



Web Recruitment Release 4, January 2015 Tier 2 Certificate of Sponsorship – Requesting Applicant Details

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 then 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 and process support

Technical queries relating to the Web Recruitment System should be directed to the **CHRIS Helpdesk** by emailing <u>chris.helpdesk@admin.cam.ac.uk</u>.

The New Appointment Team should be contacted for advice about making appointments via <u>hrnewappointmentteam@admin.cam.ac.uk</u>.

The Compliance Team should be contacted for advice about Tier 2 Certificate of Sponsorship applications and other immigration matters via <u>complianceteam@admin.cam.ac.uk</u>.



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 <u>HR Systems Web Pages</u>, 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 provided by the step-by-step instructions in the user 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. Requesting a Tier 2 Certificate of Sponsorship (CoS)

3.1. Actions required before reaching the CoS details section of the process

When an applicant is selected and moved to **Offer in progress**, the following offer confirmation window appears:

Confirm Offer *							
1 Applicant(s) Selected: You are about to move the following applicants to the require a Certificate of Sponsorship, these CoS requires section.	e Offer stage. If known, please state ests can be managed under the 'Mar	whether an applicant will hage CoS Requests'					
Applicant Name		CoS Required?					
Ball, Emma	Cos	Required					
	No, don't update applicants	Yes, update applicants					
		ß					

The confirmation window will indicate whether a CoS may be needed by the successful applicant based on his/her responses to the right to work questions in his/her job application form. However, you must double-check the successful applicant's right to work status with him/her and establish if he/she needs a Tier 2 CoS. As required, you can amend the default by selecting from the drop-down list.

Please ensure that you record the requirement for a Tier 2 CoS accurately for each of your vacancies in Web Recruitment

It is very important that this information is recorded correctly because the University is required by law to keep certain documents and information from the recruitment process indefinitely where an individual requires a Tier 2 CoS. The Web Recruitment System will only retain records beyond the normal University retention period for completed vacancies where it is instructed to do so; in this case, that means ensuring that the successful applicant is recorded as requiring a CoS.

Once you have made any changes and you wish to move the successful applicant to the offer stage, click on the **'Yes, update applicants'** button.

Please note that you will have the opportunity to change your response to the "CoS required?" question later in the Offer process if circumstances change.



The applicant will then appear in the Offers tab.

Vacancies Offers HII Processing	Reports Admin Logout	
Navigate to vacancy	AH04398: Clerk (Offer to Miss Margaret Brownhurst	Ð
Offer overview	Offer overview for Miss Margaret Brownhurst	Applicant information
1) Confirm offer position	This page guides you through the key steps in the offer process, and indicates the progress you have made in the offer for a particular applicant.	Miss Margaret Brownhurst me@here.com
1. 3) Terce distrer datada	You can navigate back to this screen at any time using the left-hand menu.	Submitted 12-Feb-2015 16:39:22
3) Manage offic jettar	It is strongly recommended that you review the Make an offer and send rejections section	Status Active
C-41 Fincasia offer instance	of the Recruitment Guidance before proceeding.	
1 SI Cali details	Step 1 Confirm offer position	
60.60ppintment request	Click on the butten below to select the residen for which you are making an offer	
Offer history	Once confirmed, the details of this position will be defaulted into the Record offer details' section.	
Karya Tanta Di pagani Company	Confirm position for this offer	
	Step 2: Record offer details	
	Step 3. Manage offer letter	
	Step 4 Record offer outcome	
	Stop 5/ CoS details	
	Step 6. Appointment Request	

The CoS process is Step 5 in the six-step offer process.

Full details of the process for Steps 1 to 4 are included in the Managing Offers Guide on the <u>HR</u> <u>Systems pages</u>.

This guide focuses on Step 5 of the process, once a conditional offer has been already been accepted. Once this outcome has been recorded in Step 4, you will be routed automatically to Step 5.





Your first task within this section is to confirm whether a Tier 2 CoS is required for your successful applicant to obtain right to work in the UK, having confirmed this with your successful applicant.

