1 Introduction – Recruitment Administration System

For positions which are advertised using RAS a CHRIS/10A form will be produced by the Recruitment Administration team which will be pre-filled with data entered directly into CHRIS.

The Recruitment Administration team will create requisitions (recruitment campaigns in CHRIS) from the details provided in the adverts published in the Recruitment Administration System (RAS).

It is essential for this process to operate efficiently that information is completed accurately in adverts created in RAS. Please ensure that you provide:

- Position reference number and job code for existing positions.
  This is particularly important where the advert is for sickness, leave or maternity cover.
  For jobs newly graded by Grading and Reward, you can find the position reference number on the CHRIS/1 form that they will have sent to you.

- Limit of tenure information where applicable.

- A complete CUFS code.
  This is essential for Research positions as the information from RAS is used to create the Post and Position in CHRIS

Cost codes should be 24 characters (including full stops and forward slashes)

For example:

	Dept Code	Cost Centre	Source of Funds	Transaction Code	Spare
U.	MA.	MABA.	ABAA.	ABAP.	0000

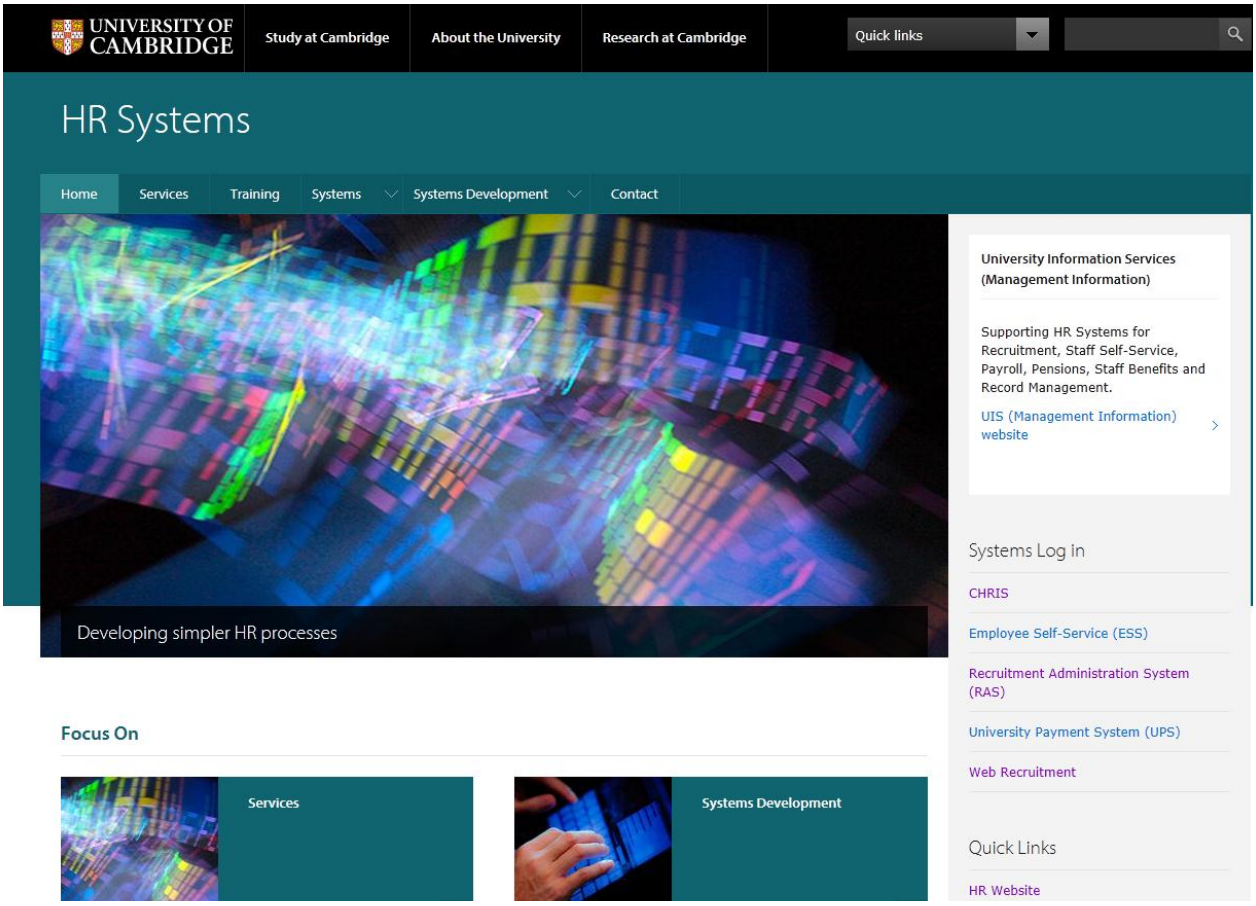
Or for Research Grants

Project Code	Task	Award	Transaction Code
AAAG/001.	01.	RG12345.	ABAE

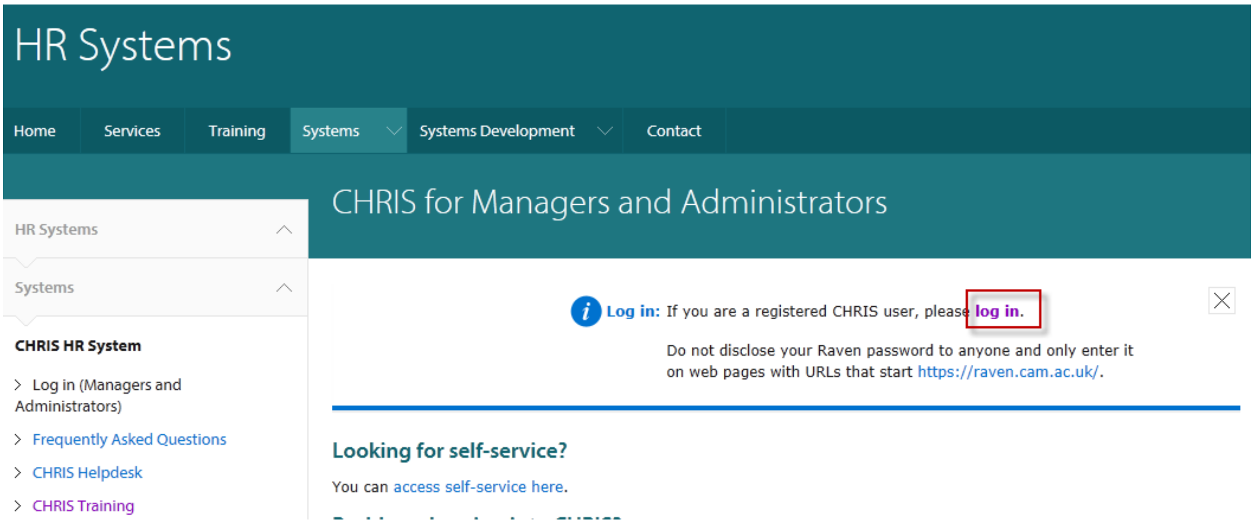
2 Logging in

1. Locate the CHRIS icon on your desktop and double-click to open.

2. The following page will be displayed. Select the Log in to CHRIS link.



3. From the Systems Log In section, select CHRIS
4. Then select the Log In button.



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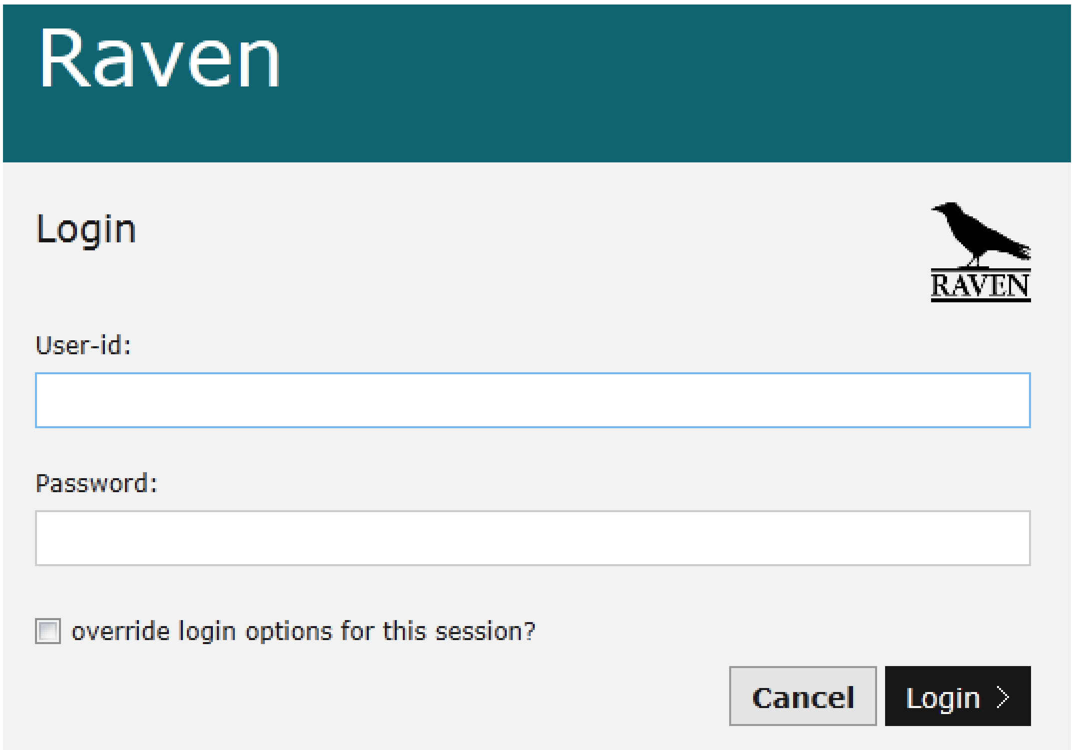
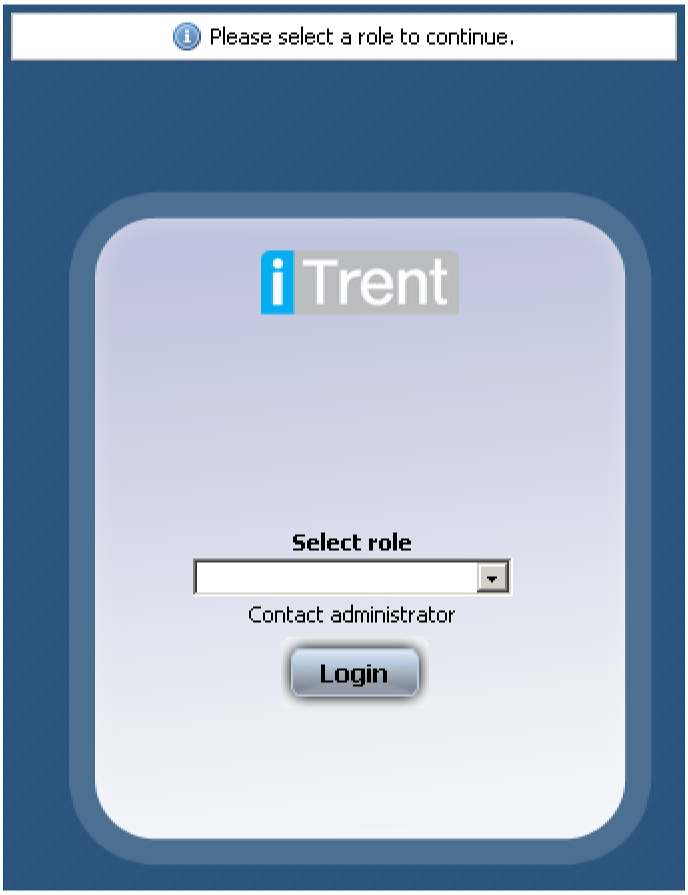
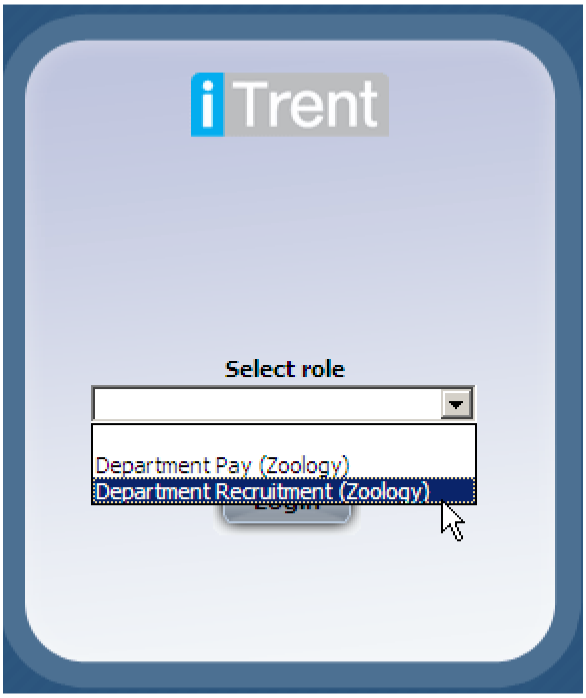
5. The Raven Login screen will be displayed. Enter your user name and password (this is case sensitive) and press Enter or click on the Login button.



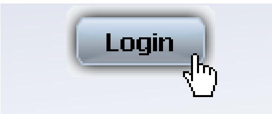
6. You will be prompted to select a role.



7. Select your Department Pay role to view employees details and to make an employee a leaver, select your Department Recruitment role for creating an applicant record and recording an offer.

