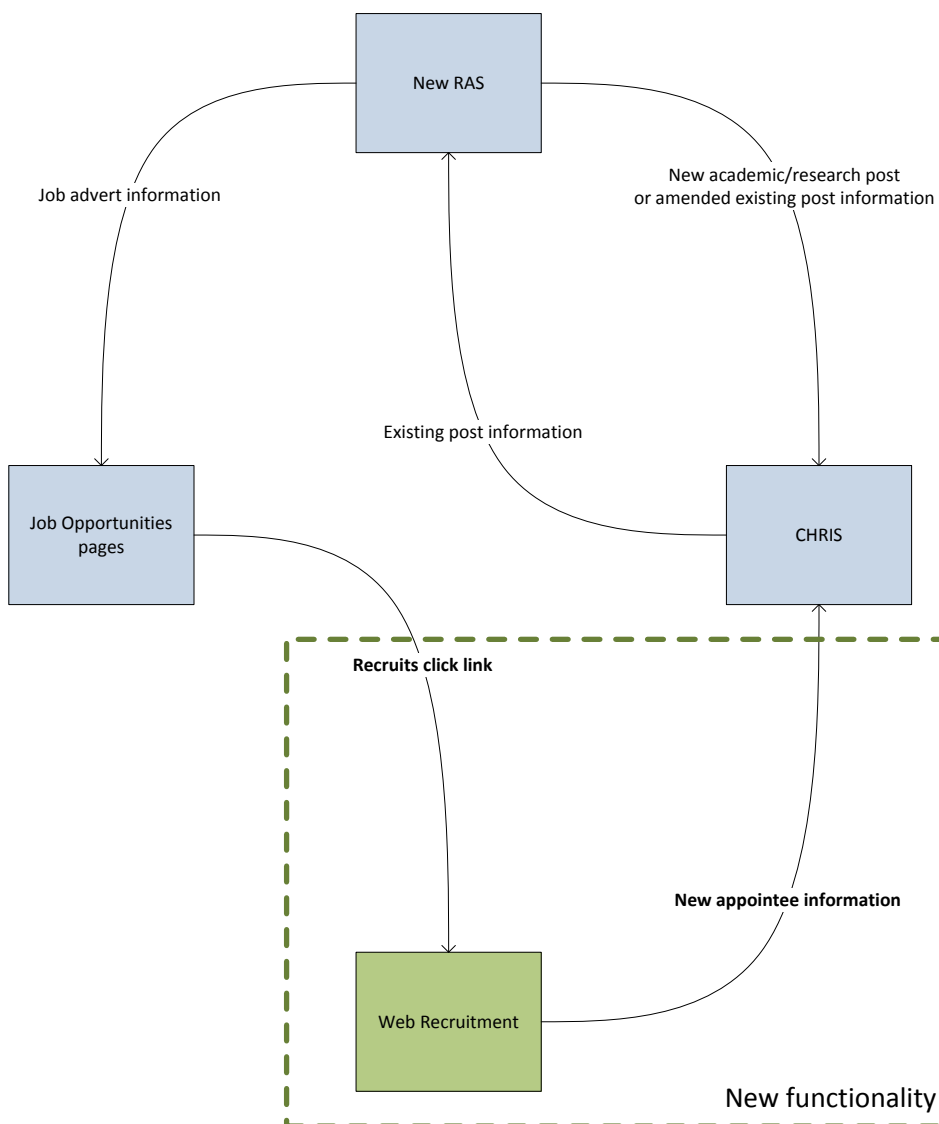


system. The supporting documents cover sheet can then be downloaded and attached to supporting documents and returned to the HR New Appointment Team for processing.

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





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. Generating Applicant and Referee Reports

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

- Mail merging correspondence not yet generated within the System (e.g. HR13 Invite to interview letters);
- Circulating lists to selectors/appointing bodies; and
- As a basis for a selection results grid (similar to the existing HR11 Selection Results template except that it is pre-filled with applicant names).

3.1 Accessing the reports

The reports can be accessed from two different places from within Web Recruitment, as detailed below.

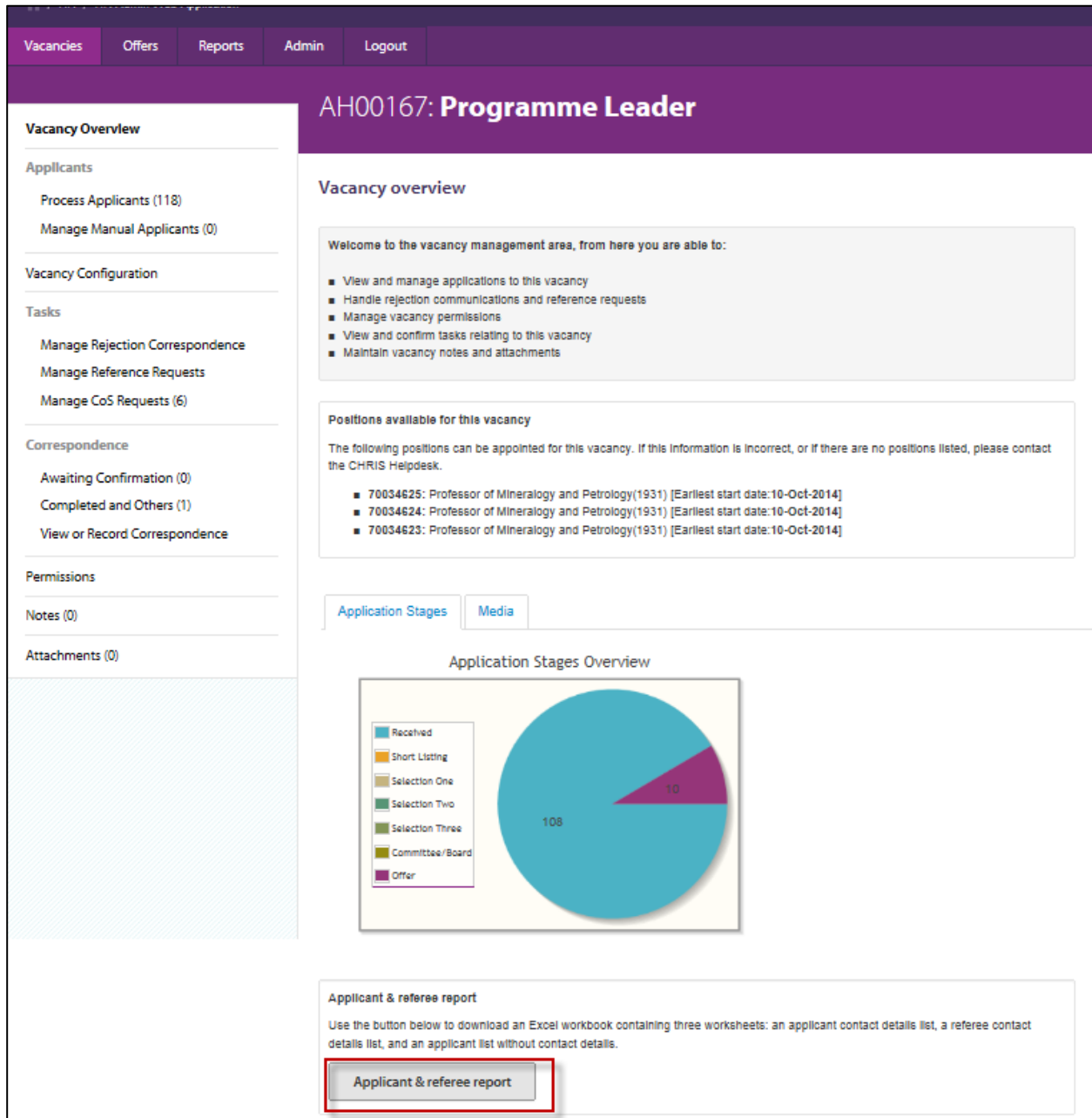
3.1.1 Running standard reports for a selected vacancy

