UNIVERSITY OF CAMBRIDGE

HR Systems

Contents

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:
  - o Recording details about the offer and appointment within a new Offers section;
  - o Uploading supporting documents for an appointment (and Tier 2 Certificate of Sponsorship application, if required); and
  - o 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
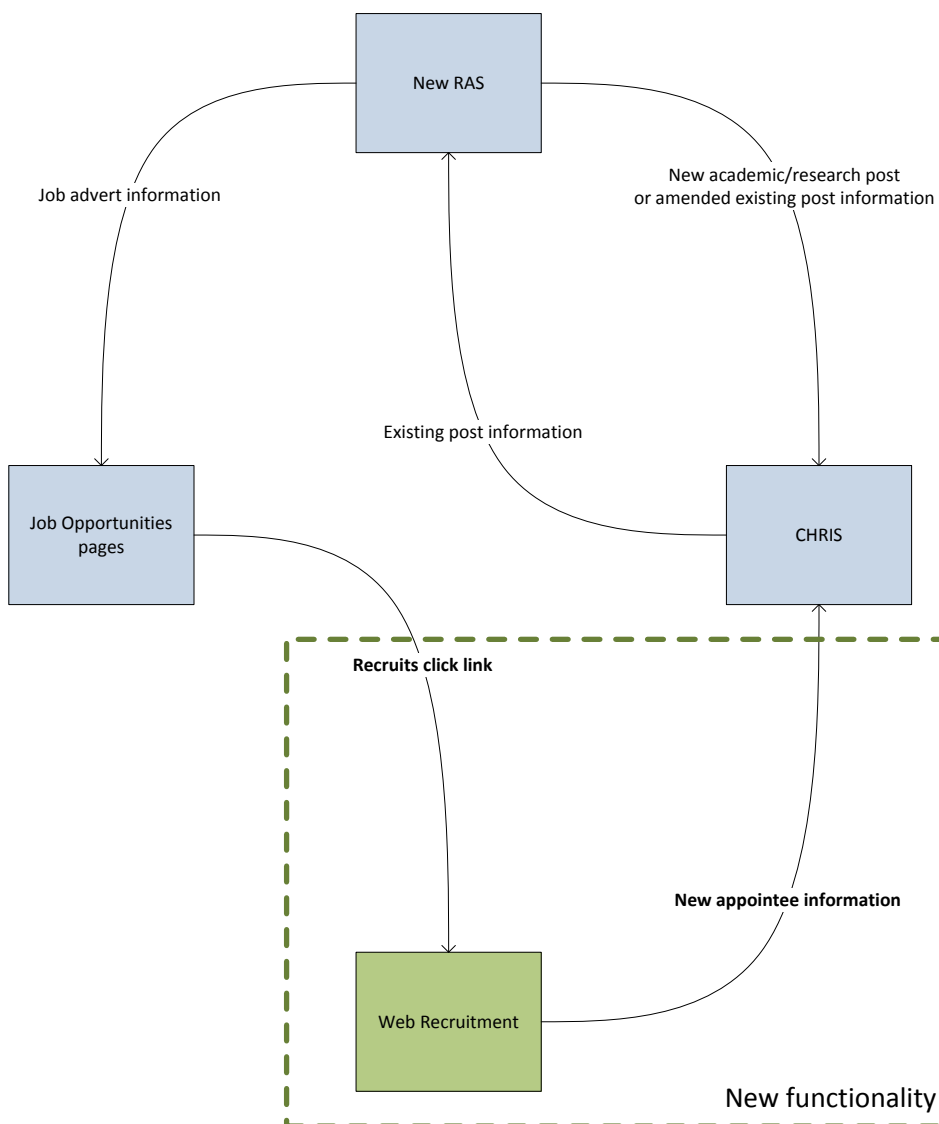
system. The supporting documents cover sheet can then be downloaded and attached to supporting documents and returned to the HR New Appointment Team for processing.