You also need to decide whether you will:

- Use the system to request that the applicant logs back into their Web Recruitment account to provide further details and supporting documents required for their Tier 2 CoS Application; OR
- Contact the applicant outside of the system to request the required documents.

Detailed guidance on Tier 2 of the points-based immigration system (including the Tier 2 CoS application process and required documents) can be found on the HR Division's <u>Immigration</u> web pages.

1 Confirm whether the applicant requires a Tier 2 CoS and whether or not you will be using the system to obtain CoS details/documents from them by selecting the appropriate value from the drop down list.

[Does the applicant require a Tier 2 CoS?					
	Yes - and I will use the system to request applicant CoS information					
Yes - and I will use the system to request applicant CoS information						
	Yes - but I will contact the applicant outside the system for CoS information No					

If the CoS is for an applicant who applied outside the Web Recruitment System and was then added as a manual applicant, you will not have the option to use the system to request CoS details.

2 Click on the **Confirm** button.



The rest of this user guide focuses on how the rest of the process works when you have selected and confirmed either of the 'Yes...' options from the drop-down menu shown above.

- If you selected **Yes and I will use the system to request applicant CoS information**, follow the instructions provided in section 3.2 below and onwards.
- If you selected Yes but I will contact the applicant outside the system for CoS information, follow the instructions in <u>section 3.5.2</u>.



3.2 Inviting an applicant to complete their CoS details in Web Recruitment

3.2.1 Steps to be taken by you

Where you have clicked on Yes – and I will use the system to request applicant CoS information (as described in section 3.1), you will be routed automatically to the second tab within Step 5 - CoS request.

Here you will be recording contact details to be provided to the successful applicant when they are emailed by the system and asked to log-in to enter details required for their CoS application. He/she can then use these contact details in the event that there are any documents which they are not willing or able to upload.

Step 5: CoS details CoS CoS request CoS documents CoS summary					
CoS request This form contains the postal address that the applicant will be preser Once you are happy that it contains the correct information you can se	nted with should they need to post any of the required documentation. end a request for information to the applicant.				
Contact Title: Mr Contact Name: Simon Virr Contact Title: Job Title	Contact Address: The Old Schools Trinity Lane Cambridge CB2 1TT Contact Email: simon.virr@admin.cam.ac.uk				
	Contact Telephone: Save Request Information				

Review/update or enter the contact details that you wish to be provided to the successful applicant.

If you created a system-generated offer letter for this applicant, the contact details used for the offer letter will be displayed by default. These can be amended as required.

Click on the request information button.



Request Information

A confirmation message will then be displayed to check that you wish to proceed with requesting CoS details from the successful applicant.

Send Request for CoS Information				
You are about to request that the applicant: Brownley, Margaret logs back into the recruitment system provide the additional details required for a Tier 2 Certificate of Sponsorship request.				
Applicants will have the option to supply supporting documents through the post.				
Request that applicant provides proof of their qualifications:				
	Request Information			

Before clicking on **Request** Information, decide whether you want the applicant to be asked to provide proof of any qualifications/professional registrations and update the drop-down after **'Request that applicant provides proof of their qualifications?**' as required.

Request that applicant provides proof of their qualifications:



You must choose "Yes" where a qualification / professional registration was specified in the job advert as required (rather than desirable) for the post.

Click on the **Request Information** button.



Send Request for CoS Information	×
You are about to request that the applicant: Brownley, Margaret logs back into the recruitment syste provide the additional details required for a Tier 2 Certificate of Sponsorship request.	em to
Applicants will have the option to supply supporting documents through the post.	
Request that applicant provides proof of their qualifications:	
No 💌	
Request Information	on

The applicant is then sent an email inviting them back to their Web Recruitment account to provide details and documents required for their Tier 2 CoS application.

The CoS Status in Step 5 will be updated to reflect that data has been requested.