Select a vacancy and click on **Manage Vacancy**.

The screenshot shows the 'Vacancies' section of the HR Admin Web Application. It includes a navigation menu with 'Vacancies', 'Offers', 'Reports', 'Admin', and 'Logout'. Below the menu, there are search and filter options, including a 'Find Applicant' button and a checkbox for 'Show vacancies with recruitment complete'. A table lists various vacancies with columns for Job Reference, Job Title, Status, Closing Date, Applicants, Actions, and Access. The 'AH00167' vacancy is highlighted, and its 'Manage Vacancy' button is circled in red.

Job Reference	Job Title	Status	Closing Date	Applicants	Actions	Access
00275	Language Teaching Officer	Advert closed	04-Jan-2015	0	Manage Vacancy	Administrator
00364	Senior Investigator Scientist	Advert live	16-Jan-2015	0	Manage Vacancy	Administrator
00373	Investigator Scientist	Advert live	22-Jan-2015	0	Manage Vacancy	Administrator
00375	Investigator Scientist	Advert live	22-Jan-2015	0	Manage Vacancy	Administrator
00378	Principal Research Administrator	Advert live	22-Jan-2015	0	Manage Vacancy	Administrator
AH00167	Programme Leader	Advert live	17-Dec-2025	118*	Manage Vacancy	Administrator
AH00168	Programme Leader	Advert live	22-Dec-2021	16*	Manage Vacancy	Administrator
AH00201	Programme Leader	Advert closed	22-Dec-2014	0	Manage Vacancy	Administrator
AH00202	Programme Leader	Advert closed	22-Dec-2014	0	Manage Vacancy	Administrator
AH00204	Programme Leader	Advert closed	22-Dec-2014	0	Manage Vacancy	Administrator

From the Vacancy Overview screen click on the **Applicant and referee report** button.



Vacancies | Offers | Reports | Admin | Logout

AH00167: Programme Leader

Vacancy Overview

Applicants
 Process Applicants (118)
 Manage Manual Applicants (0)

Vacancy Configuration

Tasks
 Manage Rejection Correspondence
 Manage Reference Requests
 Manage CoS Requests (6)

Correspondence
 Awaiting Confirmation (0)
 Completed and Others (1)
 View or Record Correspondence

Permissions

Notes (0)

Attachments (0)

Vacancy overview

Welcome to the vacancy management area, from here you are able to:

- View and manage applications to this vacancy
- Handle rejection communications and reference requests
- Manage vacancy permissions
- View and confirm tasks relating to this vacancy
- Maintain vacancy notes and attachments

Positions available for this vacancy

The following positions can be appointed for this vacancy. If this information is incorrect, or if there are no positions listed, please contact the CHRIS Helpdesk.

- 70034625: Professor of Mineralogy and Petrology(1931) [Earliest start date:10-Oct-2014]
- 70034624: Professor of Mineralogy and Petrology(1931) [Earliest start date:10-Oct-2014]
- 70034623: Professor of Mineralogy and Petrology(1931) [Earliest start date:10-Oct-2014]

Application Stages | Media

Application Stages Overview

Stage	Count
Received	108
Short Listing	0
Selection One	0
Selection Two	0
Selection Three	0
Committee/Board	0
Offer	10

Applicant & referee report

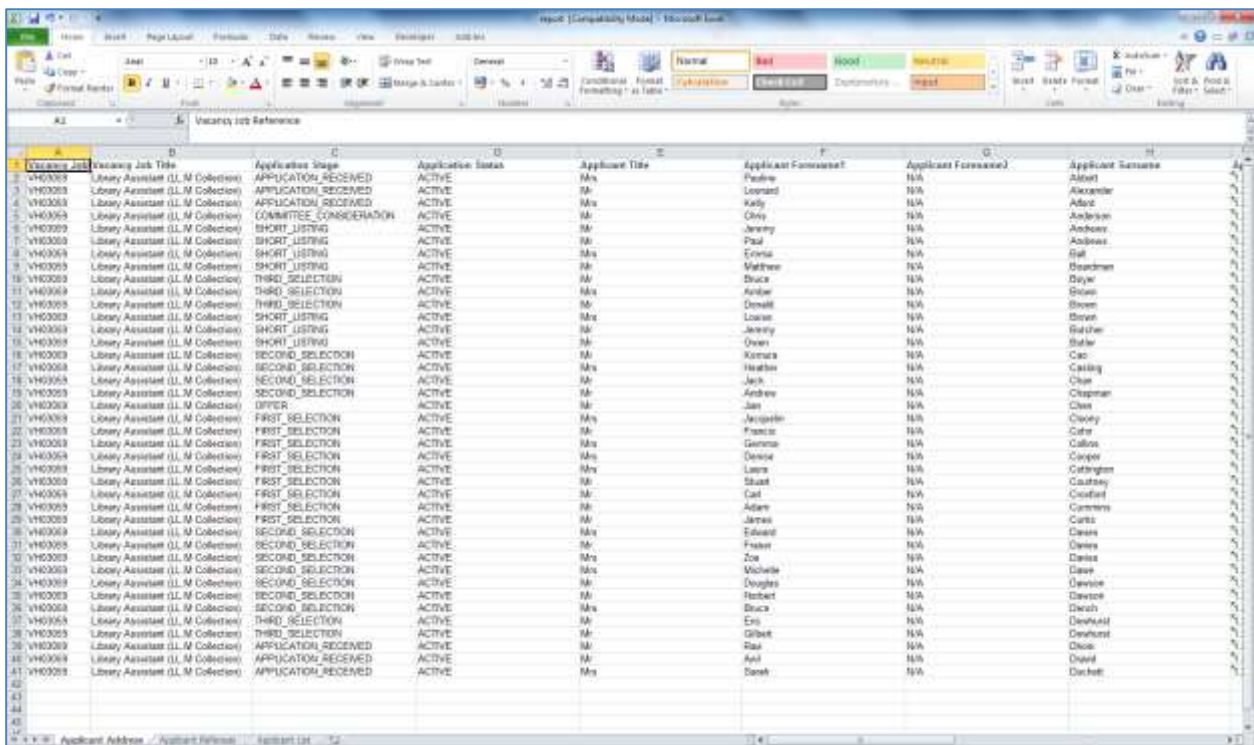
Use the button below to download an Excel workbook containing three worksheets: an applicant contact details list, a referee contact details list, and an applicant list without contact details.