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
pages

CHRIS

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. 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.
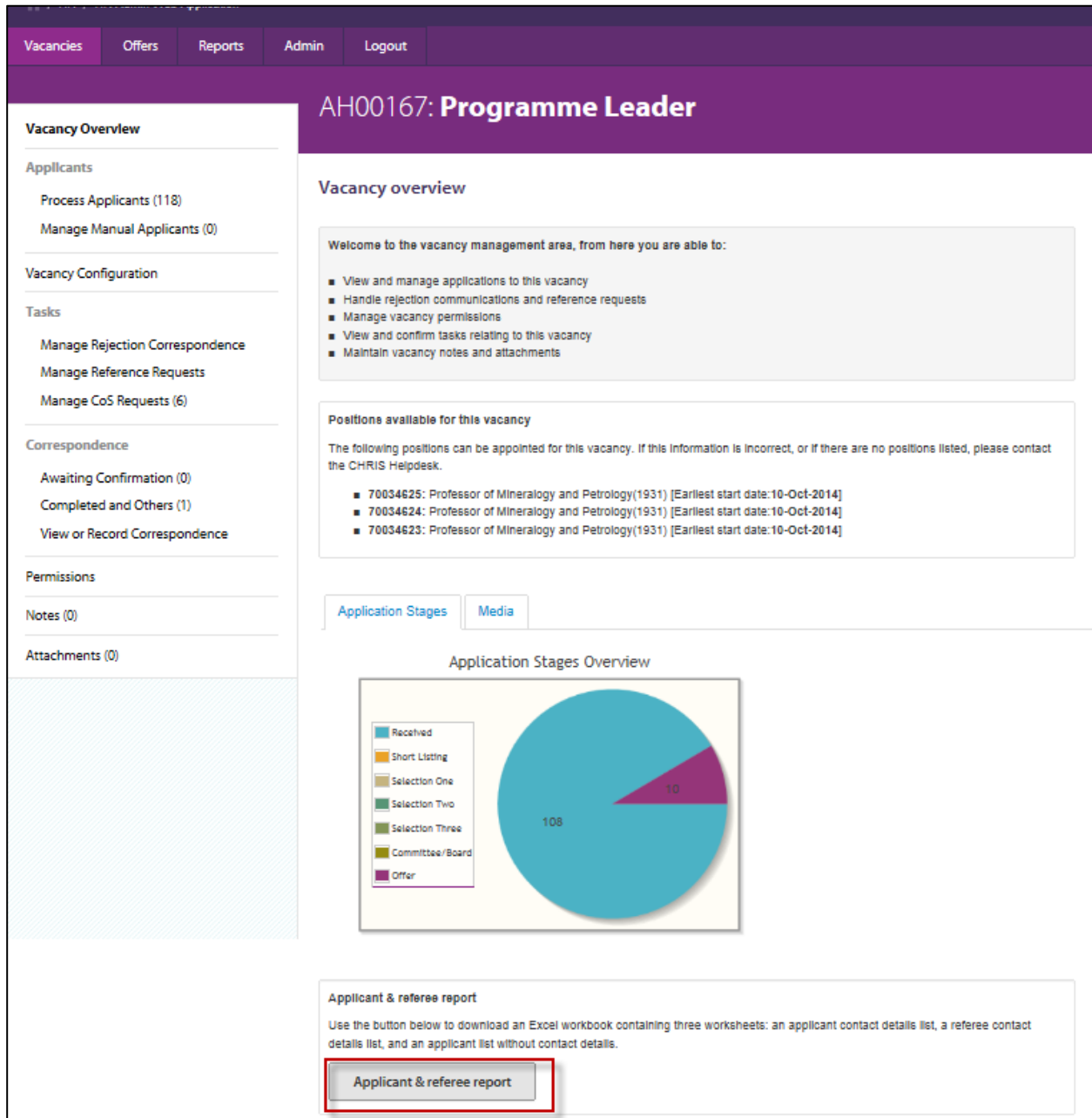
3.1.1   Running standard reports for a selected vacancy

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

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

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:

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.
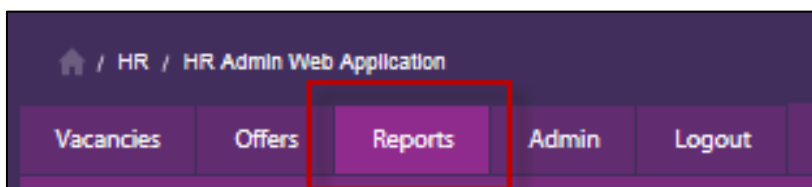
You will then be taken to the following reporting area:

1) Click on **Manage Reports**.