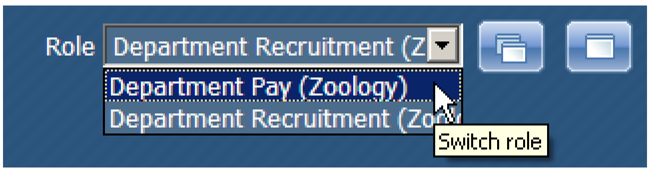


8. Click on the Login button



The role that you are using will be displayed in the top right hand corner of the screen

You can change to your departmental role by clicking the drop down arrow



3 Making an employee a Leaver

This process should be completed as soon as you know when an individual is leaving.

Leaver information must be entered before the payroll deadline. This is usually the 16th/17th of the month - 7 working days before payday (usually the 26th of each month). If you attempt to make an employee a leaver after this date you will be unable to. The message of the day will notify you that the contracts are locked and it will not be possible to access the leaver process chain.

If you are notified after the payroll deadline that someone is leaving in the current month, then you should contact payroll immediately on extension 39779 to avoid making an overpayment.

Please note, this procedure should be followed for ALL leavers, <u>but not where an employee is transferring to another position within the University (not the colleges)</u>. Transfers will be undertaken by the Recruitment Administration team. Please remember to make employees a leaver when they are leaving due to their fixed-term contract ending, redundancy, retirement and death in service.

1. Log on using your department pay role. (see previous section for instructions)

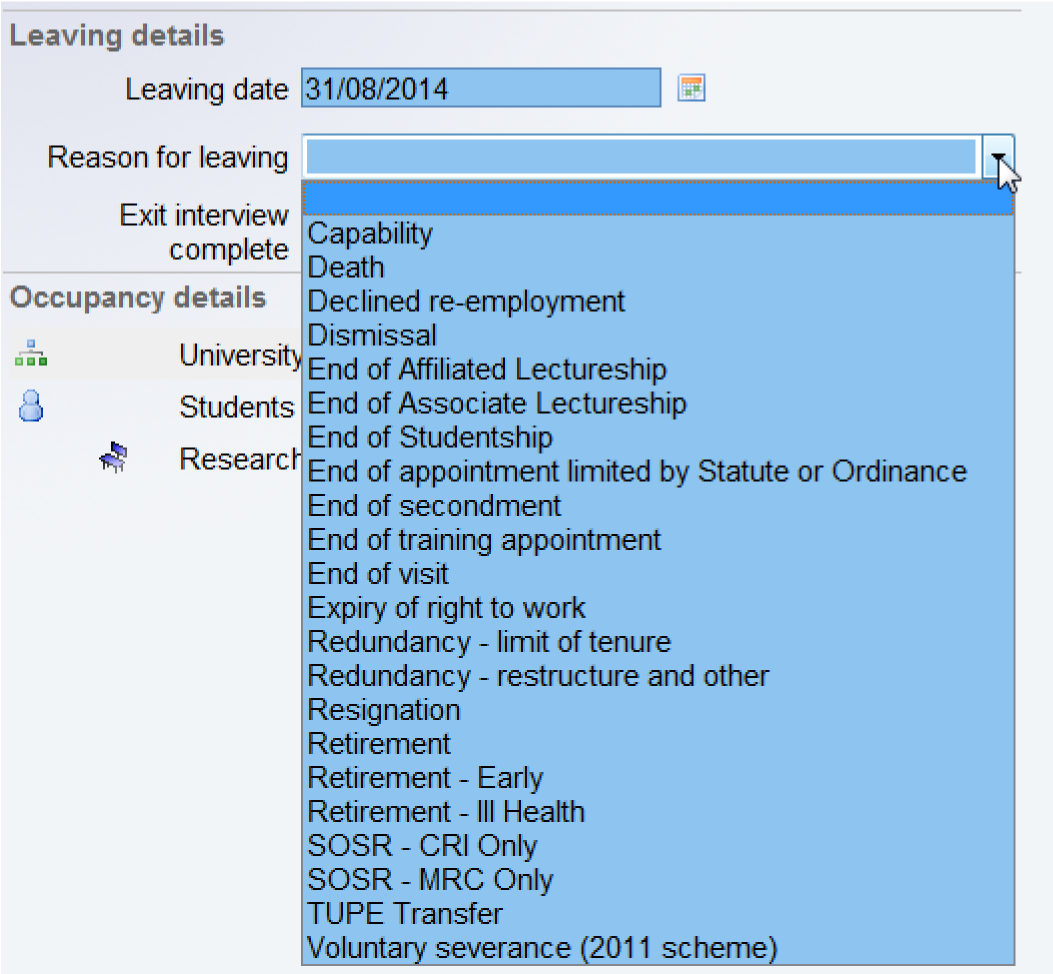
2. From the Homepage, select Make person a leaver Link

3. Search for and select the person you wish to make a leaver

4. Enter the leaving date

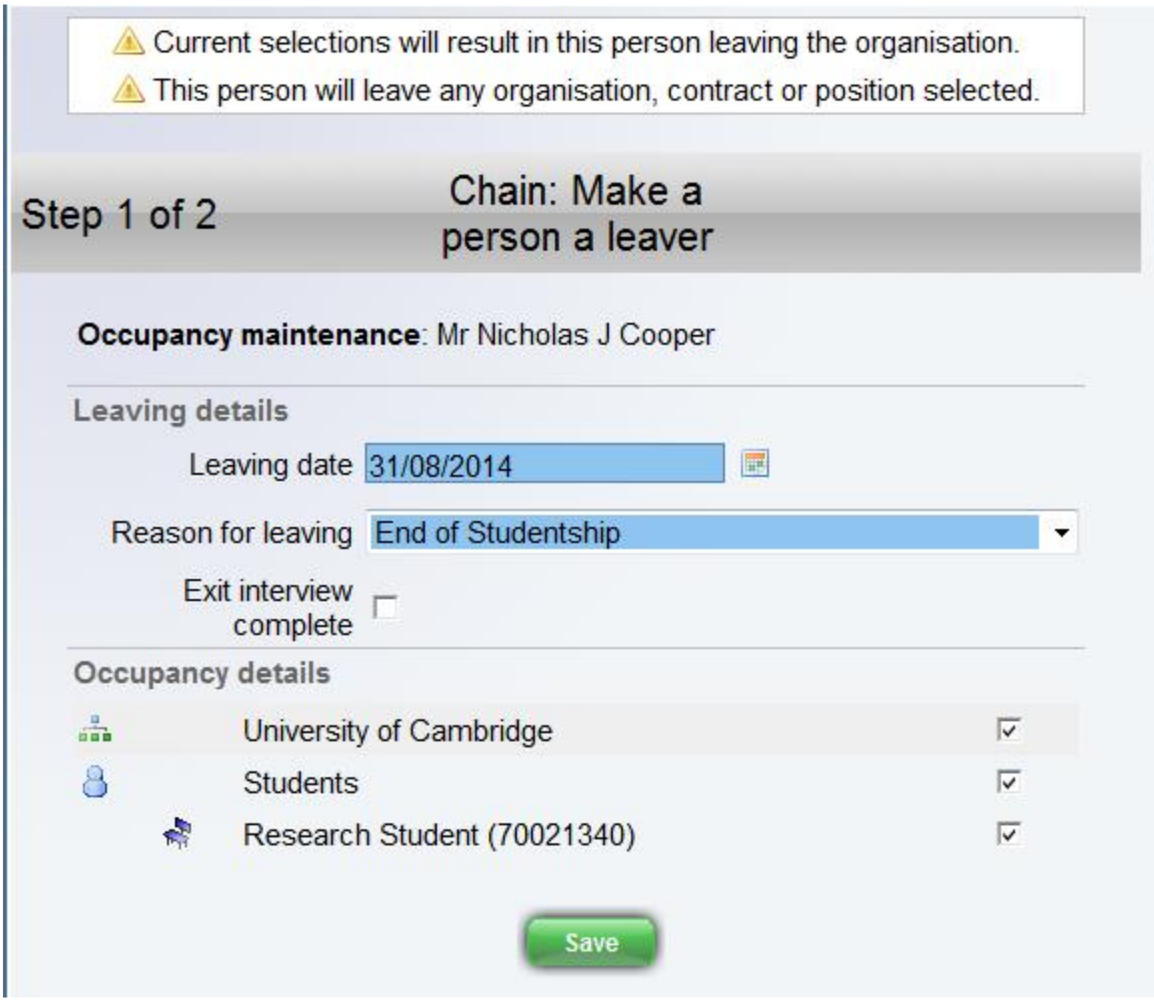
5. The leaver process chain will automatically be selected and step 1 will be displayed. Enter the leaving date.

6. Select the reason for leaving.



7. Select the position that they will be leaving

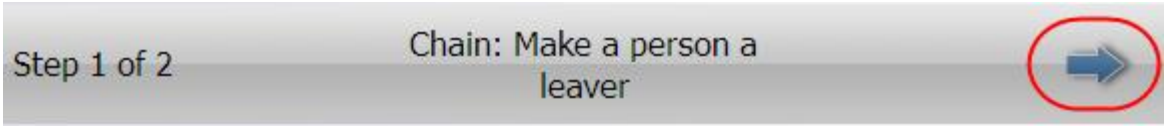
   If they occupy just one position this will result in them leaving the organisation and a warning to this effect will be displayed.



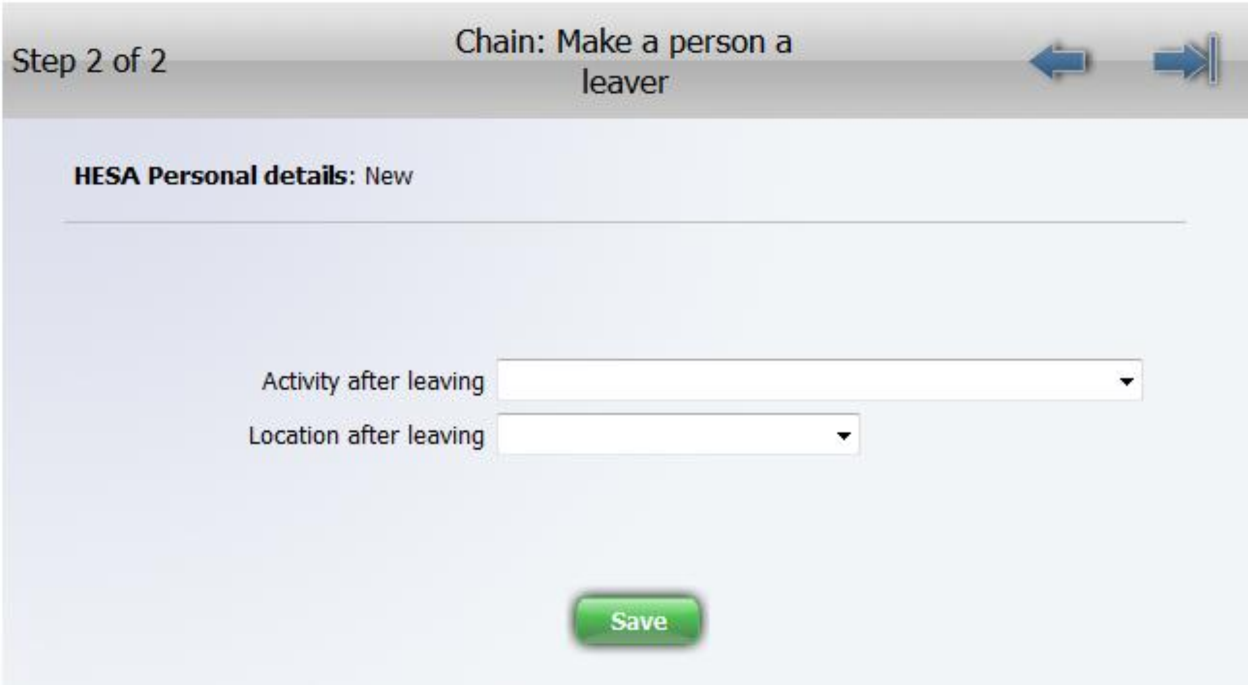
8. Click on the  button.

9. The changes have been saved message will be displayed and the Occupancy details check boxes will be displayed in grey.

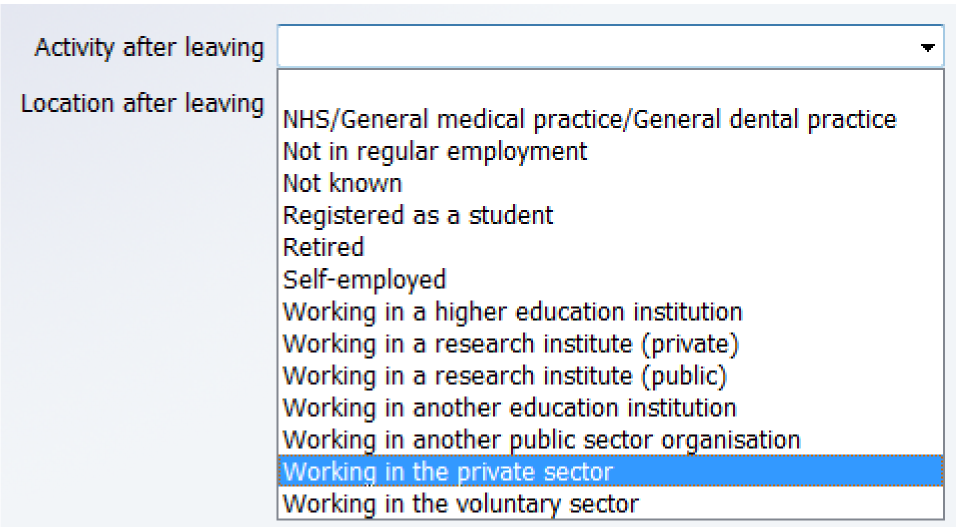
10. Use the next step arrow to move to step 2.