Ces Status: Data Requested				
CoS Status Information:				
 Not Requested: Request for CoS application details not yet sent. Data Requested: Request for CoS application details sent, awaiting information from the applicant Data Received: Applicant has completed required CoS information 				
1 It has been confirmed that a CoS is required.				

3.2.2 What the applicant sees

When you make a request for the applicant to provide you with CoS details, the following standard email is sent to his/her registered email address:



From	Shart Sent Sent Sent Sent Sent Sent Sent Sen
	Marganiti Srigga
subject:	Private and Combernial University of Cambridge - Private Cas Details
Dear	Dr Hancock,
App	lication for Professor of Software Development ref: 02787
We h take you more	nave recently been in touch with you about your application for this job. As you do not already have the legal right to up this job in the United Kingdom, we need to apply to the UK Government for a Certificate of Sponsorship before can apply for a visa and we can progress your application further. To help us to do this, we need you to tell us some e information about yourself.
Plea: instr	se log in to our online recruitment system (at <u>https://hrsystems.admin.cam.ac.uk/recruit-ui/</u>) and follow the uctions under the heading "Additional information required".
Your	rs sincerely,

When the applicant clicks on the link provided in the email they are directed to the Applicant log-in screen where they will need to enter their email address and password.

When the applicant logs into the system, the first screen they see explains at the top that they need to provide additional information to us.

	ployment - Additional Inform	lation Required				
le have madi lease click of	e a conditional offer of employment to you in the 'Supply Information' button below to I	for the vacancy listed below and we requi	ire some further information to be able	to proceed further with appointing (you.	
Progress		Job	Submitted	Requested Date	Action	
	03240: Senior Investigator Scientist	f	×	17-Jun-2014 13:07:44	✓ Supply Information	٠
isting App his page show If you wish t Applications also see wh	Dilications ws the applications you have started using to apply for a new position then you should which you have not submitted yet are ms at you have written so far by clicking the d	g the web recruitment system. d do this via the Job Opportunities Page. srived with a cross in the Submitted colu down arrow on the right of the action buth	mn. If the closing date has not passed, on and choosing Review Application;	you can edit these by clicking Edit this will allow you to download a p	t Application. You can	
isting App his page shou If you wish th Applications also see wh containing y For spplicat Submitted a Please click For help in c	Dilications ws the applications you have started using o apply for a new position then you shouk which you have not submitted yet are ma at you have written so far by clicking the o our work to date. ions you did not submit before the closing oplications are marked with a tick in the S Save or Save and Next on each section completing your application, please consul	g the web recruitment system. d do this via the Job Opportunities Page, arked with a cross in the Submitted colu down arrow on the right of the action but date, you can see what you wrote by cli submitted column. You can view your ap before moving on to another one, otherv it the Applicant Guidance.	m. If the closing date has not passed, on and choosing Review Application; oling Review Application plication by clicking Review Applicatio rise your work will be lost.	you can exit these by clicking Edit this will allow you to download a p on to obtain a PDF document cont	t Application. You can of document laining your application.	
isting App his page sho Hyou wish 1 Applications also see wh containing y For spolical Submitted s Please click For help in c	Dilications we the applications you have started using to apply for a new position then you shouk which you have not submitted yet are ma at you have written so far by dicking the d our work to date. ions you did not submit before the closing optications are marked with a tok in the S Save or Save and Next on each section completing your application, please consul	g the web recruitment system. d do this via the Job Opportunities Page, arked with a cross in the Submitted colu down arrow on the right of the action but date, you can see what you arrole by cli submitted column. You can view your ap before moving on to another one, otherw it the Applicant Guidance.	m. If the closing date has not passed, on and choosing Review Application, plication by cloking Review Applicatio rise your work will be lost.	you can edit these by clicking Edit this will allow you to download a p on to obtain a PDF document cont	f Application. You can tof document taining your application.	



The applicant can then click on **Supply Information** and a form is displayed with three tabs.

Here, they will provide/update personal and visa details, and upload any required supporting documents which are needed for the Tier 2 CoS application.