2) Click on the **Create New Report Button**.
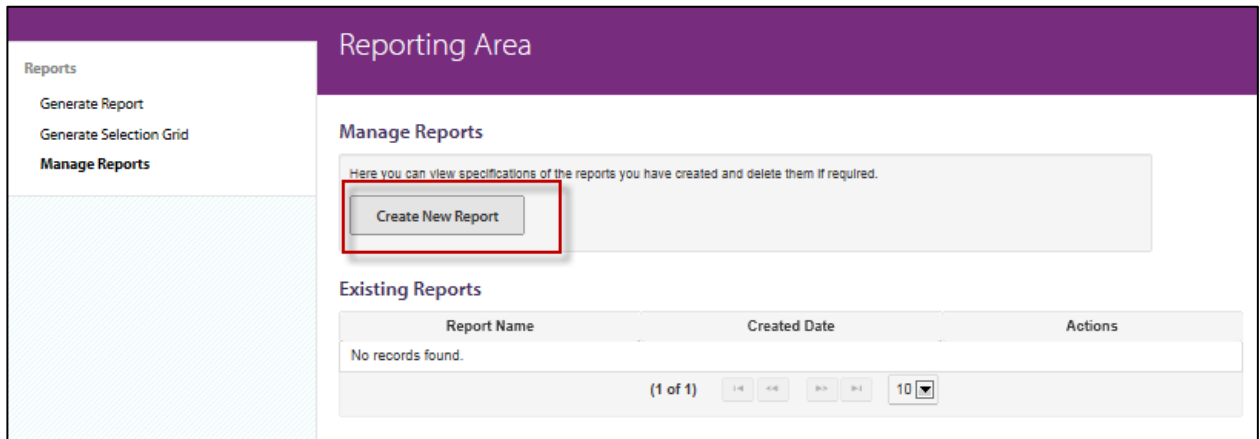
3) The following screen will then be displayed:
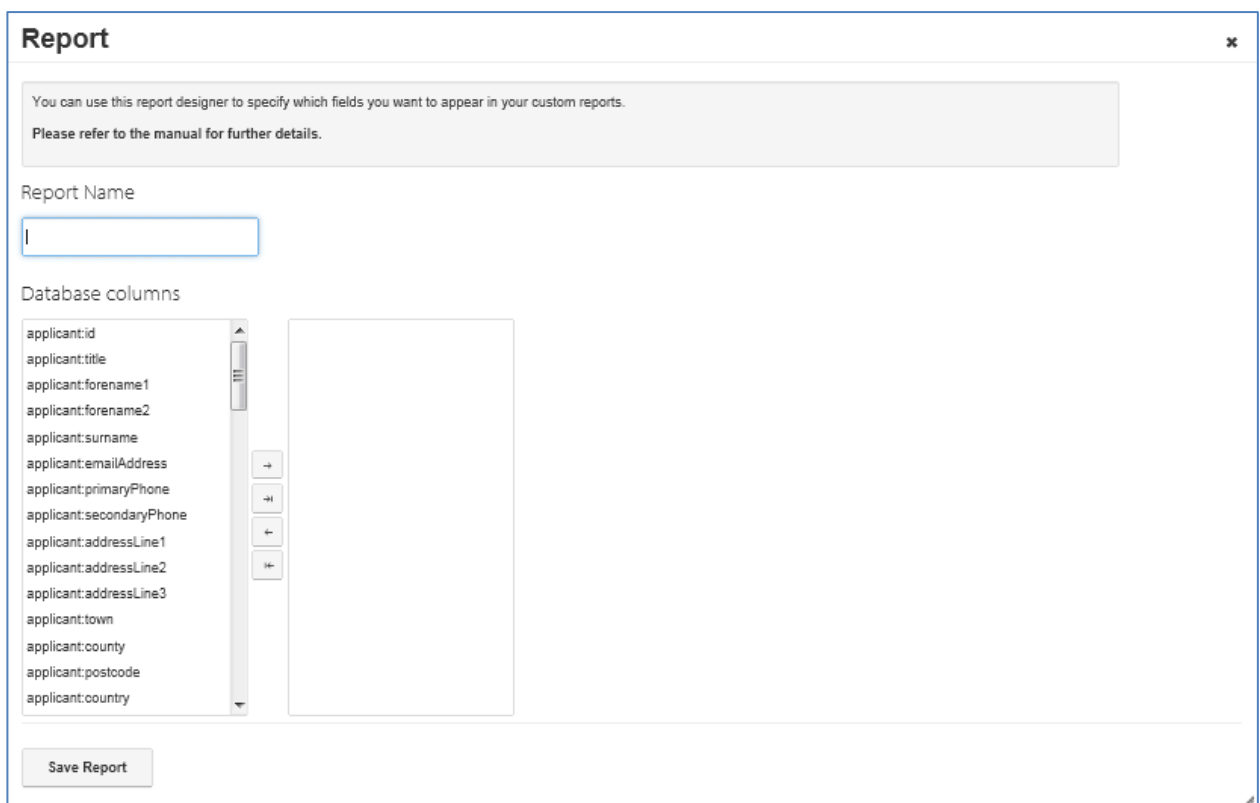
Type in a name for the report and then select the first field that you wish to include in your report from the left-hand pane. Click on the right arrow to include the field in the report.