The HESA Personal details screen will be displayed.



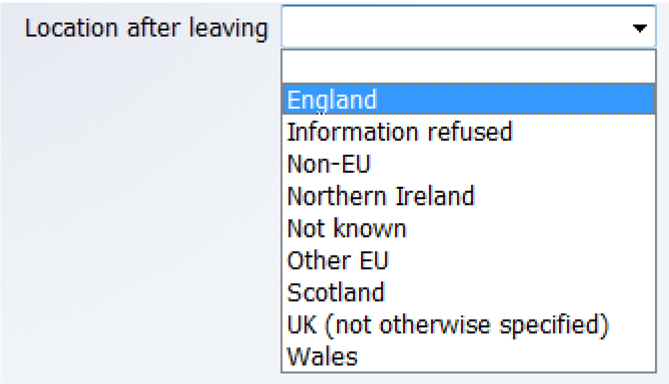
11. Select the Activity after leaving.



Please Note. If you have a member of staff who is transferring from University to College employment this should be classified as 'Working in another education institution' This is because the Colleges are separate employers, but they do not count as Higher Education institutions for HESA purposes.

For VRA's select Retired.

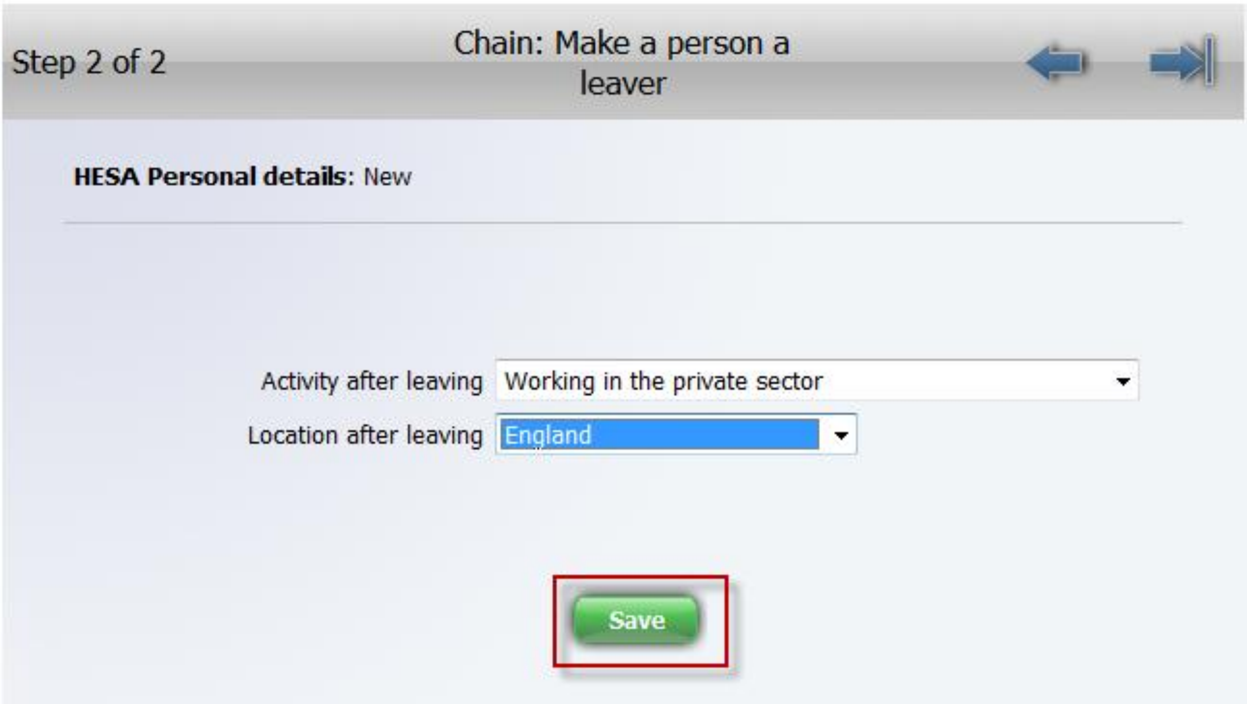
12. Select the Location after leaving.



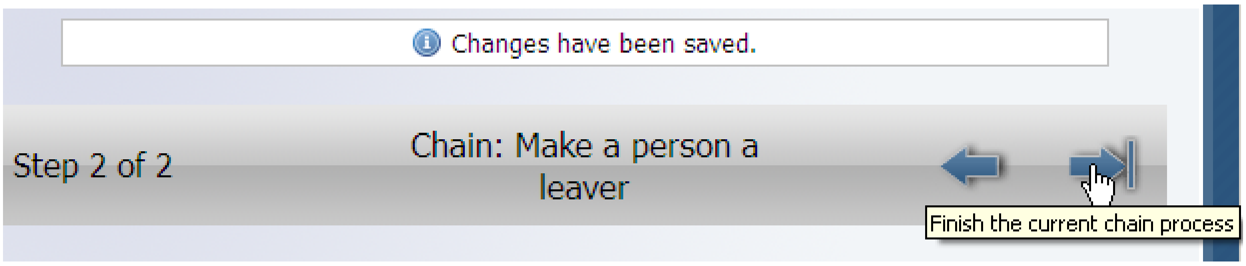
The purpose of this step in the leaver chain is to comply with the University's data collection obligations for the HESA staff return. Further information on HESA and the purpose of the HESA staff return can be found at www.hesa.ac.uk

Please note that Activity on leaving and Location on leaving only need to be completed for individuals leaving the employment of the University. You may leave these fields blank if you are dealing with someone who is ceasing employment in one of several occupancies or if the employee has died.

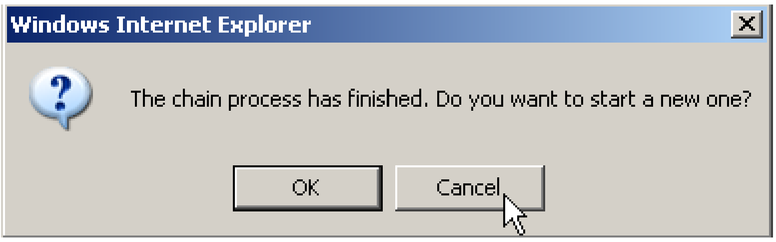
13. Click on the Save button



14. To end the chain click on the finish the chain arrow
    Only click on this arrow **after** you have clicked on save.



15. You will be asked if you wish to start another chain, select cancel



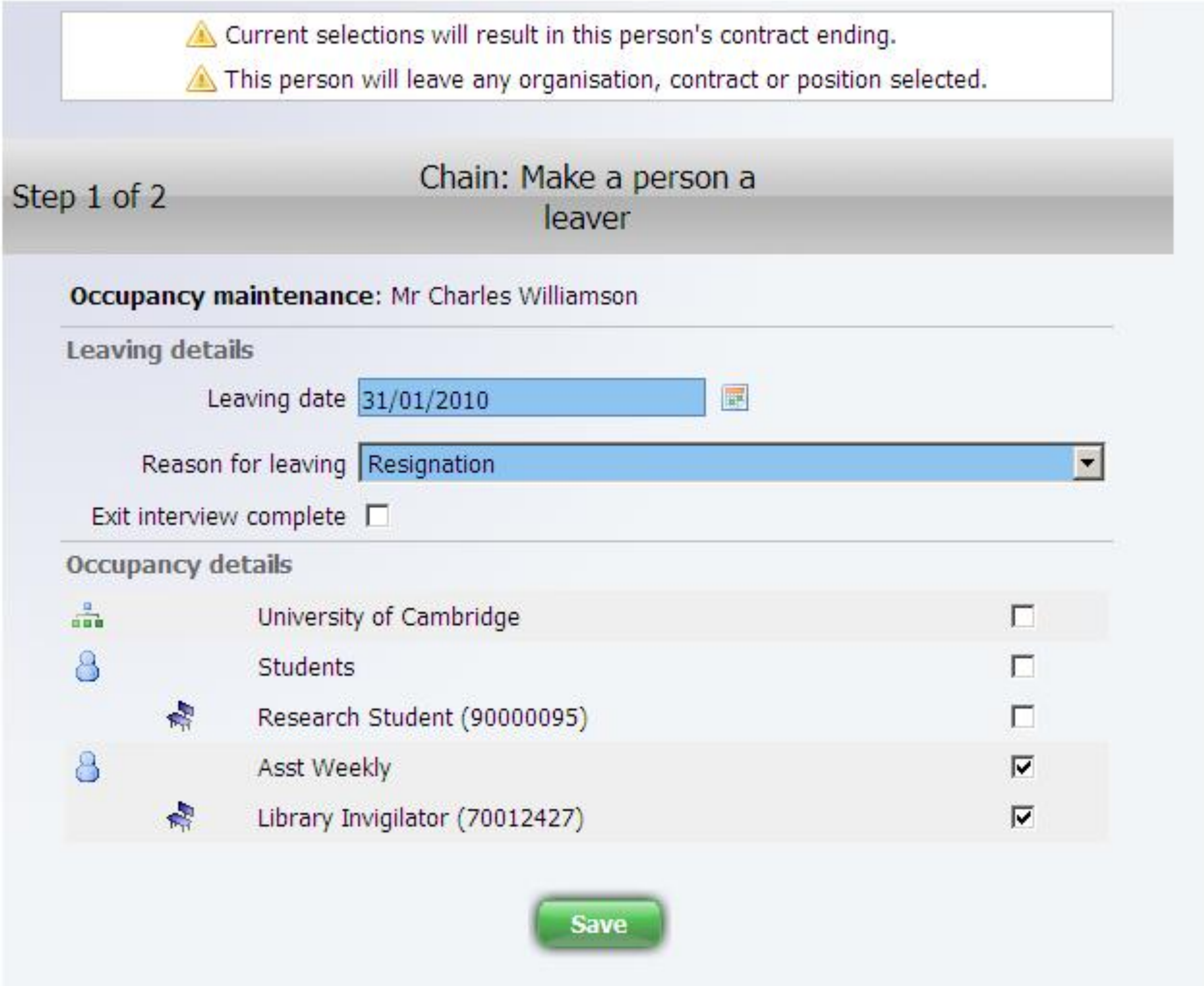
Please note - if the leaving date subsequently changes, please contact the CHRIS Helpdesk.

To process another leaver click on the University of Cambridge on the Navigation trail and repeat the process by using the link on the Home Page.

3.1 Making a person who has two positions in your department a leaver.

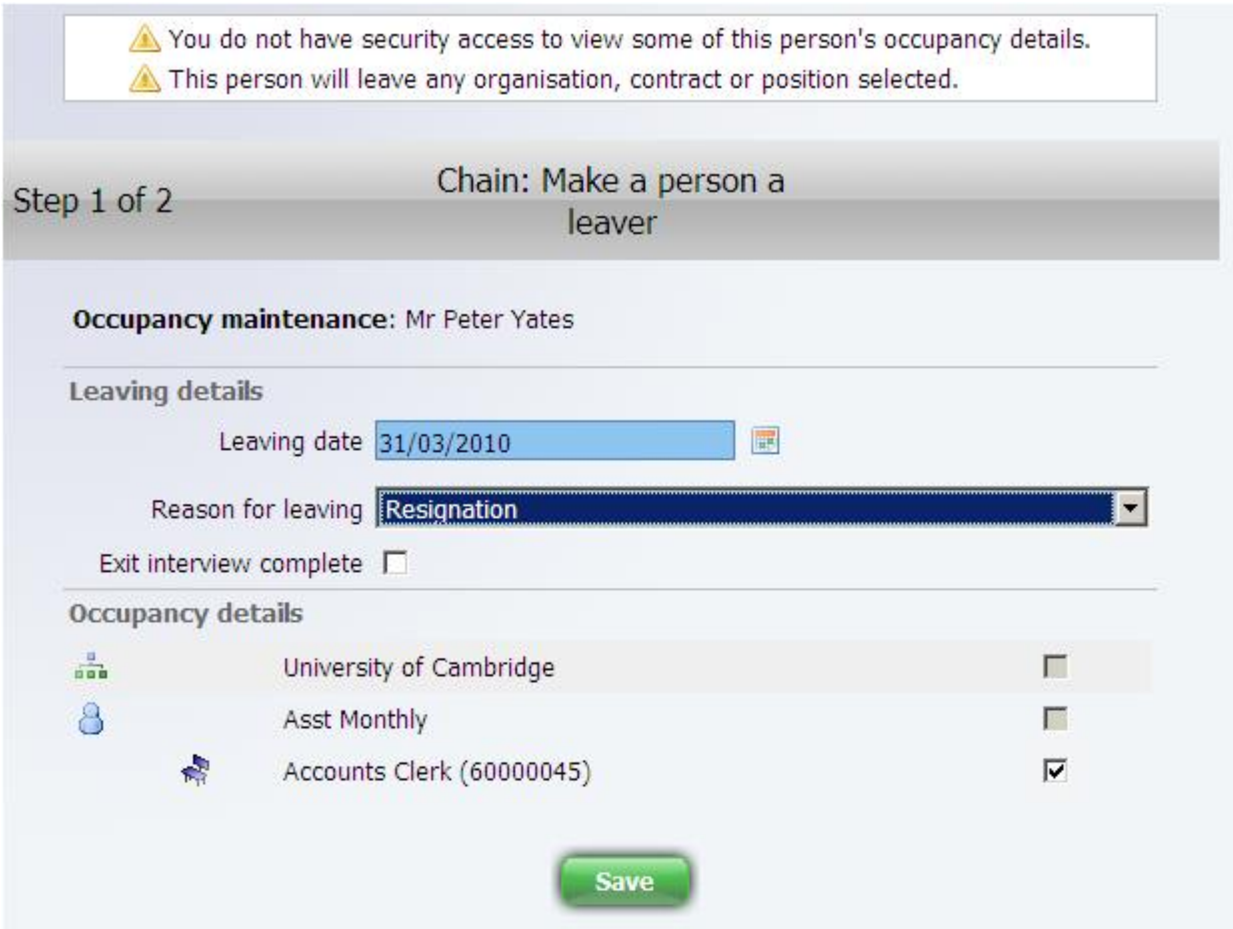
Where an employee occupies two positions and both of the positions are within your department, you will see two positions under the occupancy details heading in Step 1 of the process chain.