This form has the same look and feel as the main application form and the applicant can save and return, mark sections as complete and then check the details in a PDF before they submit.

My Applications Guidance n	otes and Help Logout						
Confirm Personal Details > Vi	isa Details » Supporting	g Documents » Submit »					
Confirm Personal Details Please check that the information belo	w is accurate and that all of the	required fields are complete. The infr	ormation that you enter here will be used t	io complete your application for a Tier 2	Certificate of		
Sponsorship. If you require any assista	ance during this process then pl	ease contact the recruiter for your va	cancy (as specified in the advert and/or F	urther information document).			
Personal Details			Current Residential Add	dress			
Title: *	Mrs		Address: *	19 Village Road			
Surname / family name: *	Lane		City or town: *	Comberton			
Forename: *	Margaret)	County, area, district or province: *				
Place of Birth: *			Country: *	United Kingdom			
Country of Birth: *			Postal code:				
In which country will you be applying for your visa? *	Please Select						
Current Visa Details							
Do you have a current UK visa? *	Please Select						
Type of current visa:							
Expiry date of current visa:]					
Mark this section as comp	Mark this section as complete						
Save Save and Ne	xt >						



A link to UKVI's points calculator is supplied so that the applicant can check/enter their points score.

Му Ар	plications	Guidance notes and Help	b Logout					
Confir	m Personal D	etails » Visa Details »	Supporting Documents »	Submit »				
Supp We req	oorting Do Julre the follow	cument Upload Ing documents to be able to rec	uest a Tier 2 Certificate of Sponsor	ship for you. These docum	ents can either	by uploaded u	sing this page or alternat	lively posted to:
Dr B Here	loggs							
			Document		N/A?	Posted?	Uploaded?	Filename
	Where any certificate)	of the documents are in diffe	rent names, evidence of the cha	nge (e.g. marriage	*		∓ Upload File	
	Translations	s of evidence of qualification,	where not in English				∓ Upload File	
	Copies of e	vidence of any required acad	lemic or professional qualificatio	ns			Delete File	M:\My Documents\Academic Template.pdf
	Copy of exis	sting UK visa (if current)				~	∓ Upload File	
	Copy of you	ir passport				7	₹ Upload File	
✓ M	ark this sectio	on as complete						
St	ive Se	ave and Next >						



The Supporting Document Upload screen provides details of documents that the applicant may need to provide and, for each one, requires them to upload a copy or indicate that they have posted it to you, or that it is not applicable to him/her.

Once all sections are answered the applicant must complete the declaration (e.g. to confirm that the information is correct and complete) before submitting.

n / Web Republien						
My Applications	Guidance note	s and Help	Logent			
Confern Personal Det	dan visa	Details +	Supporting Docu	ents •	Submit >:	
Review Addition	Informatio	n				
Please use the button (elow to download	Canit review a	copy of the additional	damouto a	n you have entered.	
Fyou wish to correct an	information their	place use T	le navigation table abo	e la corre	ct your information	
+ Review Informatio	D .					
Declaration						
When you are ready to a	ubnit your add5	enar informatio	on, you must agree to	e dectara	ation below and cace butchet.	
By doing so, you are co	timing that.					
You have understood You have understood You never reviewed the You understand that if You understand that if You understand that if	nd accept how th additional inform 4 documents you with not be able turk to disclose of	ha Ubivecuity w ration and sup a have uploade a to make any r any relevant to	El una and store your porting documents es et have been converte hangles after subrist formation or the provid	orsonal d have pro- to patitor p your all on of false	tata, having read the section on Otsrage and Use of Applicant Data on our HR web-pages. Which and thing are consist and complete. mat, and cost contain Hard job have checked them and they are an occurate representation of the originals, attantal information. e information may lead to dismicicativeffictowar of any other of employment made to you.	
I have read the above t	erms and condit	barys and cost	im Laccept them. "			
740						

An applicant can also click on **Review information** to check his/her details and any uploaded documents before submitting them:



A PDF version of the information provided will then be displayed to the applicant for checking.