Applicant & referee report

Depending upon your browser settings, you may be prompted to save or open the exported Excel report.



If you chose to open the report it will be displayed on the screen as follows:



Vacancy Job Title	Application Stage	Application Status	Applicant Title	Applicant Forename1	Applicant Forename2	Applicant Surname
1. YH03003 Library Assistant (LLM Collection)	APPLICATION RECEIVED	ACTIVE	Mrs Pauline	NA	NA	Blair
3. YH03003 Library Assistant (LLM Collection)	APPLICATION RECEIVED	ACTIVE	Mr Leonard	NA	NA	Alexander
4. YH03003 Library Assistant (LLM Collection)	APPLICATION RECEIVED	ACTIVE	Mrs Kelly	NA	NA	Adair
5. YH03003 Library Assistant (LLM Collection)	COMMITTEE CONSIDERATION	ACTIVE	Mr Gary	NA	NA	Anderson
6. YH03003 Library Assistant (LLM Collection)	SHORT LISTING	ACTIVE	Mr Jeremy	NA	NA	Anthony
7. YH03003 Library Assistant (LLM Collection)	SHORT LISTING	ACTIVE	Mr Paul	NA	NA	Andrew
8. YH03003 Library Assistant (LLM Collection)	SHORT LISTING	ACTIVE	Mrs Emma	NA	NA	Bell
9. YH03003 Library Assistant (LLM Collection)	SHORT LISTING	ACTIVE	Mr Matthew	NA	NA	Broadman
10. YH03003 Library Assistant (LLM Collection)	THIRD SELECTION	ACTIVE	Mr Bruce	NA	NA	Boyer
11. YH03003 Library Assistant (LLM Collection)	THIRD SELECTION	ACTIVE	Mrs Amber	NA	NA	Boys
12. YH03003 Library Assistant (LLM Collection)	THIRD SELECTION	ACTIVE	Mr Donald	NA	NA	Brown
13. YH03003 Library Assistant (LLM Collection)	SHORT LISTING	ACTIVE	Mrs Louise	NA	NA	Brown
14. YH03003 Library Assistant (LLM Collection)	SHORT LISTING	ACTIVE	Mr Jeremy	NA	NA	Bulmer
15. YH03003 Library Assistant (LLM Collection)	SHORT LISTING	ACTIVE	Mr Owen	NA	NA	Burke
16. YH03003 Library Assistant (LLM Collection)	SECOND SELECTION	ACTIVE	Mr Katrina	NA	NA	Cap
17. YH03003 Library Assistant (LLM Collection)	SECOND SELECTION	ACTIVE	Mrs Heather	NA	NA	Carping
18. YH03003 Library Assistant (LLM Collection)	SECOND SELECTION	ACTIVE	Mr Jack	NA	NA	Chap
19. YH03003 Library Assistant (LLM Collection)	SECOND SELECTION	ACTIVE	Mr Andrew	NA	NA	Chapman
20. YH03003 Library Assistant (LLM Collection)	FIRST SELECTION	ACTIVE	Mr Jan	NA	NA	Chen
21. YH03003 Library Assistant (LLM Collection)	FIRST SELECTION	ACTIVE	Mrs Jacqueline	NA	NA	Cherry
22. YH03003 Library Assistant (LLM Collection)	FIRST SELECTION	ACTIVE	Mrs Francis	NA	NA	Cole
23. YH03003 Library Assistant (LLM Collection)	FIRST SELECTION	ACTIVE	Mrs Gemma	NA	NA	Collins
24. YH03003 Library Assistant (LLM Collection)	FIRST SELECTION	ACTIVE	Mrs Denise	NA	NA	Conroy
25. YH03003 Library Assistant (LLM Collection)	FIRST SELECTION	ACTIVE	Mrs Laura	NA	NA	Cottingham
26. YH03003 Library Assistant (LLM Collection)	FIRST SELECTION	ACTIVE	Mr Stuart	NA	NA	Courtesy
27. YH03003 Library Assistant (LLM Collection)	FIRST SELECTION	ACTIVE	Mr Carl	NA	NA	Croft
28. YH03003 Library Assistant (LLM Collection)	FIRST SELECTION	ACTIVE	Mr Adam	NA	NA	Cyrenne
29. YH03003 Library Assistant (LLM Collection)	FIRST SELECTION	ACTIVE	Mr James	NA	NA	Curtis
30. YH03003 Library Assistant (LLM Collection)	SECOND SELECTION	ACTIVE	Mr Edward	NA	NA	Davies
31. YH03003 Library Assistant (LLM Collection)	SECOND SELECTION	ACTIVE	Mr Fabian	NA	NA	Davies
32. YH03003 Library Assistant (LLM Collection)	SECOND SELECTION	ACTIVE	Mrs Zoe	NA	NA	Davies
33. YH03003 Library Assistant (LLM Collection)	SECOND SELECTION	ACTIVE	Mrs Michelle	NA	NA	Dave
34. YH03003 Library Assistant (LLM Collection)	SECOND SELECTION	ACTIVE	Mrs Douglas	NA	NA	Devison
35. YH03003 Library Assistant (LLM Collection)	SECOND SELECTION	ACTIVE	Mr Herbert	NA	NA	Devore
36. YH03003 Library Assistant (LLM Collection)	SECOND SELECTION	ACTIVE	Mrs Bruce	NA	NA	Dieck
37. YH03003 Library Assistant (LLM Collection)	THIRD SELECTION	ACTIVE	Mr Eric	NA	NA	Donahue
38. YH03003 Library Assistant (LLM Collection)	THIRD SELECTION	ACTIVE	Mr Gilbert	NA	NA	Donohue
39. YH03003 Library Assistant (LLM Collection)	APPLICATION RECEIVED	ACTIVE	Mr Paul	NA	NA	Dick
40. YH03003 Library Assistant (LLM Collection)	APPLICATION RECEIVED	ACTIVE	Mr April	NA	NA	Dixon
41. YH03003 Library Assistant (LLM Collection)	APPLICATION RECEIVED	ACTIVE	Mrs Sarah	NA	NA	Duckett