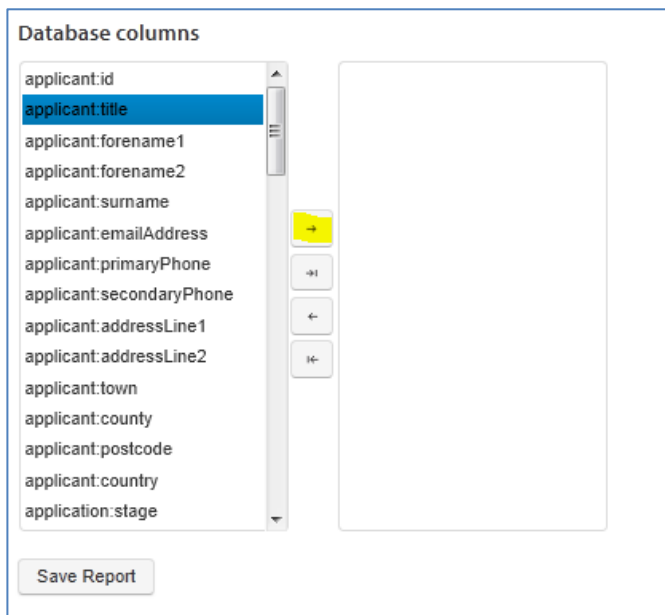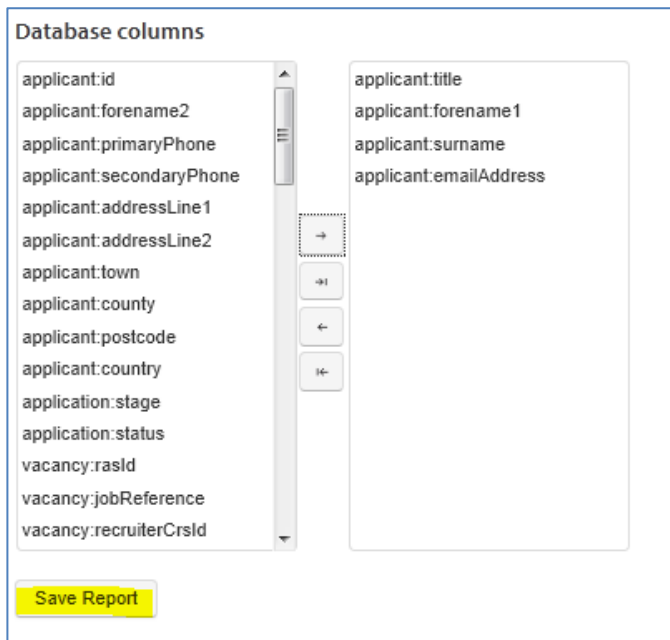It will move into the right hand panel.

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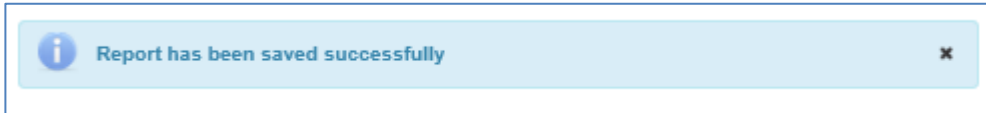
Click on the **X** to close the window.