Personal Details Vacancy: Applicant:	i			In Progress					
Vacancy: Applicant:									
Applicant:	DE03139 - Assistant D	irector of Research		_					
	Margaret Lane								
Submitted / Confir	med:								
Personal Details	i	Current Resident	ial Address	;					
Title:	Mrs	Address:	19 Villaç	ge Roa	ad				
Surname:	Lane	City/Town:	Comber	ton					
Forename:	Margaret	County / Area:							
Place of Birth:		Postal Code:	-						
Country of Birth:		Country:	United I	Cingdo	om				
Current Visa Det	ails								
Do you have a cu	rrent UK visa?								
Type of current vis	sa:								
Expiry date of cur	rent visa:	-							
				_					
Eligibility									
Number of points	from UK Visas and Immigration o	alculator:							
In which country v	vill you be applying for your visa:								
Have you held an	y UK Tier 2 visa in the past 12 m	onths which has now ended?	-						
lf yes, are you cur	rently resident outside the UK?		-						
Have you held UK	Tier 2 visas continuously since (5 April 2011?	-						
Supporting Doci	uments								
Document Name			N	/A	Posted	Attacher			

Once the applicant is satisfied that the information is correct, they can then submit the CoS details by clicking on the **Submit Information** button.

Submit Information \rightarrow

The applicant is then asked to confirm before continuing and a message is displayed to show that the information has been received.



3.4. Viewing the applicant's completed CoS information

1. Once an applicant has submitted his/her CoS details and any supporting documents within the system, the status of the CoS Request will be updated in Offer step 5 to **Data Received**.

Fier 2 Certificate of Sponsorship (for example, so that is and update this information as required below.
cant logs back in to provide further details required for
2. 2.1/
m the applicant
14.

You will need to log in and check Step 5 of the offer when you are waiting for CoS information so that you know when it has been received.

When you see a status of **Data** Received, click on the CoS documents tab (the third tab in Step 5). The CoS information and documents provided by the applicant are visible there.

CoS documents				
he supporting documents required for a Tier 2 CoS a scruitment system. This page allows you to view the o hose to send them to you outside of the system.	pplication sh locuments th	hould ordinarily have op	have been up loaded and	sloaded by the applicant through the web also to upload them yourself if the applicant
Download CoS Information				
Download CoS Information Document provided by applicant	NIA	Posted to department		File
Download CoS Information Document provided by applicant Copy of passport	NIA	Posted to department		File M:U.OT table.docx
Download CoS Information Document provided by applicant Copy of passport Copy of visa	N/A	Posted to department		File M:U.OT table.docx M:U.OT table.docx
Download CoS Information Document provided by applicant Copy of passport Copy of visa Translation of qualifications	NA	Posted to department		File M:U.OT table.docx M:U.OT table.docx



The on-screen table indicates which CoS supporting documents have been uploaded into the system by the applicant, which (if any) he/she has posted to you and which are not applicable to him/her.

3. Click on **Download CoS Information** button.



4. Click on Open.

Do you want to open or save Application.pdf from staging.hrsystems.admin.cam.ac.uk?	Open	Save	•	Cancel	×

A PDF of the information that the applicant has provided for his/her Tier 2 CoS application will then be displayed. This will include any documents that he/she has uploaded into the system.

Yacanty:	D502129 - Assista	rt Director of Research						
Applicant	Margaret Lave							
Submitted / Contro	vect Jul 2014							
Paracipal Details		Clarent Residents	el Address					
Toly:	Mrs	Appress.	18 Village Re	ad				
Samana	Larie	City/Town	Cumbertan					
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3.5. Providing supporting documents required for a Tier 2 CoS application

3.5.1 Uploading documents posted by the applicant (where other CoS details were supplied via Web Recruitment)

Please follow the instructions below where you have used the system to gather CoS information from an applicant and they have posted one or more supporting documents to you.