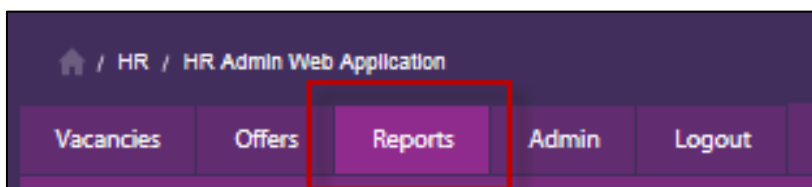
There are three tabs which show:

- Applicant address information,
- Applicant referee information, and
- A list of applicants with their associated stage of selection.

You can then save the report and reformat or edit in Excel as required.

3.1.2 Running custom reports for multiple vacancies

To create and run custom reports for multiple vacancies, you can click on the **Reports** tab at the top of the screen.



You will then be taken to the following reporting area:

Reporting Area

Reports

- Generate Report**
- Generate Selection Grid
- Manage Reports

Generate Report

Before generating a report for the first time, go to the **Manage Reports** section to specify which fields you need.

To generate a report, select the vacancies you want, pick one of your reports from the drop-down list and click **Generate custom report**. Standard reports for each vacancy are available on the vacancy's **Vacancy Overview**.

	Job Reference ↓	Job Title ↓	Status ↓	Closing Date ↓
<input type="checkbox"/>			All	
<input type="checkbox"/>	00275	Language Teaching Officer	Advert closed	04-Jan-2015
<input type="checkbox"/>	00364	Senior Investigator Scientist	Advert live	16-Jan-2015
<input type="checkbox"/>	00373	Investigator Scientist	Advert live	22-Jan-2015
<input type="checkbox"/>	00375	Investigator Scientist	Advert live	22-Jan-2015
<input type="checkbox"/>	00378	Principal Research Administrator	Advert live	22-Jan-2015
<input type="checkbox"/>	AH00167	Programme Leader	Advert live	17-Dec-2025
<input type="checkbox"/>	AH00168	Programme Leader	Advert live	22-Dec-2021
<input type="checkbox"/>	AH00201	Programme Leader	Advert closed	22-Dec-2014
<input type="checkbox"/>	AH00202	Programme Leader	Advert closed	22-Dec-2014
<input type="checkbox"/>	AH00204	Programme Leader	Advert closed	22-Dec-2014

(1 of 8) << < 1 2 3 4 5 6 7 8 > >> 10

i You need to define a report in the 'Manage Reports' area before you can run it.

--- Please select ---
Generate custom report

1) Click on **Manage Reports**.

Reporting Area

Reports

- Generate Report**
- Generate Selection Grid
- Manage Reports

Generate Report

Before generating a report for the first time, go to the **Manage Reports** section to specify which fields you need.

To generate a report, select the vacancies you want, pick one of your reports from the drop-down list and click **Generate custom report**. Standard reports for each vacancy are available on the vacancy's **Vacancy Overview**.

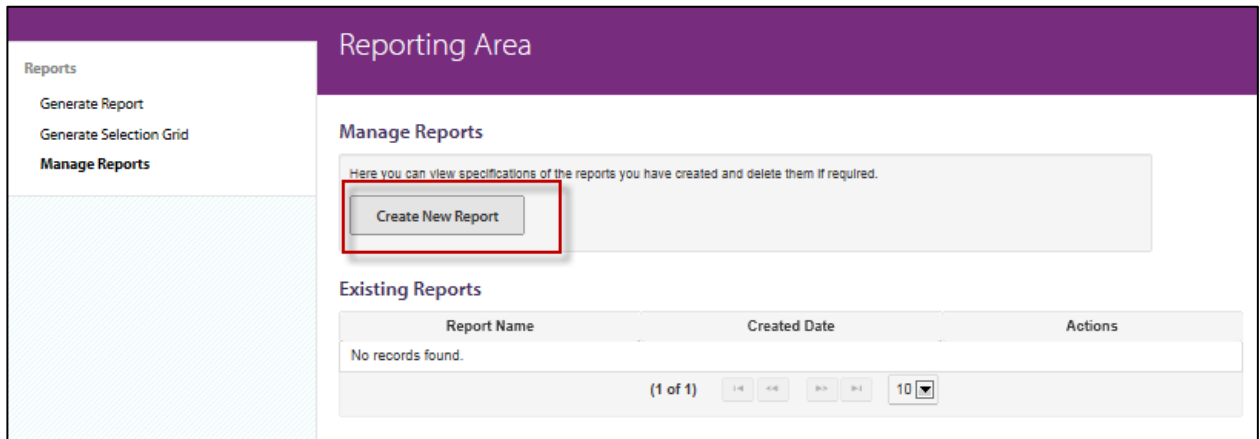
	Job Reference ↓	Job Title ↓	Status ↓	Closing Date ↓
<input type="checkbox"/>			All	
<input type="checkbox"/>	00275	Language Teaching Officer	Advert closed	04-Jan-2015
<input type="checkbox"/>	00364	Senior Investigator Scientist	Advert live	16-Jan-2015
<input type="checkbox"/>	00373	Investigator Scientist	Advert live	22-Jan-2015
<input type="checkbox"/>	00375	Investigator Scientist	Advert live	22-Jan-2015
<input type="checkbox"/>	00378	Principal Research Administrator	Advert live	22-Jan-2015
<input type="checkbox"/>	AH00167	Programme Leader	Advert live	17-Dec-2025
<input type="checkbox"/>	AH00168	Programme Leader	Advert live	22-Dec-2021
<input type="checkbox"/>	AH00201	Programme Leader	Advert closed	22-Dec-2014
<input type="checkbox"/>	AH00202	Programme Leader	Advert closed	22-Dec-2014
<input type="checkbox"/>	AH00204	Programme Leader	Advert closed	22-Dec-2014