> Review this with care and ensure that you make them a leaver from the correct position. Do not tick the University of Cambridge check box if they are just leaving one position as doing so will make them a leaver from all positions.



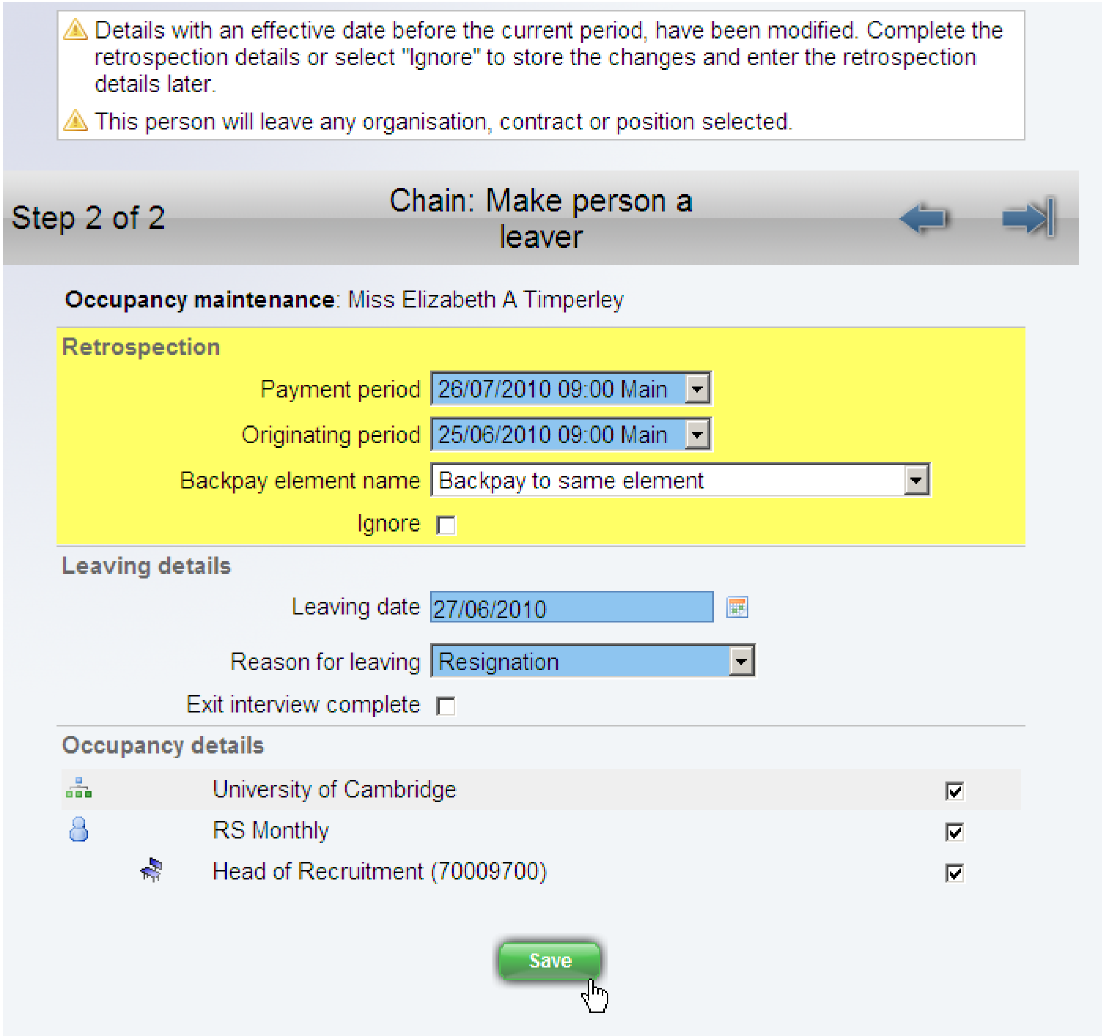
3.2 Making a person a leaver who has a position in your department and a second position in another department.

Where an employee occupies two positions and one of these positions is outside your department, you will only see the position in your department under the occupancy details heading in Step 1 of the process chain. A message at the top of the screen informs you that your security access prevents you from seeing some of the employees occupancy details, you will be unable to make the person a leaver from the University and you will only be able to tick the check box for the position.



4 Retrospection

When leaver information is entered after the payroll deadline for the current month, a yellow retrospection message will appear:



DO NOT select Ignore

Click on the Save button to complete this step and then click on the finish the chain button to complete the screen chain.

5 Workflow e-mail

When you make a person a leaver, an email will automatically be generated confirming your action. You will need to action any instructions from the email that apply to your leaver.

Separate leaver detail emails are also sent to Payroll and Recruitment Administration.

If you do not receive a workflow confirmation email for a leaver, please contact the CHRIS Helpdesk

Leaver confirmation

Mr Justin Koh
30019042
14/09/2014 14/09/2014

You have just made Justin Koh (30019042) a leaver. The details are below. If you did not mean to do this, or any of these details are incorrect, then please notify the CHRIS helpdesk **at once**. The CHRIS helpdesk can be contacted on 60999 or chrishelpdesk@admin.cam.ac.uk.

Position Leaving Date	14/09/2014
Position Leaving Reason	End of Studentship
Contract Leaving Date	14/09/2014
Contract Leaving Reason	End of Studentship
University Leaving Date	14/09/2014
University Leaving Reason	End of Studentship

If there is information next to "University Leaving Date" above then the individual has left the University entirely. If there is no data there, but there is data next to "Position Leaving Date" or "Contract Leaving Date" then the individual has one or more positions in the University that you have not made them a leaver from.

Computing, access control and other facilities

Please ensure that your local computer officer and anyone responsible for controlling access to your building has been informed that this employee is leaving.

Maternity leave

If the leaver is pregnant, she may still be entitled to statutory maternity pay. You should ensure that the relevant maternity leave forms are completed.

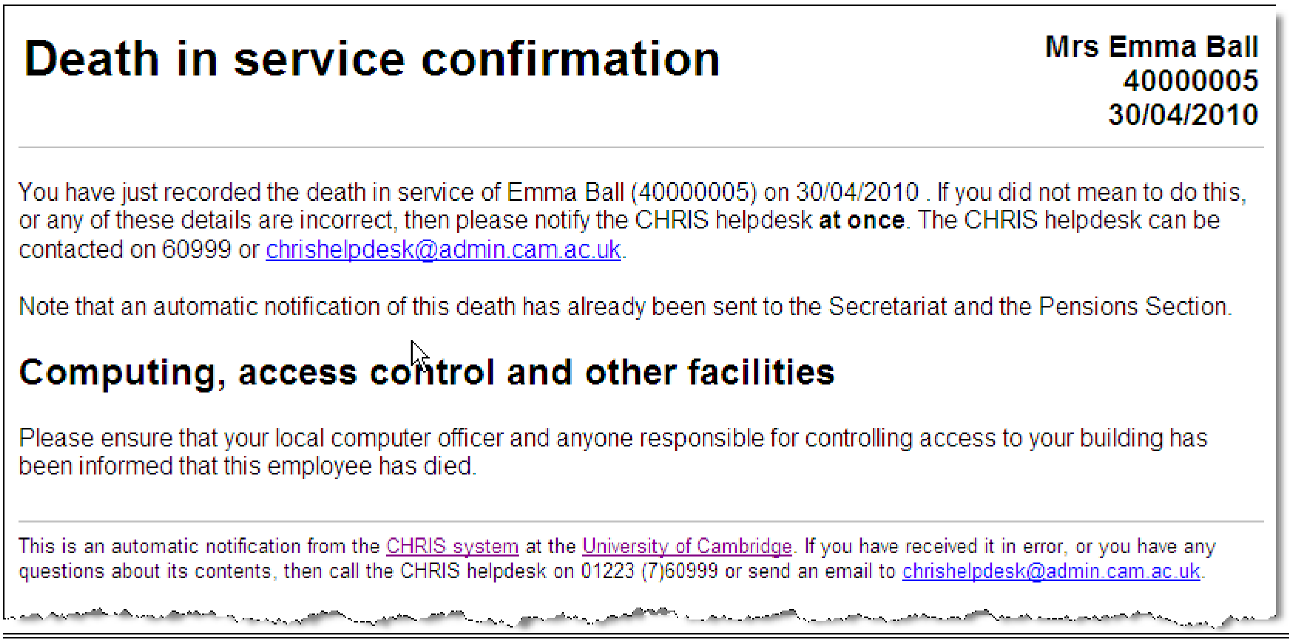
Holiday pay

Please remember to enter any holiday pay due to the employee in the last pay period before they leave. Navigate to Payroll->Fast input list->Fast input details in CHRIS.

Fixed term contracts and other redundancies

If the employee is leaving because they have reached the end of a fixed-term contract then you **must** have followed the proper end of fixed-term contract procedures.

If you have selected Death in service as the leaving reason you will receive the following email



Death in service confirmation

Mrs Emma Ball
40000005
30/04/2010

You have just recorded the death in service of Emma Ball (40000005) on 30/04/2010 . If you did not mean to do this, or any of these details are incorrect, then please notify the CHRIS helpdesk **at once**. The CHRIS helpdesk can be contacted on 60999 or chrishelpdesk@admin.cam.ac.uk.

Note that an automatic notification of this death has already been sent to the Secretariat and the Pensions Section.

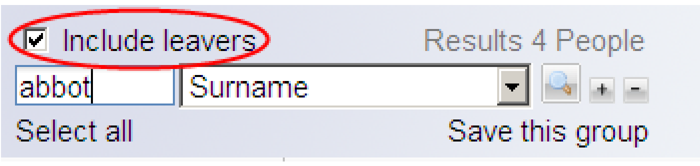
Computing, access control and other facilities

Please ensure that your local computer officer and anyone responsible for controlling access to your building has been informed that this employee has died.

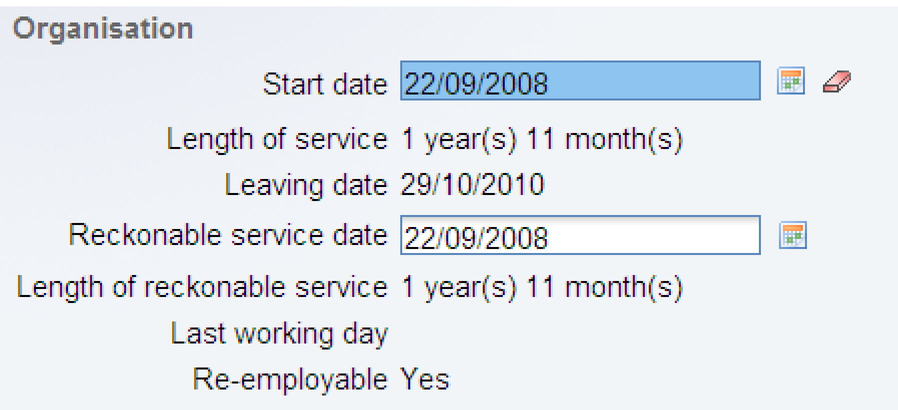
This is an automatic notification from the CHRIS system at the University of Cambridge. If you have received it in error, or you have any questions about its contents, then call the CHRIS helpdesk on 01223 (7)60999 or send an email to chrishelpdesk@admin.cam.ac.uk.

5.1 Viewing Leaver Information

To view details for a leaver enter the surname and select the include leavers check box.



Select the person's record and then select the key dates option to view the start and end dates of employment.



6 Entering Holiday Pay

A fast input screen has been created for entering Holiday Pay. This must only be used for a person who is a leaver. It **must not** be used where an employee is transferring to another University department as their leave records must transfer with them. Leave and sickness records should be transferred to the new department.

If you attempt to enter holiday pay information after the payroll deadline for a particular month, you will be unable to, a message notifying you that the contracts are locked will be displayed.

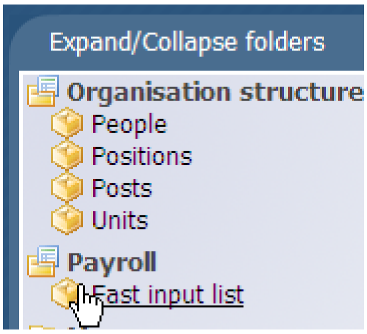
Changes cannot be saved for a locked contract.

Holiday Pay should be entered in the <u>last</u> month in which the person is working, before the payroll deadline, so that holiday pay is included in their final payslip.