1. If you are not already there, please navigate to the CoS documents tab in Step 5 CoS details for the relevant applicant (this will be the second or third tab, depending on whether you have used the system to request CoS information).

Step 5: CoS details	Cos	CoS request	CoS documents	CoS summary
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2. Review the on-screen table with a heading of **Documents provided by applicant**.

Documents provided by applicant

Document provided by applicant	N/A	Posted to department	File
Copy of passport			R:\Personnel\Recruitment Services Teams\Team Leaders ONLY\Liz's work\Copy of passport for this applicant.docx
Copy of visa	*		
Evidence of qualifications		4	$\overline{\mathbf{T}}$ Upload file posted by applicant
Translation of qualifications	*		
Evidence of name change	*		

Where there is a tick in the column **Posted to department** (see Evidence of qualifications in the screen shot above as an example), you will need to scan and upload a copy of the document concerned once you have received it in the post from the applicant.

- 3. Click on the **Upload file posted by applicant** button.
- 4. Click on the **Choose** button in the pop-up window.



Upload Supporting Document	
Please use the button below to select and upload a supporting document.	
 The following preferred file types are supported: *.docx, *.doc, *.ppt, *.pptx, *.rtf, *.txt. If you cannot upload a file in any of these formats, you may also upload a *.pdf file; The Applicant Guidance has information on converting other file types; Each file must not exceed 4MB in size; Please note all uploaded files are converted to PDF documents. 	3
The upload and conversion process can sometimes take a few minutes. Please do not move away from this page, this window will close once the upload is complete.	n
+ Choose	
Close Upload Window	

5. Select the relevant file from your file directory.

Choose File to Upload			×
🕥 🚺 🛛 Team Lea	ders ONLY 👻 Liz's work 👻 🗸 🗸	Search Liz's work	2
Organize 👻 New folder		:≡ ▼	
★ Favorites	Name	Date modified 👻	Туре
Nesktop	Copy of passport for this applicant	22/02/2015 18:28	Microsoft
Downloads	CoS supporting document for this applicant	19/02/2015 06:40	Microsoft
Recent Places	CoS application for this applicant	19/02/2015 06:39	Microsoft
Public	HR21 for this applicant	16/02/2015 11:19	Microsoft
	HR19 for this applicant	16/02/2015 11:17	Microsoft
🥃 Libraries	HR4 for this applicant	13/02/2015 10:36	Microsoft
Documents	Application form for this applicant	13/02/2015 08:11	Microsoft
🎝 Music 💷	Supporting paperwork for appointment - test	19/01/2015 09:54	Microsoft
Pictures	Copy of certificate	19/01/2015 08:16	Microsoft
Videos	Recruitment Applicants and Referees	07/01/2014 17:09	Microsoft 👻
·• ^			Þ
File n	ame:	All Files (*.*)	-
	[Open 👻 C	ancel

6. Double-click on the file or click on the **Open** button.



A PDF icon and the file's name will be listed in the **File** column in the relevant row of the documents table (see Evidence of qualifications in the screen shot below as an example).



ocuments provided by applicant			
Document provided by applicant	N/A	Posted to department	File
Copy of passport			R:\Personnel\Recruitment Services Teams\Team Leaders ONLY\Liz's work\Copy of passport for this applicant.docx
Copy of visa	*		
Evidence of qualifications			R:\Personnel\Recruitment Services Teams\Team Leaders ONLY\Liz's work\Copy of certificate.docx
Translation of qualifications	~		
Evidence of name change	~		

7. Repeat the process above for any other documents posted to you by the applicant outside of the system.

3.5.2 Providing CoS supporting documents to HR (whether or not you have requested CoS details using the system)

You will need to follow the instructions below whether or not you have used the system to request details from the applicant for their CoS application.