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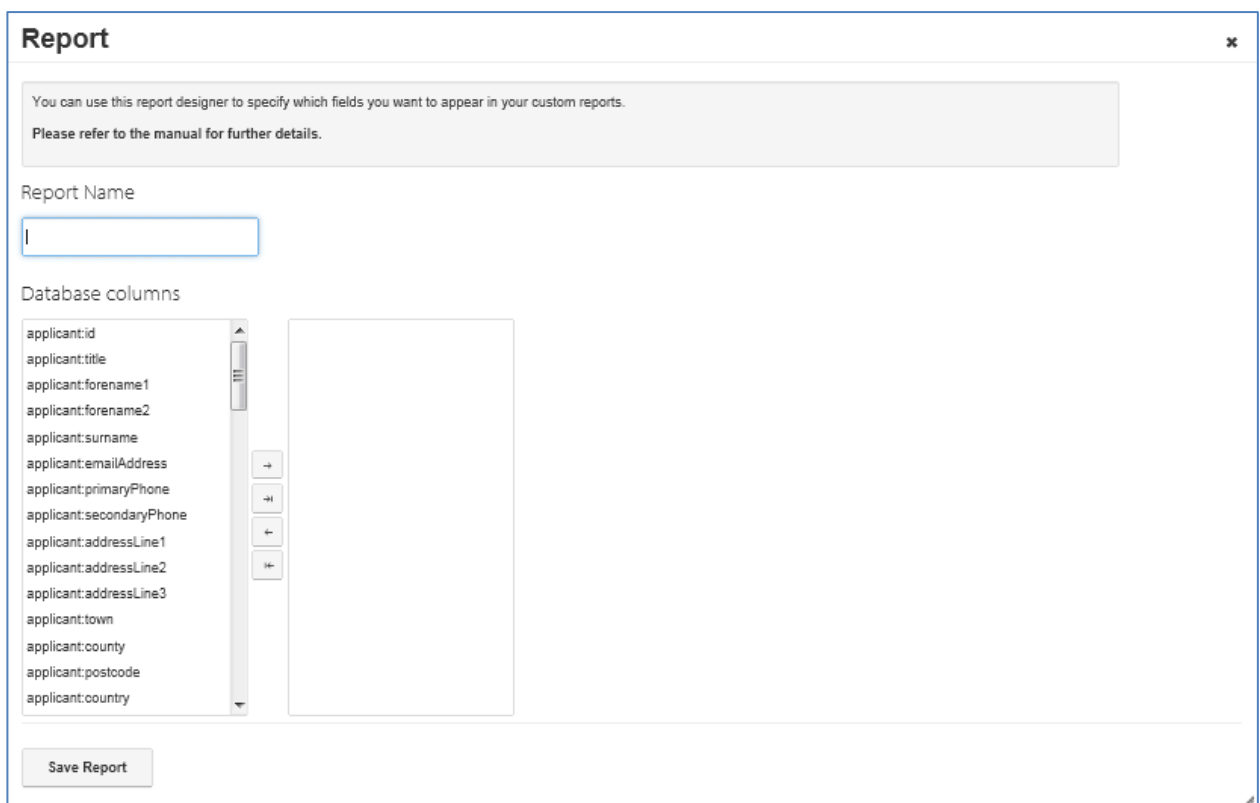
i You need to define a report in the 'Manage Reports' area before you can run it.

--- Please select ---
Generate custom report

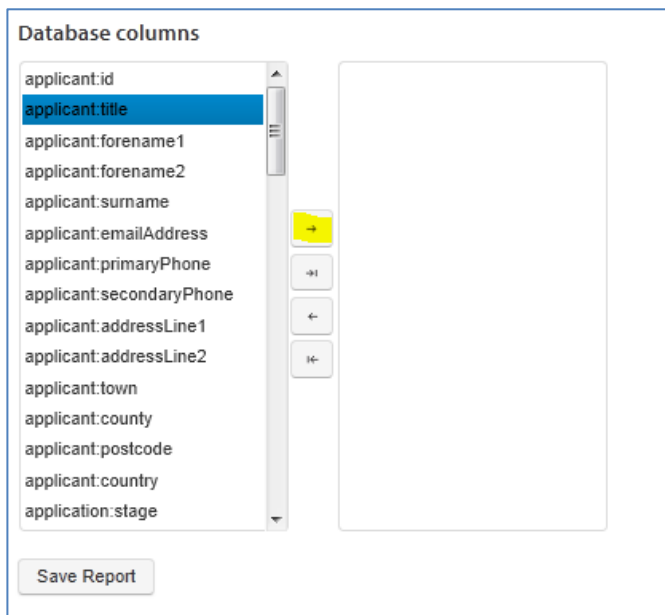
2) Click on the **Create New Report Button**.



3) The following screen will then be displayed:

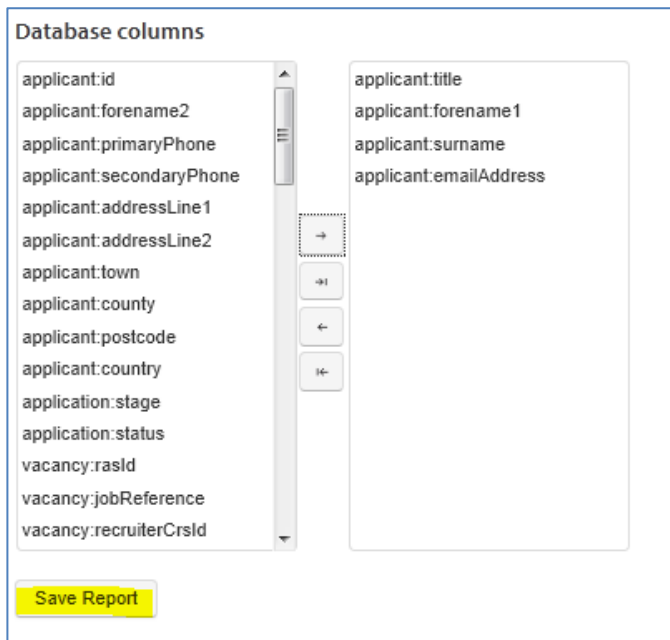



Type in a name for the report and then select the first field that you wish to include in your report from the left-hand pane. Click on the right arrow to include the field in the report.