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:
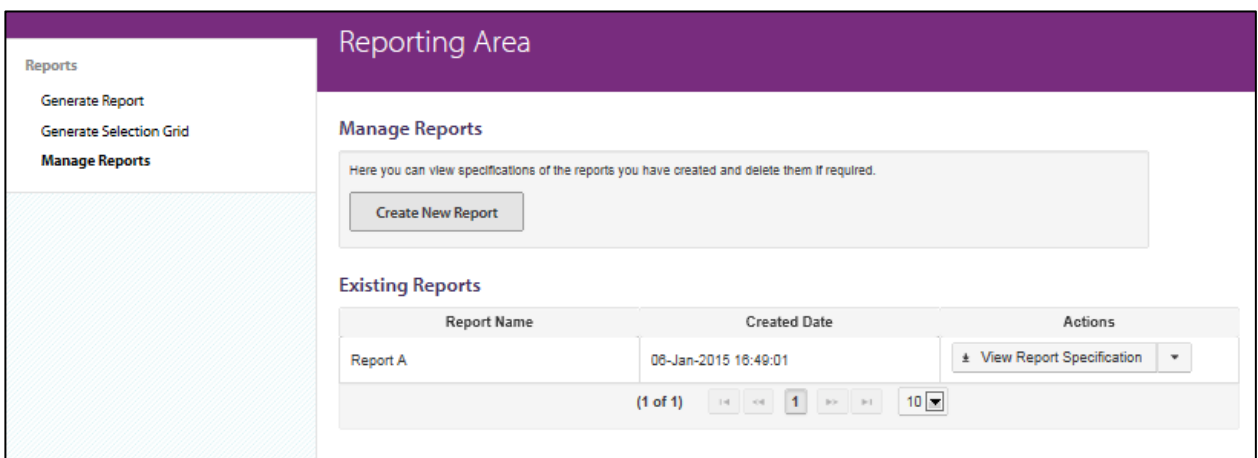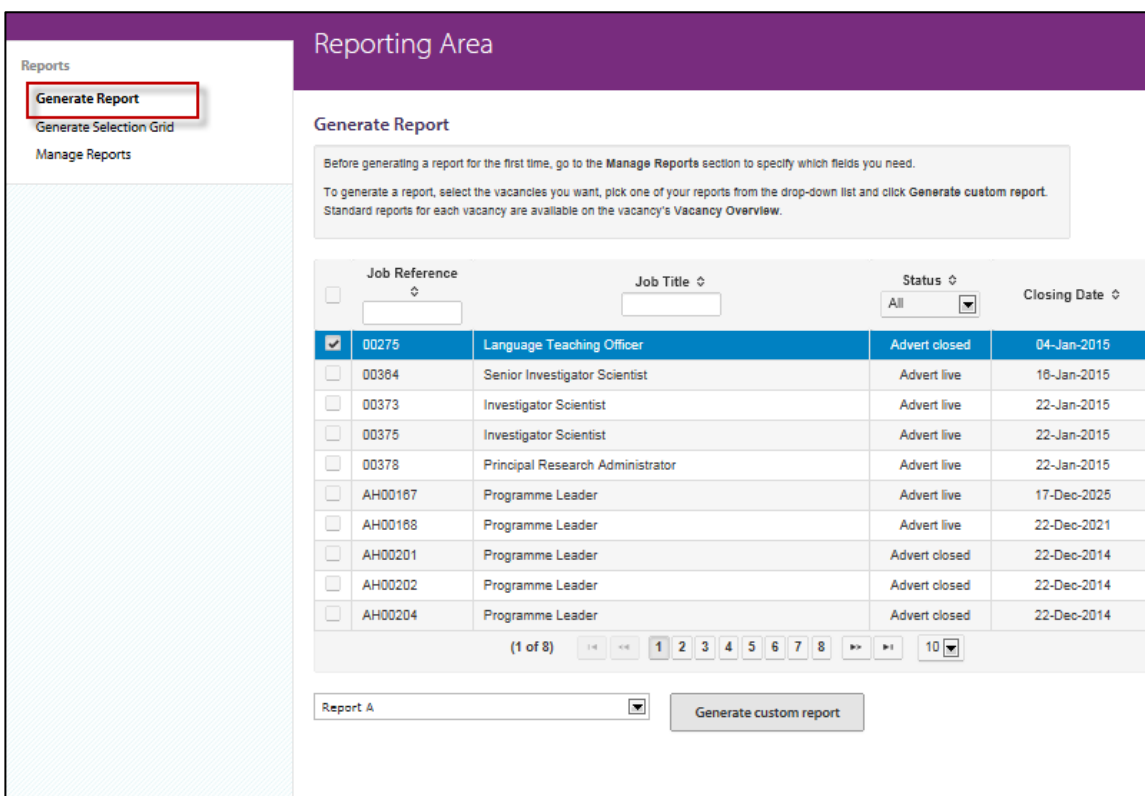

8) Click on **Generate Custom Report** and then click on **Open**.