In either case, you will need to ensure that you have uploaded (or indicated that you will post to the HR New Appointment team) all of the required/applicable supporting documents for the Tier 2 CoS including:

- The Tier 2 CoS Application Form;
- Supporting documents from the applicant (e.g. copy of passport, copy of qualifications where you did not request these using the system);
- Supporting documents from the department/instutution in relation to the recrutiment process (e.g. screenshots of adverts, selection criteria and interview notes).
- 1. If you are not already there, please navigate to the CoS documents tab in Step 5 CoS details for the relevant applicant (this will be the second or third tab, depending on whether you have used the system to request CoS information).



2. Scroll down to Additional documents that may be required and click on the drop-down list.



Additional documents that may be required:

Please select	•
Please select	
Selection criteria for the job	
Screenshots/screen prints of all advertisements placed	
HR7 Further Information document, CHRIS/PD33 or role description	
Interview notes	
Copy of the contract with the recruitment agency (where used for this recruitment process)	
Copy of the recruitment agency's invoice (where used for this recruitment process)	
Copy of the recruitment agency's invoice (where used for this recruitment process)	

- 3. Select one of the types of supporting documents.
- 4. Choose to either upload the document or confirm that you will be posting it to the New Appointment Team.
 - a) Upload the document

Click on the radio button next to this option.

Additional documents that may be required:	
Evidence of qualifications	-
Add as document being posted to the New Appointment team	
+ Choose	

Click on the **+ Choose** button and select the document to be uploaded from your file directory.



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Select the file and double-click or click on Open.

The document type will then be listed in the table, with a PDF icon and the document name's in the File column of the table (showing that it has been uploaded successfully).

Docum	nent to be provided by department	N/A	Posted to New Appointment Team		File
Tier 2 CoS	application form	~			
Screensho placed	ts/screen prints of all advertisements			FUE	M:\Attachment check list.docx
HR7 Furth or role des	er Information document, CHRIS/PD33 cription	*			
Selection of	riteria for the job				M:\LOT table.docx
Interview n	otes	1			

b) Confirm that you are going to post the document to the New Appointment Team

Click on the radio button next to this option.



Documents provided by department		
Additional documents that may be required:		
Copy of the recruitment agency's invoice (where used for this recruitment process)	•	
Upload a document		
Add as document being posted to the New Appointment team		
Add		

Click on the **Add** button.

The document type will be listed in the table and will have a tick in the Posted to New Appointment Team column.

Document to be provided by department	N/A	Posted to New Appointment Team	File
Tier 2 CoS application form	~		
Screenshots/screen prints of all advertisements placed			M:\Attachment check list.docx
HR7 Further Information document, CHRIS/PD33 or role description	1		
Selection criteria for the job			M:\LOT table.docx Delete file
Interview notes	~		
Copy of the recruitment agency's invoice (where used for this recruitment process)			∓ Upload file

5. Repeat the process above until all required supporting documents have been uploaded or you have confirmed that you are posting them.

Please note: if you **did not** request CoS details from the applicant using Web Recruitment, there will be additional documents listed in the table below the drop-down list. These are documents that you should have obtained from the applicant (as applicable). You will need to upload those that are required or confirm that you are posting them.



Document to be provided by department	N/A	Posted to new appointments	File
Copy of passport			¥ Upload file
Evidence of qualifications		13	₹ Upload file
Copy of visa			¥ Upload file
Evidence of name change			₹ Upload file
Tier 2 CoS application form	E.	臣	∓ Upload file
Translation of qualifications			¥ Upload file

The table below lists all possible supporting documents for a Tier 2 CoS application and when they are required.

<u>Please note</u>: the CVs/application forms of those who reached final interview do not need to be provided as these will all be held within the Web Recruitment System already (so long as you have added/uploaded the details of any applications received outside of the system; please see the Managing vacancies and applicants user guide on the <u>HR Systems web pages</u> for details of how to do this).