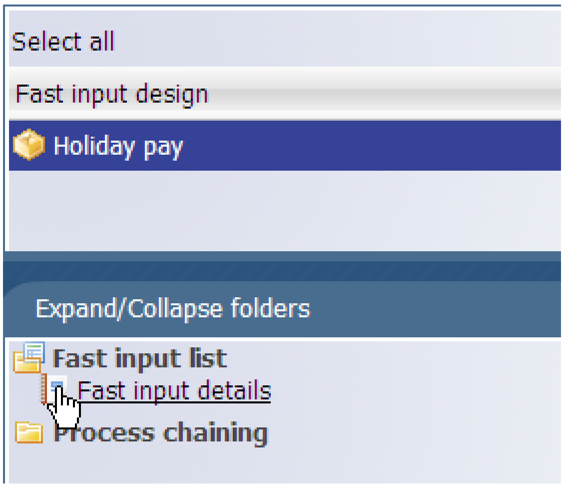
To access the holiday pay screen:

1. Select the Payroll menu

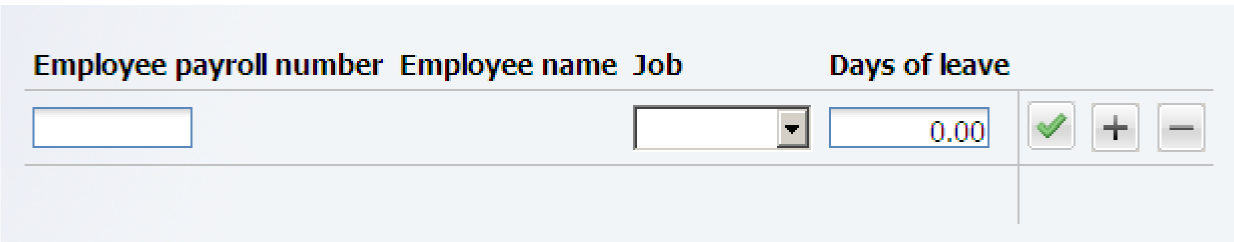
2. Select Fast input list



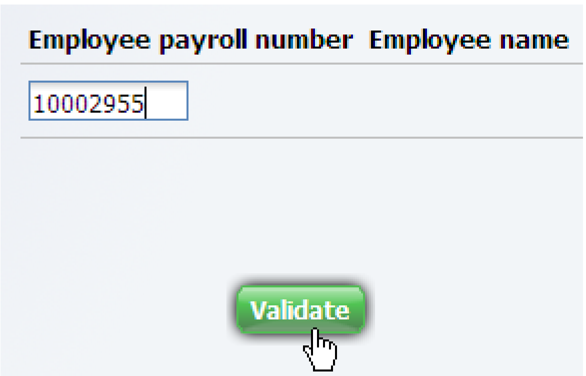
3. Select Fast input details



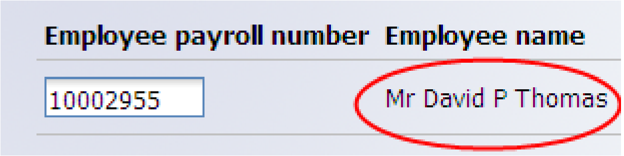
4. The fast input details Holiday pay screen will be displayed.



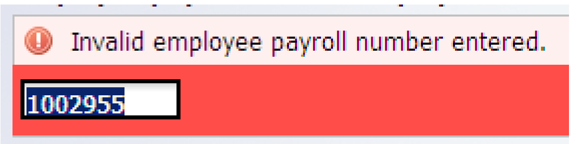
5. Enter the employee payroll number (this is the same as the personal reference number) and click on validate.



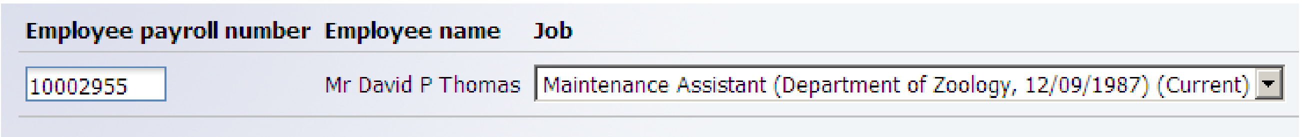
6. Ensure that the correct person's name is displayed.



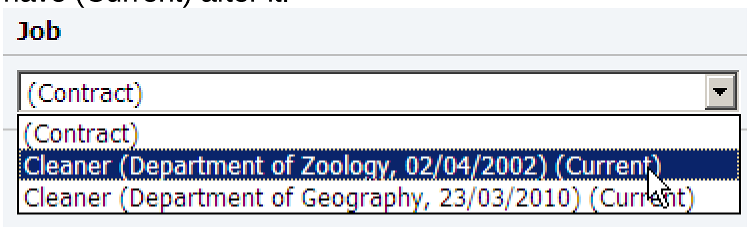
If you enter an incorrect payroll number an error will be displayed



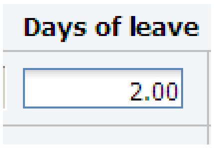
7. Where an employee holds one position the details will be displayed to the right of their name.



8. **If** the employee holds more than one position you will need to click the drop down arrow to the right hand side of Contract and select the person's position. This will have (Current) after it.



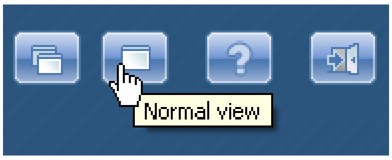
9. Enter the number of days leave



10. Click on the 

button. The screen will clear and this will show that the changes have been saved

11. To return to the normal view of the screen, click on the Normal View button in the top right hand corner of the screen.



7 Flow diagram of Recruitment Process

Receive CHRIS/10A	
Check that pre-employment checks are listed in section D. Update CHRIS with additional checks where necessary	See checks training manual
Search for position using position reference number on CHRIS 10/A	Page 24
Complete Manual Application Entry Ensure that you have all information required as you cannot go back into this form once you've completed it	Pages 25 to 33
Record applicant name and reference number on CHRIS 10/A	Page 33
Start the Record an Offer process chain	Page 34
Enter Probationary details	Page 37
Check Payscale Values and set change reason to New Starter	Page 38
Enter Contracted Hours	Page 39
Enter Working Pattern	Page 40
Check and change UMS address as necessary	Page 41
Receive Offer confirmation email	Page 43
Return completed CHRIS/10A with relevant supporting documents to Recruitment Administration	Page 44

8 Creating an Applicant Record

Posts and Positions will be created from information provided on CHRIS/1 or CHRIS/2 form for academic, academic-related and assistant jobs. For other appointments, recruitment administration will create a position on CHRIS using the data entered in RAS when a job is advertised. The recruitment administration team will create a requisition and you will receive a pre-printed CHRIS/10A form to be used when you have entered the details of the preferred candidate into CHRIS using information from their application form or cover sheet from CVs form.

When you receive the CHRIS/10A form it is essential to check that the correct pre-employment checks are listed in section D. **If there is a requirement for an additional check which is not listed on the form– e.g Criminal Records Bureau - you must update the CHRIS system directly**. Please refer to the CHRIS Training web pages for instructions.

8.1 Overlap Appointments (appointments before previous occupant has left)

Where the new employee is a replacement and you need them to start before their predecessor has left, then please email your Recruitment Administrator to ask them to set up an overlap position. You don’t need to wait until you have a preferred candidate before you do this. The subject line should be “Overlap for Vacancy XXXXXXX” and the body of the email should state the earliest date on which you may make an appointment. You must then offer the new starter the newly created overlap position.

8.2 Entering Applicant details

It is advisable to enter the applicant details when the offer has been accepted and a start date has been agreed, so that creating an applicant can be followed directly with the Recording an Offer process chain.

Before you begin this process, it is advisable to check that you have all the required information to hand:

CHRIS/10a

Applicants name, title, date of birth, national insurance number, immigration status, address details, contact details, nationality, ethnic origin, disability information.

The start date of employment

Limit of tenure information where applicable

Probationary period

Grade and scalepoint

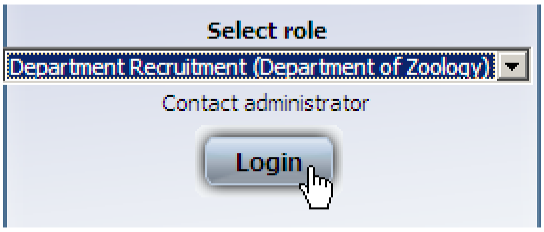
Contractual Hours

Working Pattern

University Mail Service Address where the employee is going to work at a different location to the department UMS address.

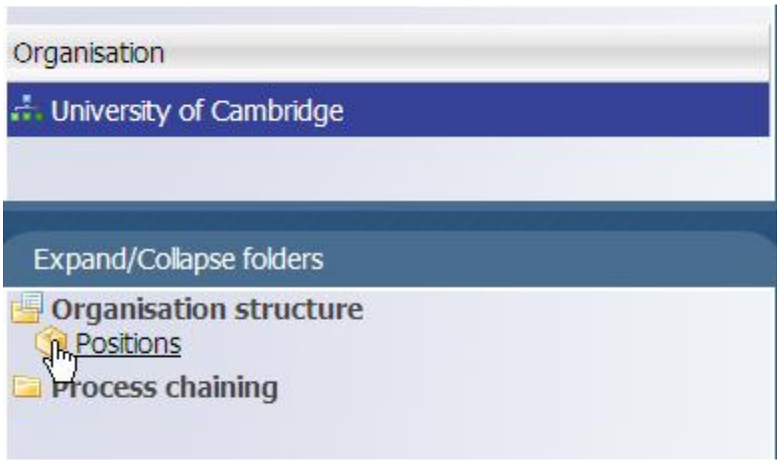
Please note: **You do not need to follow the steps below if applicants have applied for a vacancy using Web Recruitment.** Where an offer has been made and accepted in Web Recruitment and the successful applicant has been transferred into CHRIS you can proceed to the Record An Offer process chain. See section 9, Recording an Offer.

1. Log on using your department recruitment role. (See section 1 for instructions)

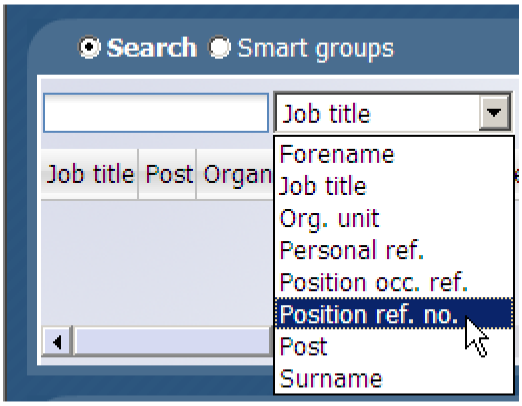


2. Search for the position using the position reference number provided on the CHRIS/10A New Appointment Request form.

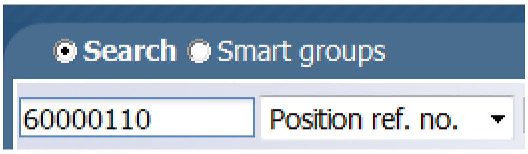
   Select Positions



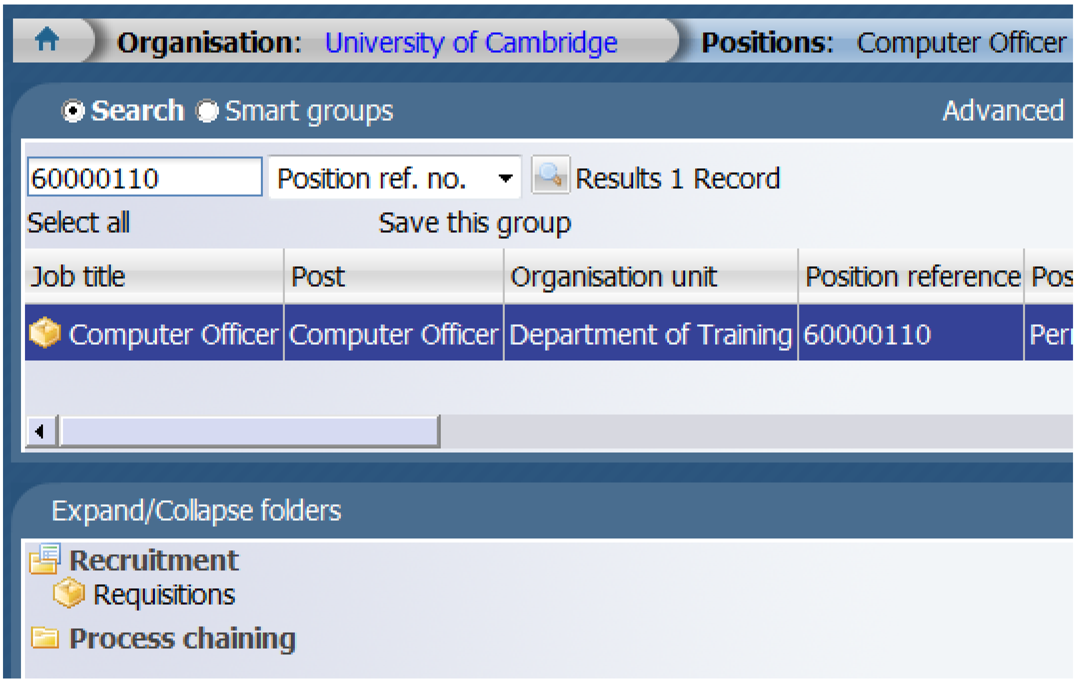
3. Change the search criteria to Position ref. no.