The report will then be opened within Excel and will display your customised data.
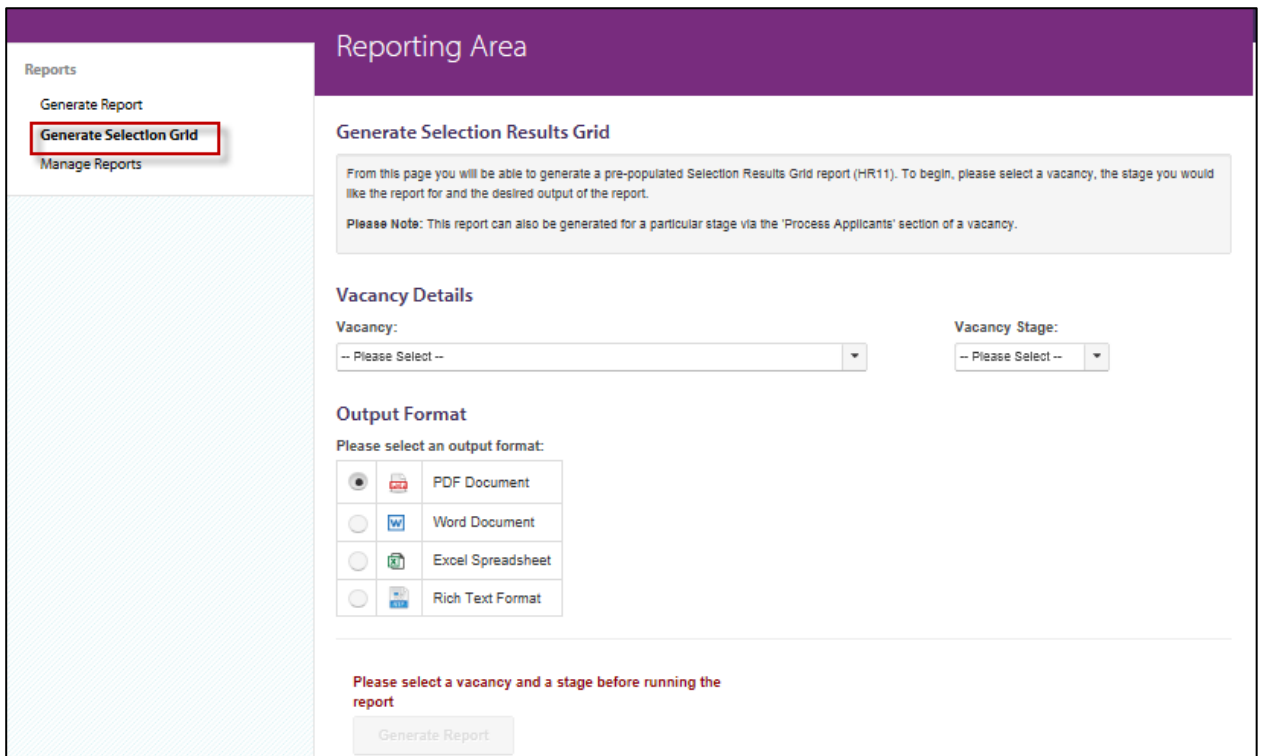
	A	B	C	D
1	Applicant	Applicant Forename1	Applicant Surname	Applicant Email Address
2	Mrs	Pauline	Abbott	AjayKaramkanty@gmail.com
3	Mr	Leonard	Alexander	AjayKaramkanty@gmail.com
4	Mrs	Kelly	Alford	AjayKaramkanty@gmail.com