Document type	When document is needed for a Tier 2 CoS Application
Department/institution documents	
Tier 2 CoS Application Form	Always required
HR7 Further Information/PD33/role	Always required
description	
Interview notes (which document	Required if the Resident Labour Market test must be met (see
selection decisions and reasons)	Immigration web pages for further information)
Selection criteria	Required if the Resident Labour Market test must be met (see Immigration web pages for further information)
Screenshots of adverts as evidence	Required if the Resident Labour Market test must be met (see
of Resident Labour Market Test	Immigration web pages for further information)
Copy of contract with recruitment	Where a recruitment agency was used as part of the process
agency	
Copy of invoice from recruitment	Where a recruitment agency was used as part of the process
agency	
Applicant documents	
Copy of applicant's passport	Always required
Copy of applicant's qualifications	Required where a particular qualification or professional
(where specified as required for the position)	registration was stated as a requirement in the advert/selection criteria
Translation of the applicant's	Required where the applicant's qualification/professional
qualification certificate	registration certificate is not in English
Copy of applicant's UK visa	Required where applicant has a current UK visa
Evidence of name change	Required where any of the applicant's supporting documents are
	in a different name (e.g. because the name in the applicant's
	qualification certificate is a maiden name).



6. Once all required CoS supporting documents from the applicant and from the department/institution have been uploaded into the system, or it has been confirmed that they will be posted to the New Appointment Team, tick the box to confirm that the details are now complete and then click on Save or Save and Next.

Confirmation		
The preceding details are now complete and correct.		
We don't need confirmation for you to save these details as a work in progress, but you will not be able to proceed	ed with the offer	until confirmation is given.
	Save	Save and Next \rightarrow

 You will need to remember to post any documents to the New Appointment Team after you have completed Step 6 of the Offer process in Web Recruitment. Please see the Managing offers user guide on the <u>HR Systems web pages</u> for details of how to download a cover sheet to send with any supporting documents.

3.6. Cancelling a CoS request

If you have indicated in error that an applicant needs a CoS, or circumstances have changed, you can cancel pending requests for CoS information from applicants.

Please note that it is very important that you cancel a request where a CoS is not required so that the correct <u>recruitment documentation retention policy</u> rules are applied by the system.

1) Within Offer step 5, click on the CoS Request tab.



2) Click on the **Cancel Request** button.



ToS request	
his form contains the postal address that the applicant will be p Once you are happy that it contains the correct information you o	resented with should they need to post any of the required documentation. can send a request for information to the applicant.
oS postal details	
Contact Title:	Contact Address:
Mr	The Old Schools Trinity Lane
Contact Name:	Cambridge
Simon Virr	CB2 1TT
Contact Title:	Contact Email:
Job Title	simon.virr@admin.cam.ac.uk
	Contact Telephone:
	Cancel Request

3) Confirm the cancellation by clicking on Yes - cancel this request.

Confirm Cancel		
Are you sure you want to cancel the	e CoS request for Reddy, Kiran?	
No, don't cancel request	Yes, cancel this request	

This cancels the task and you will then be taken back to the CoS details screen so that you can confirm that a Tier 2 CoS is not required or state that you will now handle the collection of the CoS details outside of the system:



NQ04413: Cleaning Supervisor (Offer to Mrs Margaret Brownley)	
Step 5: CoS details Cos	
Certificate of Sponsorship (CoS) It is very important that we have an accurate record of whether the applicant requires a Tier 2 Certificate of Sponsorship (for example, so that the system does not purge data relating to this vacancy after 12 months). Please check and update this information as required below.	
You can also decide below if you would like to use the system to request that the applicant logs back in to provide further details required for their CoS application. Alternatively, you can handle this yourself outside of the system. Does the applicant require a Tier 2 CoS?	
No Vec. and I will use the system to request applicant CoS information	
Yes - but I will handle the CoS process outside the system No	Confirm

Please note that while you <u>can</u> still cancel a request once an invitation has already been sent to the applicant it is advisable to speak with the applicant before doing this. Cancelling will remove the applicant's ability to supply addition CoS information in their online account and this may cause confusion if they have already started the process.

Please also note that once the applicant has submitted their data, the CoS status is updated to 'Data Received'; it is no longer possible to cancel a CoS request once this has occurred.