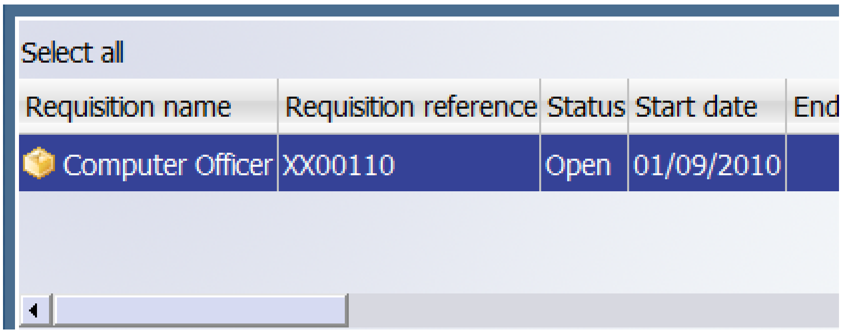
4. Enter the position reference number from section A of the CHRIS/10A



5. When the position is displayed, select Recruitment, Requisitions



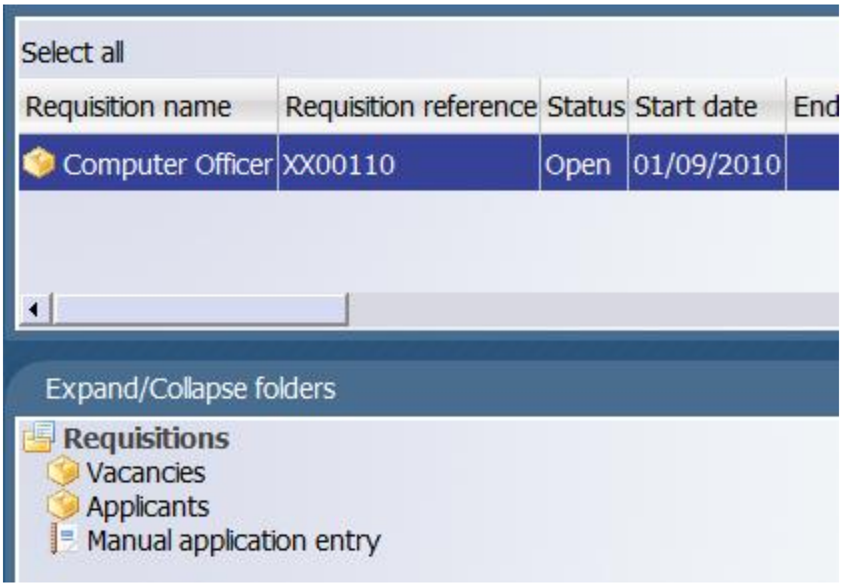
6. The requisition will be displayed, check the requisition reference against the CHRIS 10/A form.



7. **IF** the position has been re-advertised then the previous requisition reference will be displayed above the new one, with the status closed and an end date. Ensure that you select the latest requisition which will be shown with the status Open.

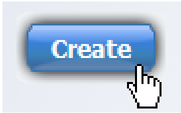
Requisition name	Requisition reference	Status	Start date	End date	Applicati
Junior Library Assistant	VK07689	Closed	25/01/2011	11/03/2011	
Junior Library Assistant	VK08152	Open	27/04/2011		

8. Then select Manual application entry

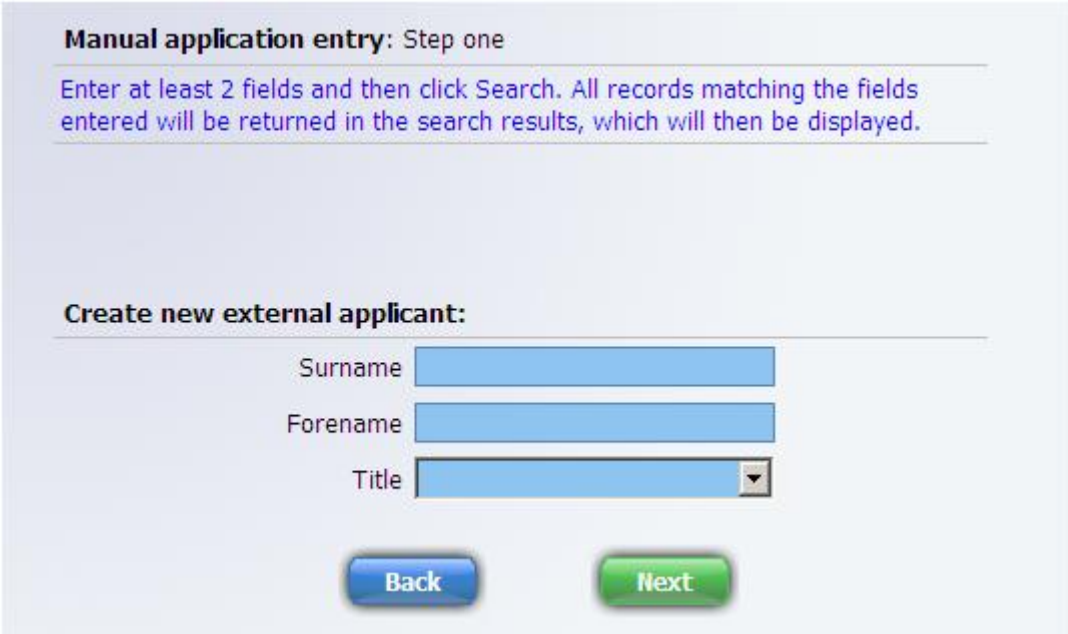


9. Enter the effective date as the date of signature on the application form, or the date of the email if the application was sent electronically.

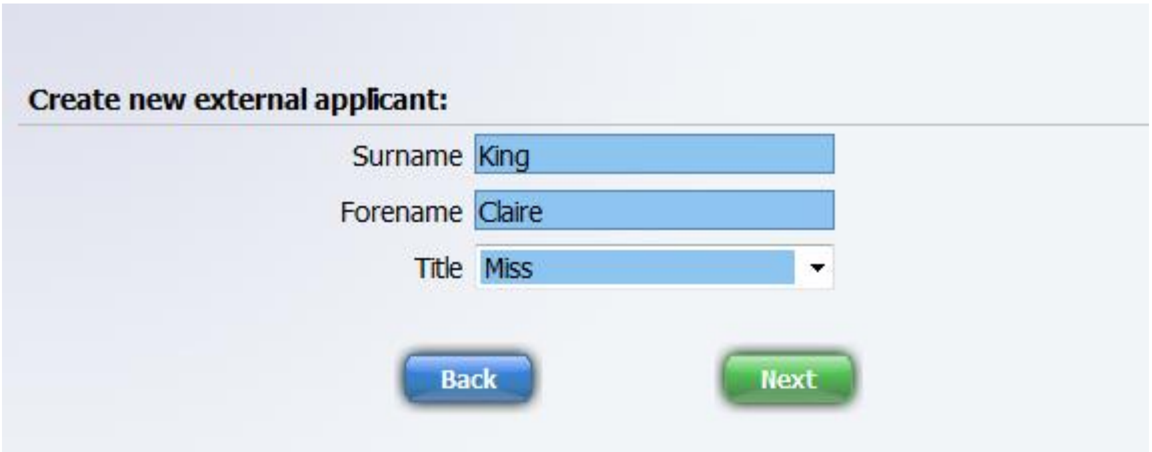
10. The Manual application entry, step one will be displayed

Please ignore the text and click on the 

button.



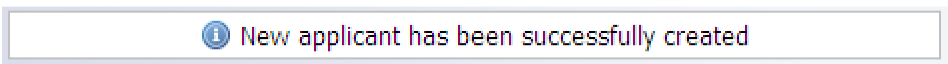
11. Enter Surname, Forename and select a title from the drop down list.
    The name that is entered here should match the name on the person's passport. This information will appear on the person's contract. It is essential that this information is entered in proper case.



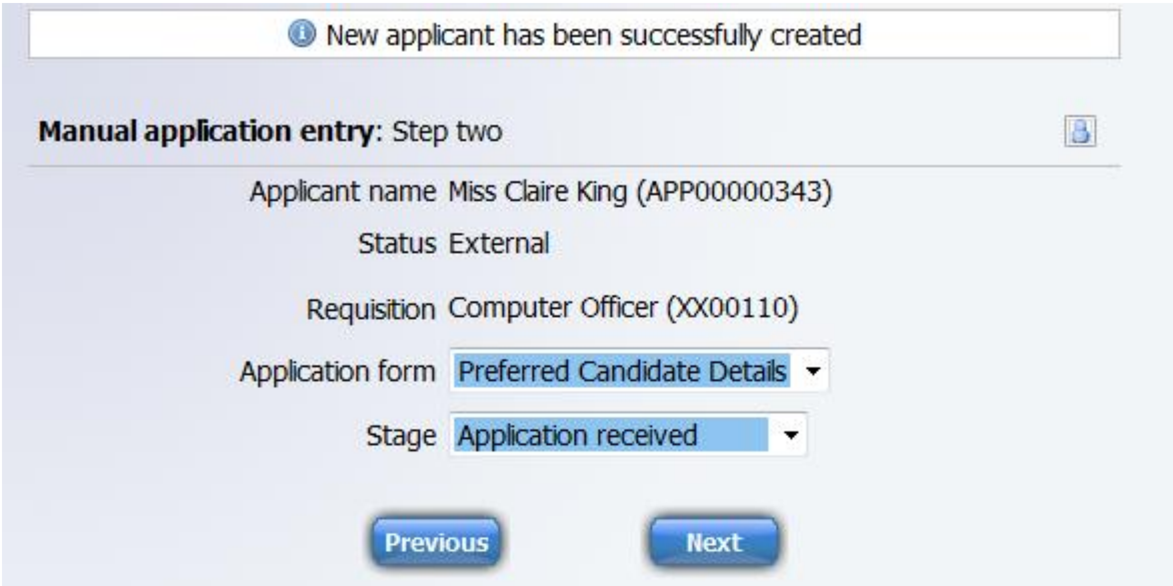
12. Click on the 

button.

13. Confirmation that the applicant has been created will be displayed.

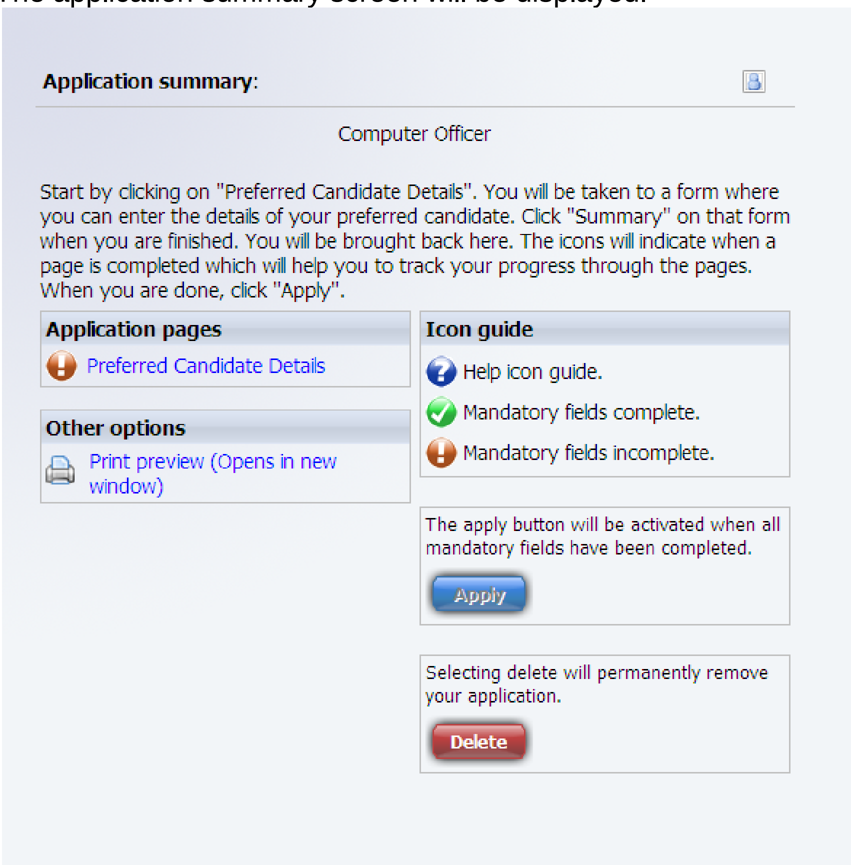


14. Select Preferred Candidate Details from the application form drop down box and Application received from the Stage drop down box