It will move into the right hand panel.

- 4) Repeat for any additional fields and, once you have added all those you require, click on **Save Report**.

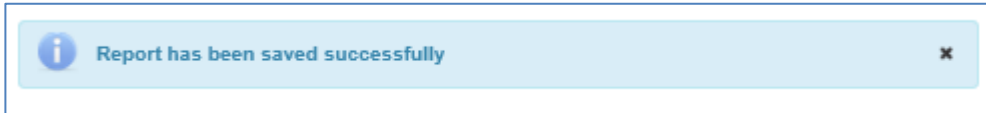


Note: If you make a mistake, you can select the field in error in the right hand panel then click on the left arrow to remove it: 



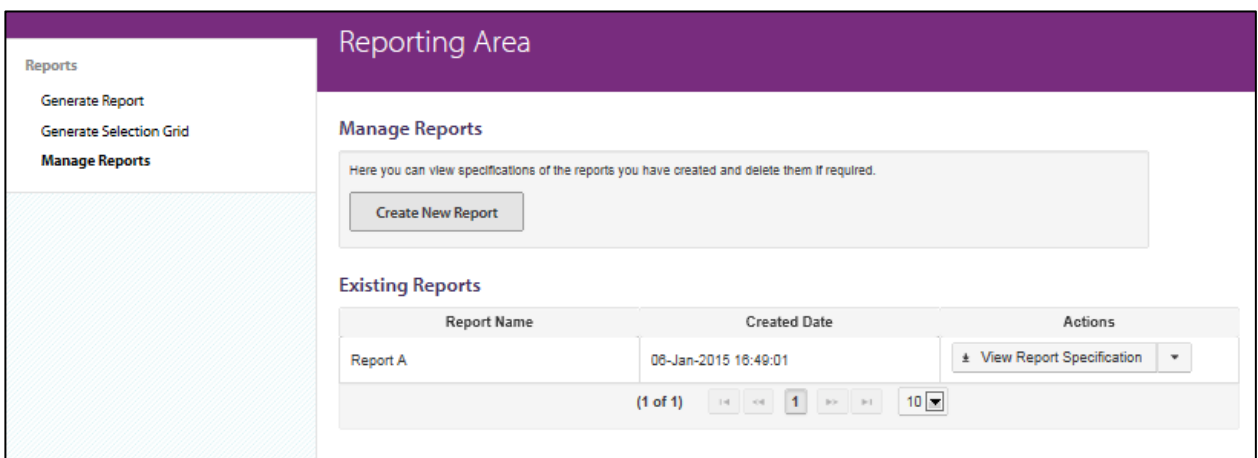
Note: The other two arrows   can be used to add and remove all fields.

- 5) You will receive a message that the report has been saved successfully.

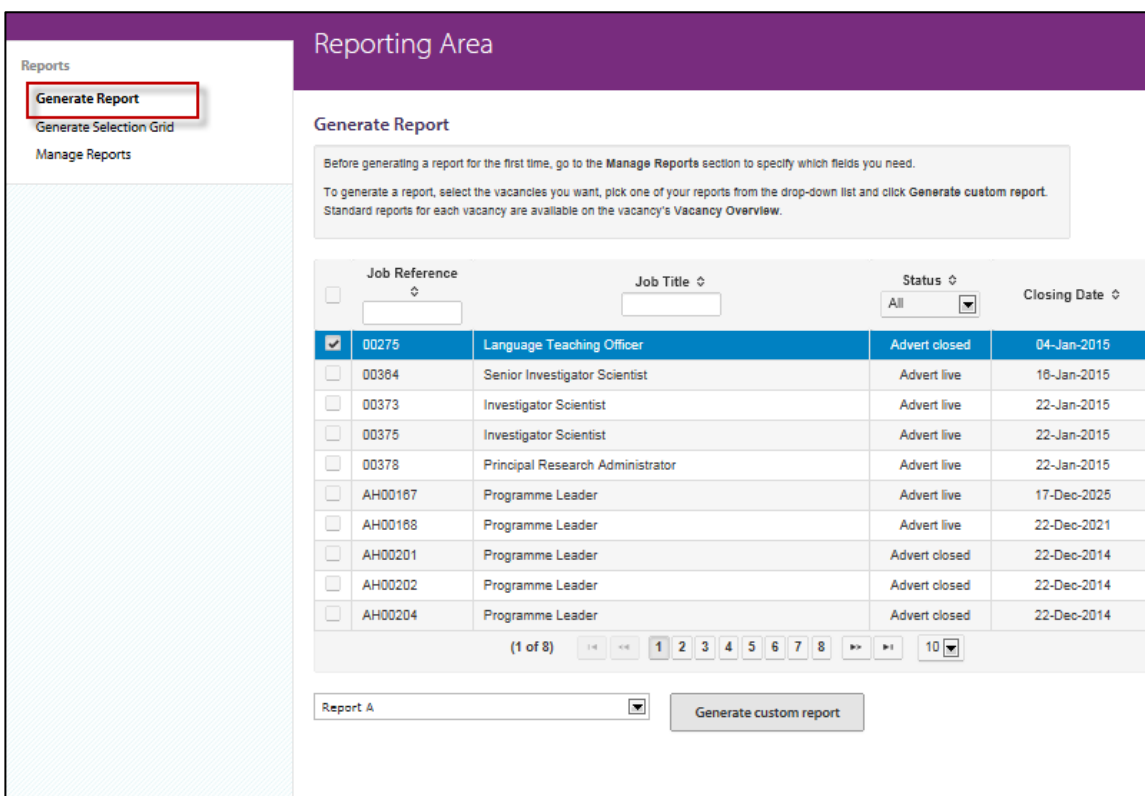


Click on the **X** to close the window.

The report will also be added to the list shown on screen:



- 6) To run a report that you have already specified using the steps above, click on **Generate report**.