5	Mr	Chris	Anderson	AjayKaramkanty@gmail.com
6	Mr	Jeremy	Andrews	AjayKaramkanty@gmail.com
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.
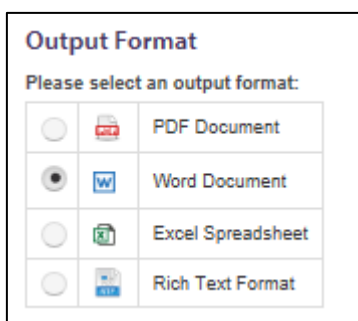
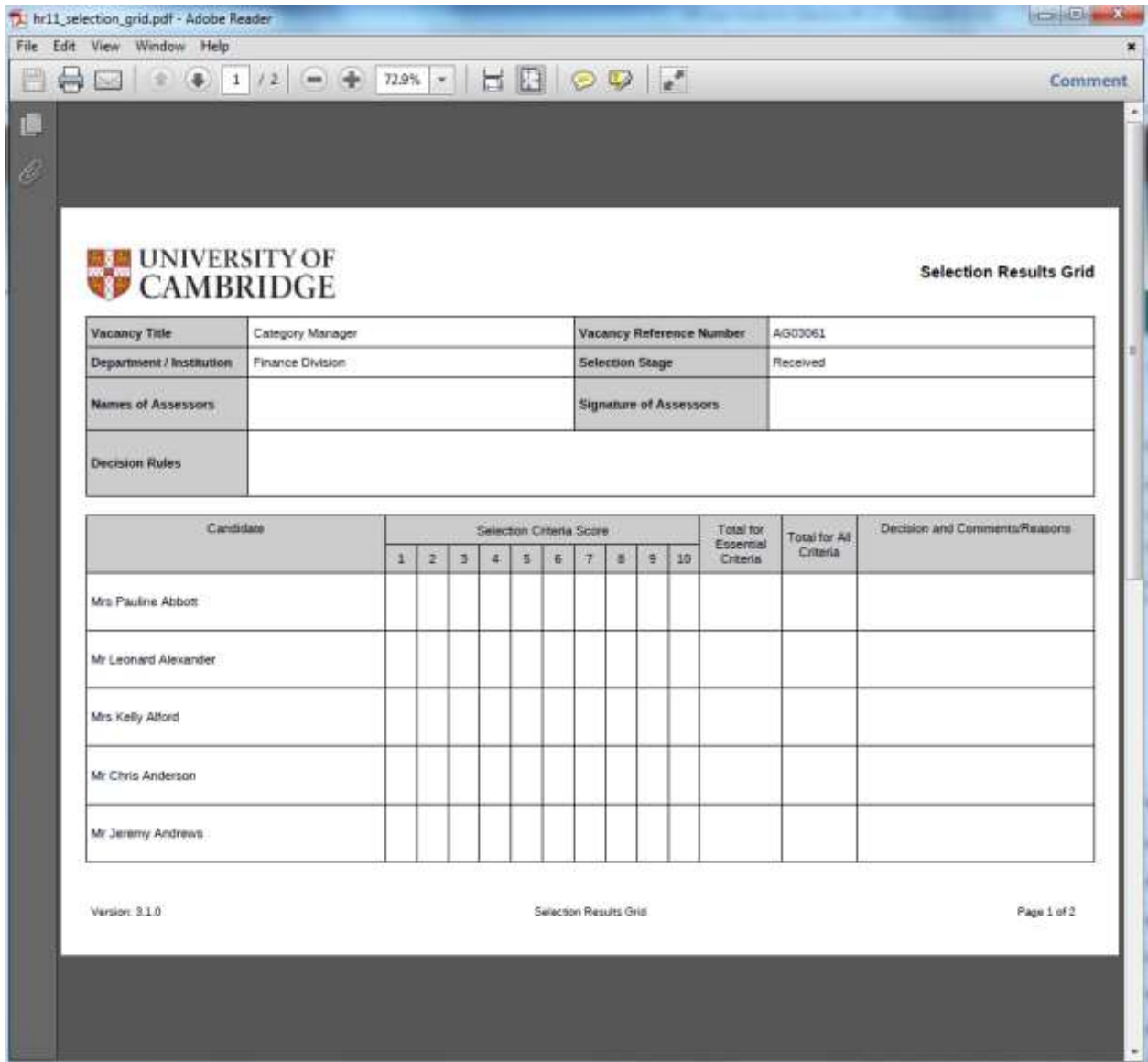1) Click on **Generate Selection Grid**.

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:

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