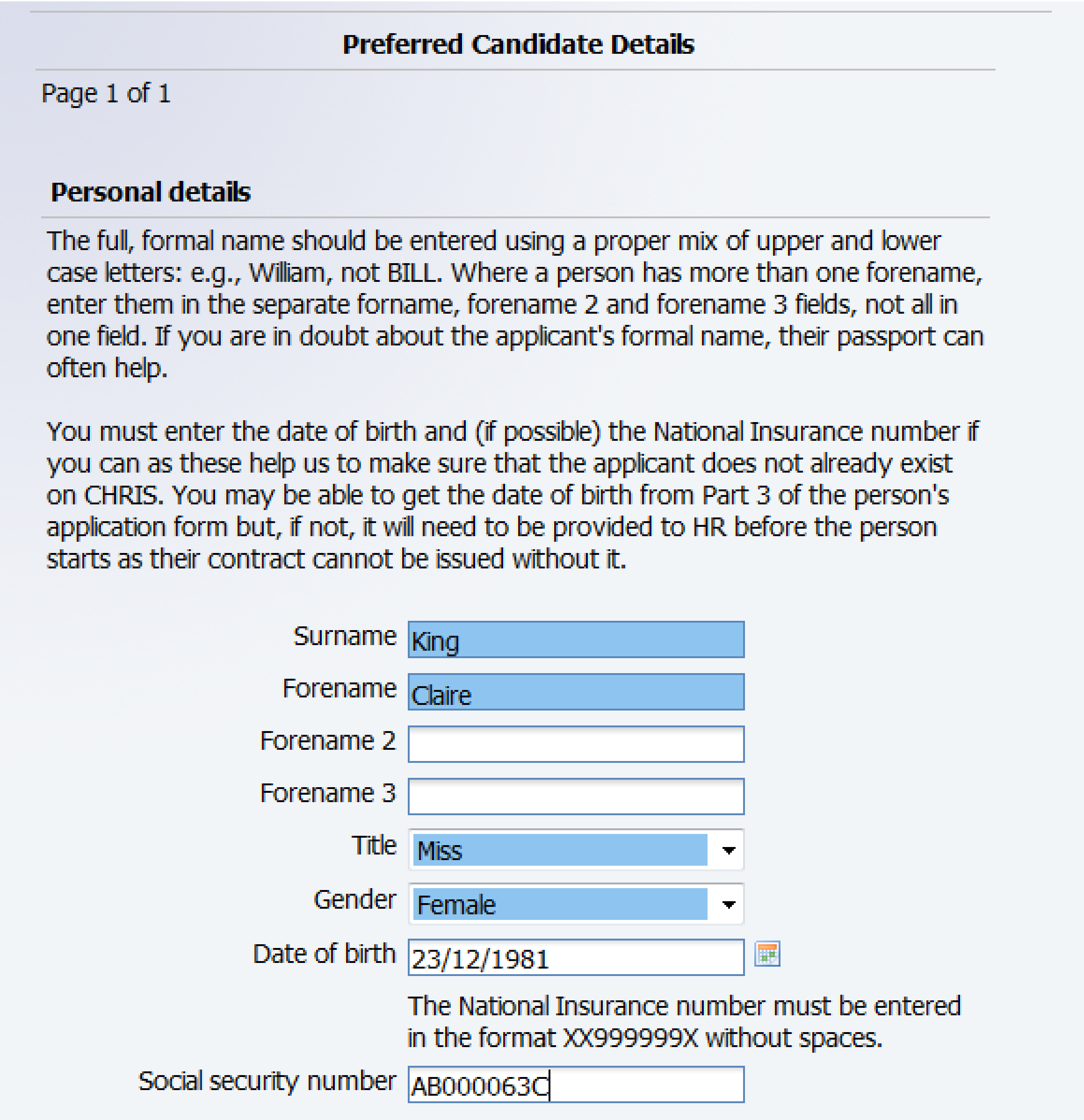
15. Click on the  button.

16. The application summary screen will be displayed.

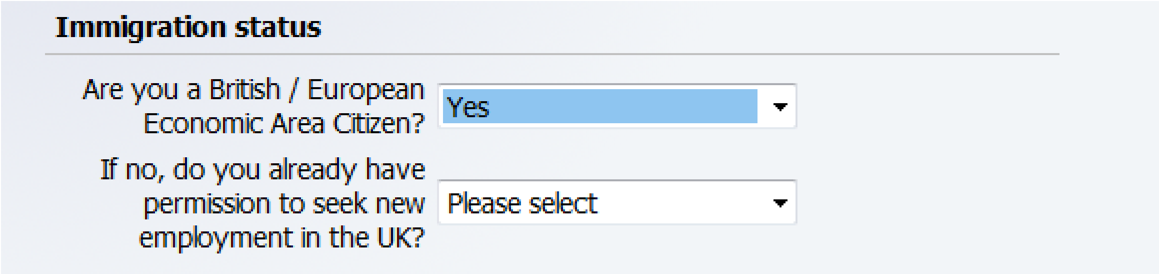


17. Select Preferred Candidate Details

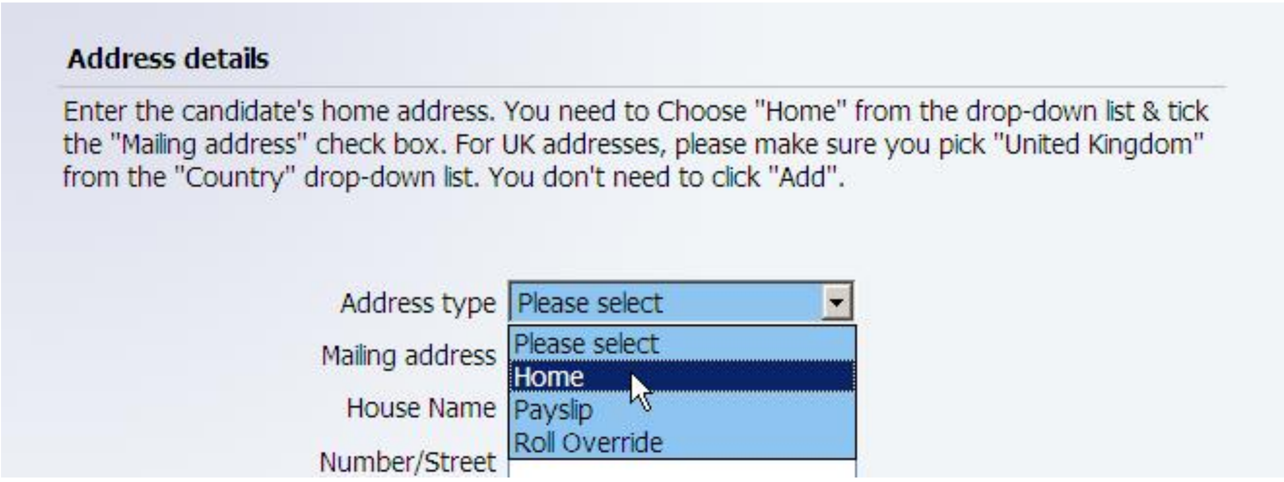
18. In the Personal Details section you must enter gender. Enter date of birth and social security number (UK National Insurance number with a format AA123456A).



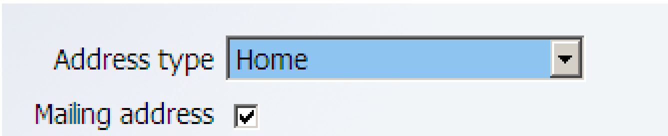
19. In the Immigration Status section select whether or not the applicant is a British/EEA Citizen.



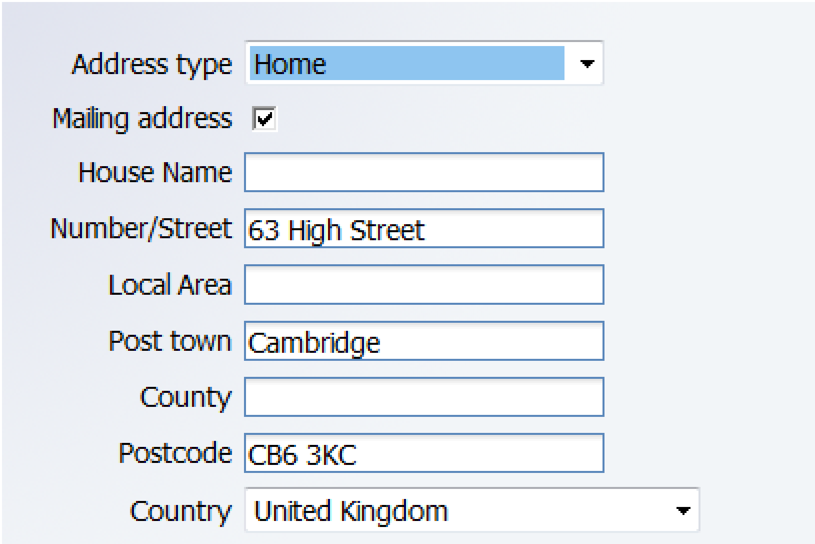
In the Address Details section select Home from the address type drop down box. Please do not use Payslip or Roll Override Address types.



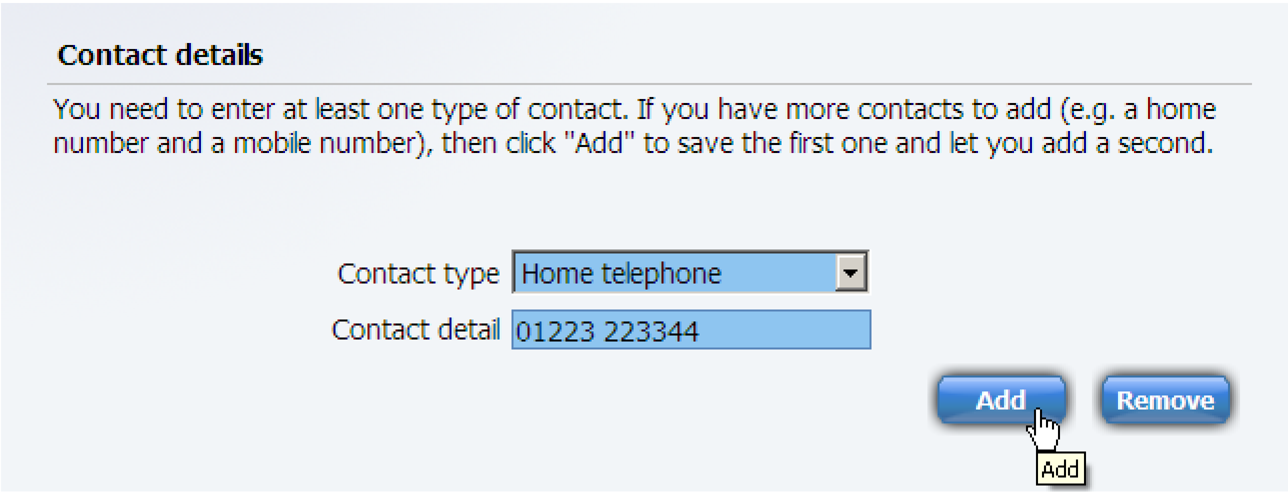
20. Tick the mailing address check box



21. Enter home address information. Please ensure that you enter the correct information in the correct field name.
    Please note that Country must be entered and that the United Kingdom is the first entry in the drop-down list.
    The easiest way to enter this data is to press the Tab key after entering the postcode and then press U.

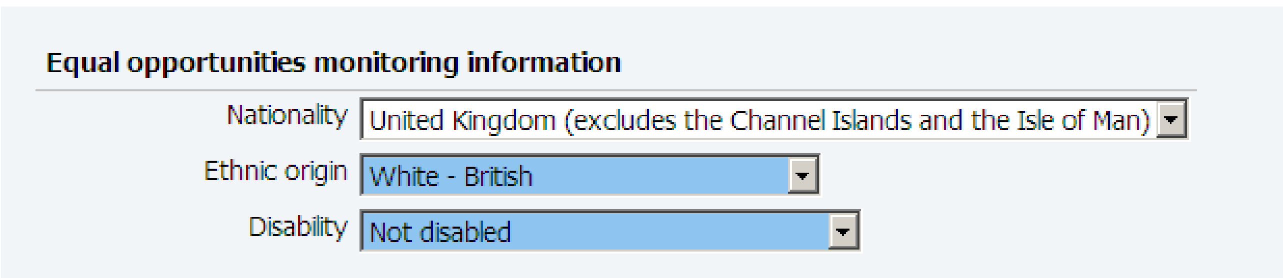


22. Enter Contact details



Additional contact details can be added if required. Please do not use User email address or Work telephone.