7) Select one or more vacancies and the saved report you wish to use:

<input type="checkbox"/>	Job Reference ⇅	Job Title ⇅	Status ⇅	Closing Date ⇅
<input type="checkbox"/>	02805	Research Associate in Theological Ethics	Advert closed	17-Apr-2014
<input type="checkbox"/>	02862	Research Associate	Complete	22-Apr-2014
<input type="checkbox"/>	03169	Senior Investigator Scientist	Advert live	28-Feb-2015
<input type="checkbox"/>	03207	Language Teaching Officer	Advert live	28-Feb-2015
<input type="checkbox"/>	03227	Teaching Associate	Advert live	28-Feb-2015
<input type="checkbox"/>	03240	Senior Investigator Scientist	Advert live	28-Feb-2015
<input checked="" type="checkbox"/>	03258	Language Teaching Officer	Advert live	28-Feb-2015
<input type="checkbox"/>	03278	Teaching Associate	Advert live	28-Feb-2015
<input type="checkbox"/>	03292	Senior Investigator Scientist	Advert live	28-Feb-2015
<input type="checkbox"/>	03310	Director of Research	Advert live	16-Aug-2014

(1 of 36) 1 2 3 4 5 6 7 8 9 10 10

Test MG 1 Generate Custom Report

8) Click on **Generate Custom Report** and then click on **Open**.



The report will then be opened within Excel and will display your customised data.



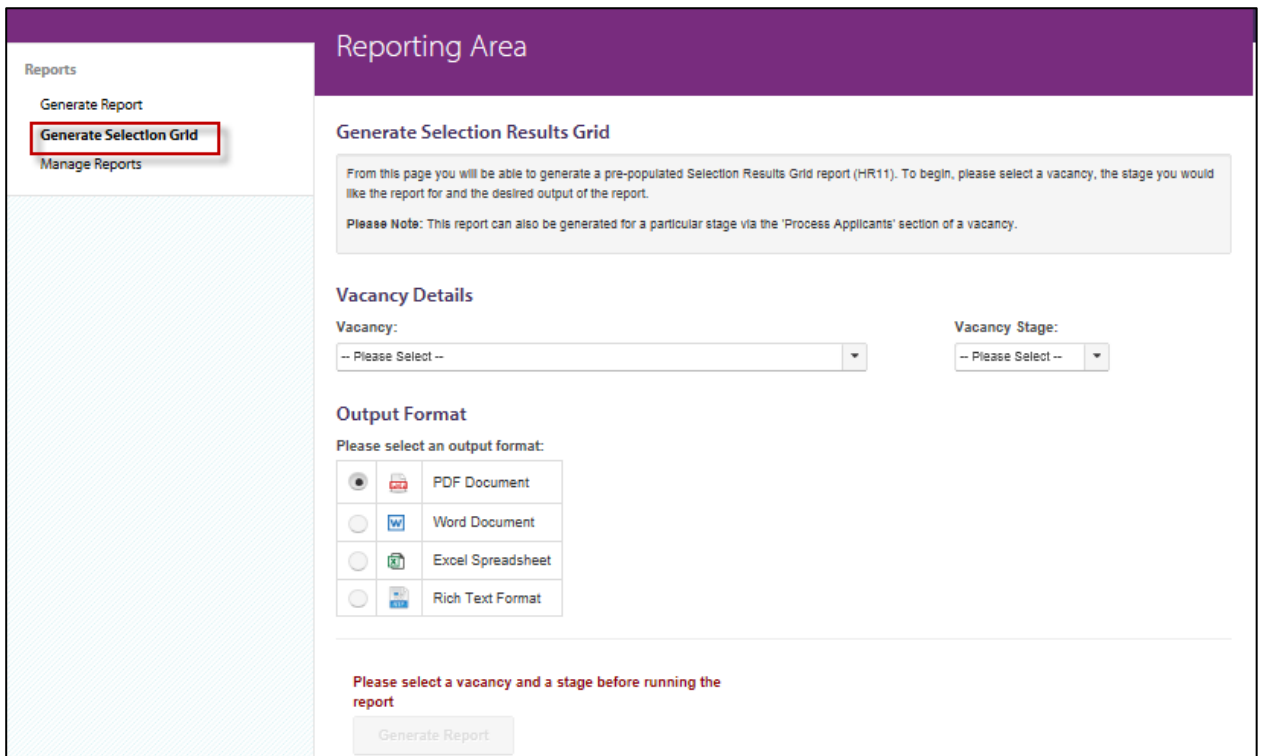
	A	B	C	D
1	Applicant	Applicant Forename1	Applicant Surname	Applicant Email Address
2	Mrs	Pauline	Abbott	AjayKaramkanty@gmail.com
3	Mr	Leonard	Alexander	AjayKaramkanty@gmail.com
4	Mrs	Kelly	Alford	AjayKaramkanty@gmail.com
5	Mr	Chris	Anderson	AjayKaramkanty@gmail.com
6	Mr	Jeremy	Andrews	AjayKaramkanty@gmail.com
7	Mr	Paul	Andrews	AjayKaramkanty@gmail.com
8	Mrs	Emma	Ball	AjayKaramkanty@gmail.com
9	Mr	Matthew	Boardman	AjayKaramkanty@gmail.com
10	Mr	Bruce	Boyer	AjayKaramkanty@gmail.com
11	Mrs	Amber	Brown	AjayKaramkanty@gmail.com
12	Mr	Donald	Brown	AjayKaramkanty@gmail.com
13	Mrs	Louise	Brown	AjayKaramkanty@gmail.com
14	Mr	Jeremy	Butcher	AjayKaramkanty@gmail.com
15	Mr	Owen	Butler	AjayKaramkanty@gmail.com
16	Mr	Komura	Cao	AjayKaramkanty@gmail.com
17	Mr	Jack	Chan	AjayKaramkanty@gmail.com
18	Mrs	Heather	Casling	AjayKaramkanty@gmail.com
19	Mr	Jian	Chen	AjayKaramkanty@gmail.com
20	Mr	Andrew	Chapman	AjayKaramkanty@gmail.com
21	Mr	Francis	Cohn	AjayKaramkanty@gmail.com
22	Mrs	Jacquelin	Cloony	AjayKaramkanty@gmail.com
23	Mrs	Denise	Cooper	AjayKaramkanty@gmail.com
24	Mrs	Gemma	Collins	AjayKaramkanty@gmail.com
25	Mr	Stuart	Courtney	AjayKaramkanty@gmail.com
26	Mrs	Laura	Cottington	AjayKaramkanty@gmail.com
27	Mr	Adam	Cummins	AjayKaramkanty@gmail.com
28	Mr	Carl	Croxford	AjayKaramkanty@gmail.com
29	Mrs	Edward	Davies	AjayKaramkanty@gmail.com
30	Mr	James	Curtis	AjayKaramkanty@gmail.com
31	Mrs	Zoe	Davies	AjayKaramkanty@gmail.com
32	Mr	Fraser	Davies	AjayKaramkanty@gmail.com
33	Mr	Norbert	Dawson	AjayKaramkanty@gmail.com
34	Mrs	Bruce	Dench	AjayKaramkanty@gmail.com
35	Mrs	Michelle	Dawe	AjayKaramkanty@gmail.com
36	Mr	Douglas	Dawson	AjayKaramkanty@gmail.com
37	Mr	Ravi	Dhoni	AjayKaramkanty@gmail.com
38	Mr	Anil	Dravid	AjayKaramkanty@gmail.com
39	Mr	Eric	Dewhurst	AjayKaramkanty@gmail.com
40	Mr	Gilbert	Dewhurst	AjayKaramkanty@gmail.com
41	Mrs	Sarah	Duckett	AjayKaramkanty@gmail.com

You can then save and edit this in Excel in the usual way.

3.1.2 Creating a selection grid

One of the standard pre-written reports allows you to generate a selection grid similar to the existing [HR11 Selection Results](#) template.

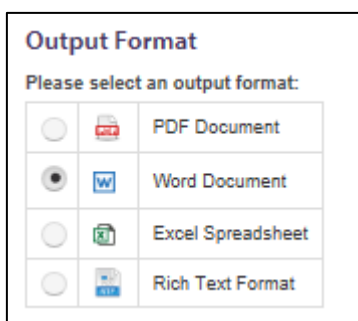
- 1) Click on **Generate Selection Grid**.



- 2) Select the vacancy and stage:

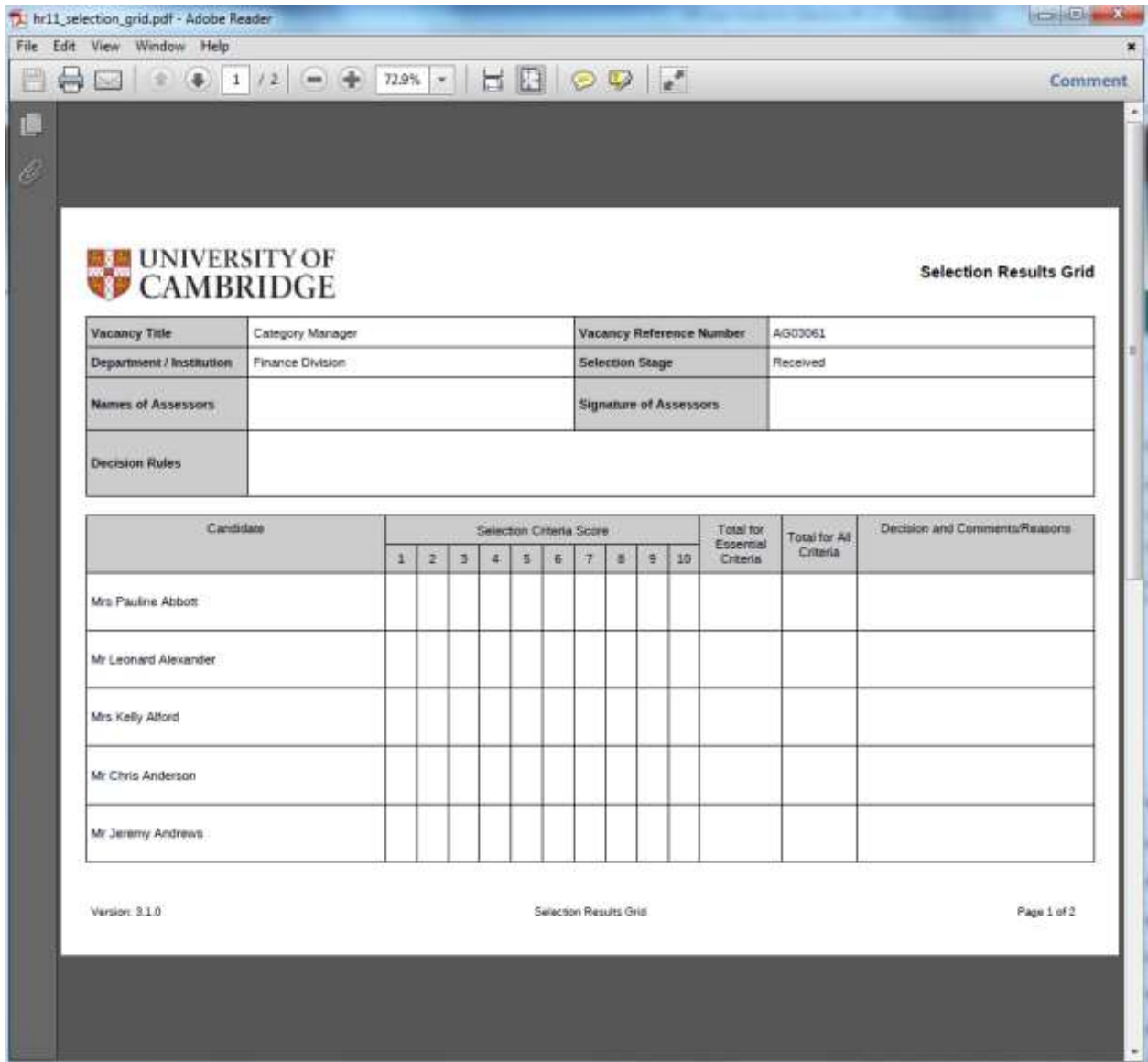


- 3) Select the format for the grid:



4) Then, click on **Generate Report**.

This will display the selection grid in the format you selected:



UNIVERSITY OF CAMBRIDGE

Selection Results Grid

Vacancy Title	Category Manager	Vacancy Reference Number	AG03061
Department / Institution	Finance Division	Selection Stage	Received
Names of Assessors	Signature of Assessors		
Decision Rules			

Candidate	Selection Criteria Score										Total for Essential Criteria	Total for All Criteria	Decision and Comments/Reasons
	1	2	3	4	5	6	7	8	9	10			
Mrs Pauline Abbott													
Mr Leonard Alexander													
Mrs Kelly Alford													
Mr Chris Anderson													
Mr Jeremy Andrews													

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