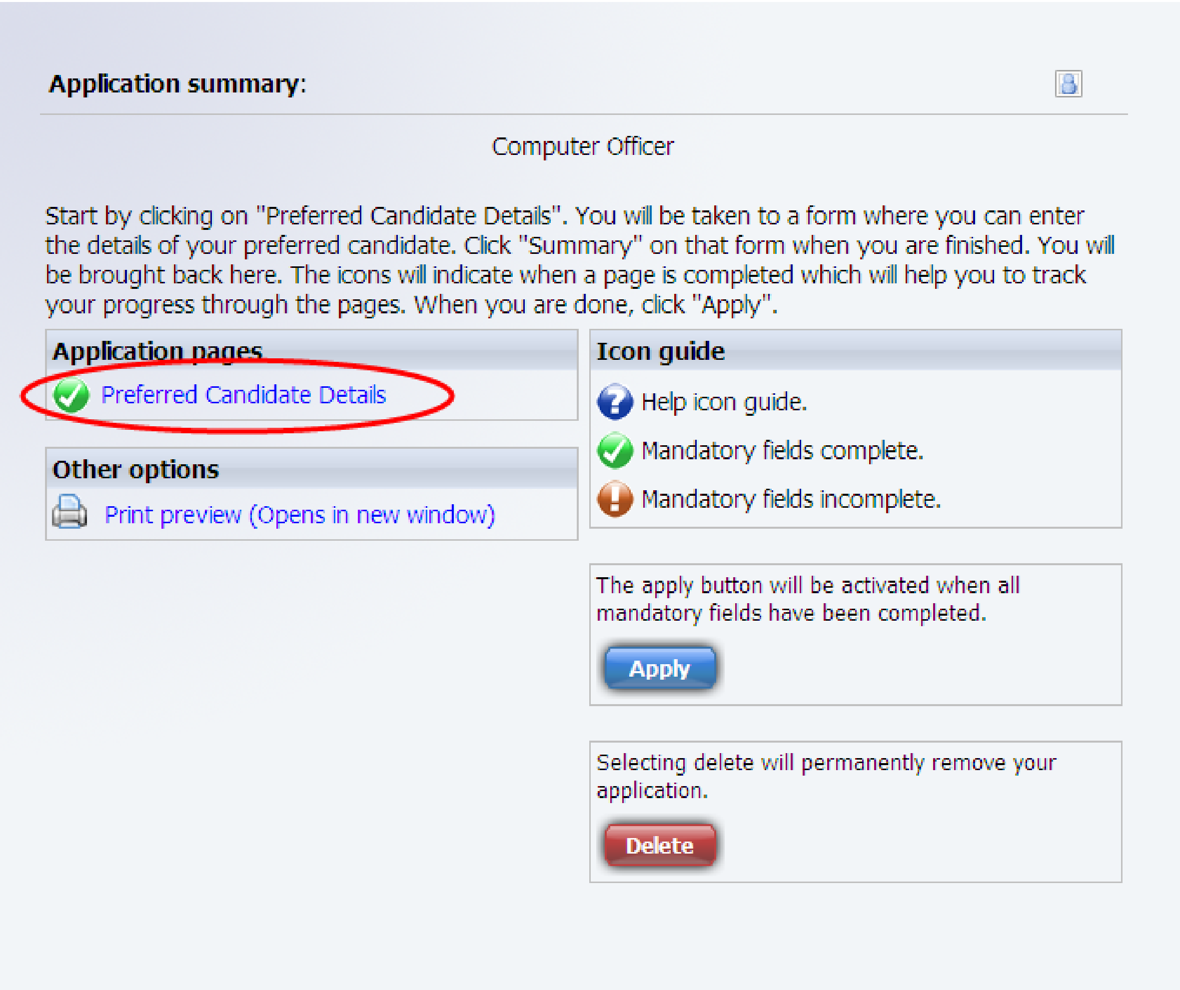
23. Enter Nationality, Ethnic origin and Disability information (or select Not disabled)



24. Click on the 

button.

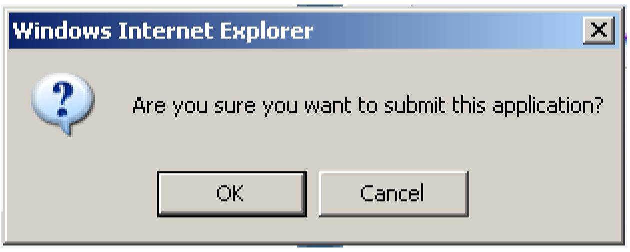
25. The Application Summary screen will be displayed and a green tick will be displayed against preferred candidate details.



26. Click on the apply button

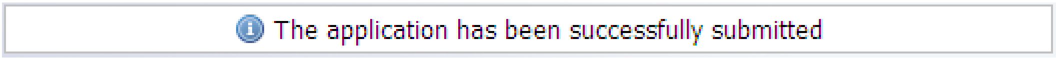
If this button is not available it will be because one of the mandatory fields has not been completed. Return to the preferred candidate details and complete.

27. Click on OK



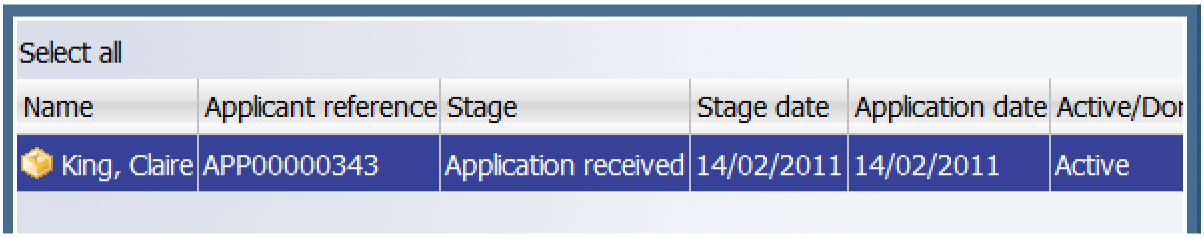
28. The screen will process

29. The confirmation below will be displayed.

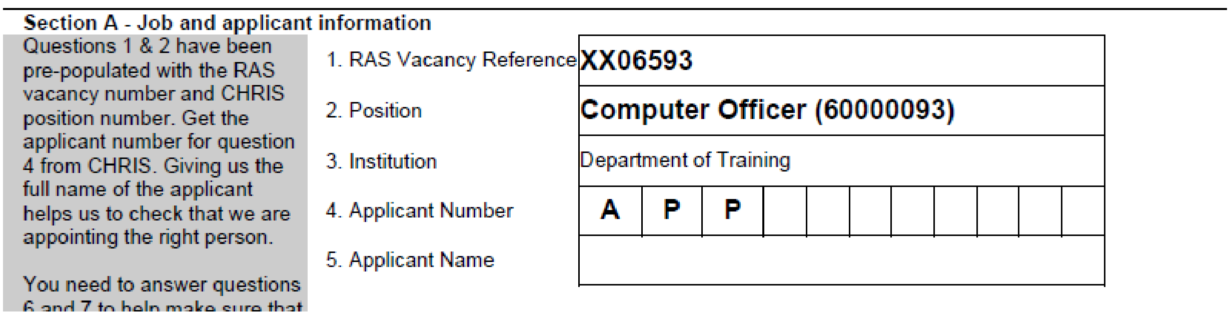


30. Select Applicants from the Requisition menu

31. Record the applicant name and reference number on the CHRIS/10A form


Select all

Name	Applicant reference	Stage	Stage date	Application date	Active/Do
King, Claire	APP00000343	Application received	14/02/2011	14/02/2011	Active


Section A - Job and applicant information

Questions 1 & 2 have been pre-populated with the RAS vacancy number and CHRIS position number. Get the applicant number for question 4 from CHRIS. Giving us the full name of the applicant helps us to check that we are appointing the right person.

You need to answer questions 6 and 7 to help make sure that

1. RAS Vacancy Reference	**XX06593**
2. Position	**Computer Officer (60000093)**
3. Institution	Department of Training
4. Applicant Number	**A P P**
5. Applicant Name	

9 Recording an Offer

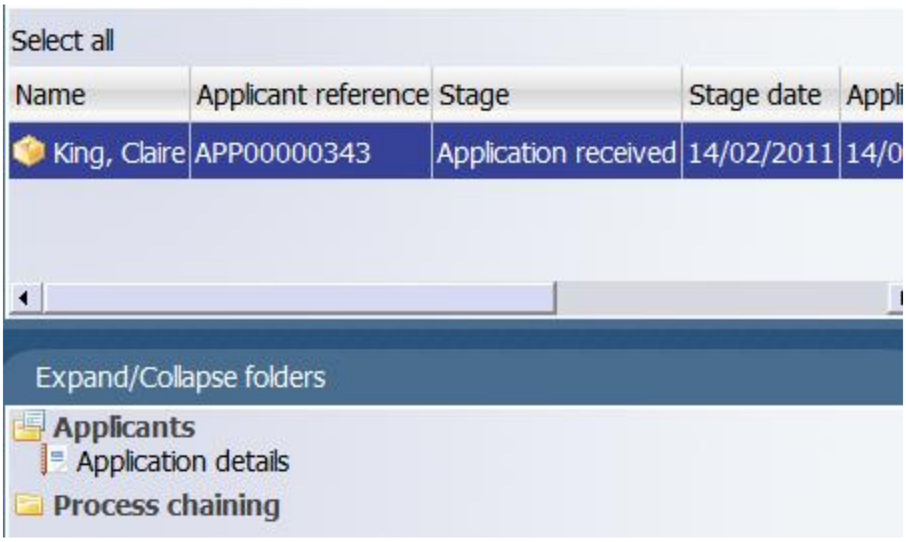
This process chain must be used where the applicant data has been transferred using the Transfer to CHRIS option in Web Recruitment.

When making an offer of employment to your preferred candidate, you should do this using the template offer letter found at:

http://www.admin.cam.ac.uk/cam-only/offices/hr/employment/appointment/notification.html.

It contains approved wording on the offer of employment being conditional upon the satisfactory completion of any required pre-employment checks. You must also record that you have made an offer in CHRIS by completing the following steps.

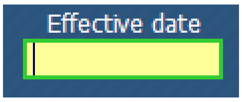
1. Select the applicant and then choose the Process chaining folder
   (If you are not carrying out this step directly after recording the applicant details, or your applicant has been transferred from the web recruitment system you will need to navigate via positions, entering the position reference number, selecting Recruitment, requisitions and then selecting applicants)



2. Select process chaining

3. Enter the effective date – this should be the start date of employment. If this date subsequently changes you must inform the Recruitment Administration team.

   If your preferred applicant requires a Certificate of Sponsorship and therefore their start date is not confirmed you should enter the preferred start date and then this can be changed by informing the RA team once the start date is confirmed.



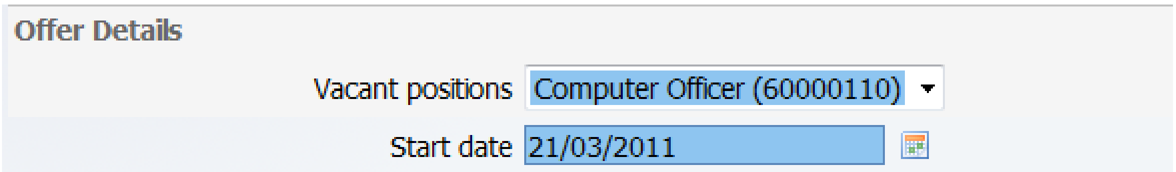
4. Select Record an Offer and click on Start

5. Step 1 of the process chain will be displayed

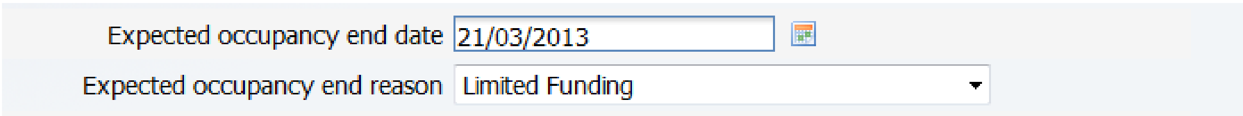
Select Offer from the Stage drop down box

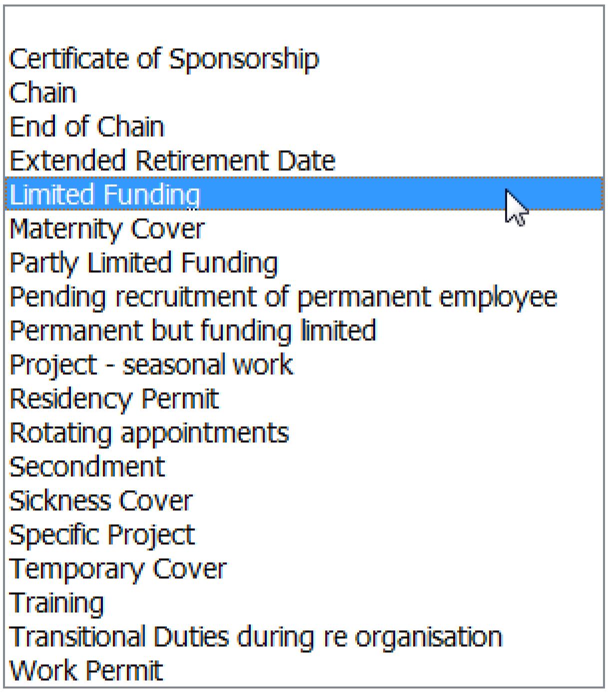

Step 1 of 6
Chain: Record an offer
Application details: Computer Officer
Stage details
Applicant
Claire King
Stage
Application received
Application received
Appointed
Offer
Offer declined by candidate
Offer withdrawn by University
Stage notes
Mailing job title
Start date
End date

6. Select the vacant position and enter the start date of employment.



7. Where applicable enter the limit of tenure date and reason (expected occupancy end date & expected occupancy end reason

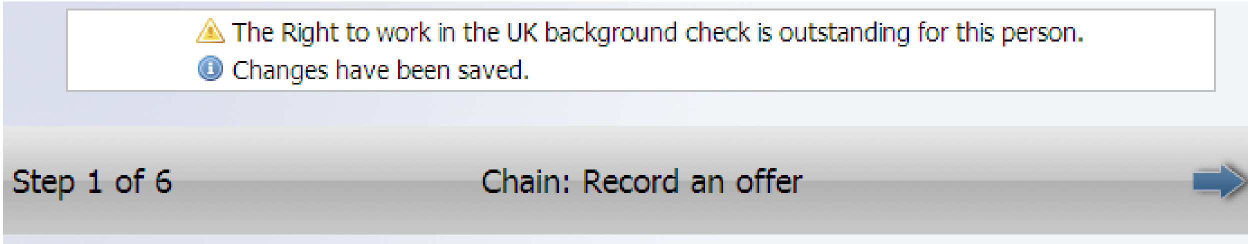




8. Click on the 

button.

9. A warning will appear about an outstanding right to work check. Please ignore this – the right to work check details will be recorded once you have returned the relevant paperwork with the CHRIS/10A form to the Recruitment Administration team.



10. Click on the Next button 

11. Enter probationary details and location where required
    If you are unsure on the length of the probation period which should be used for this type and length of appointment, please refer to the HR web pages at: http://www.admin.cam.ac.uk/cam-only/offices/hr/probation/length.html

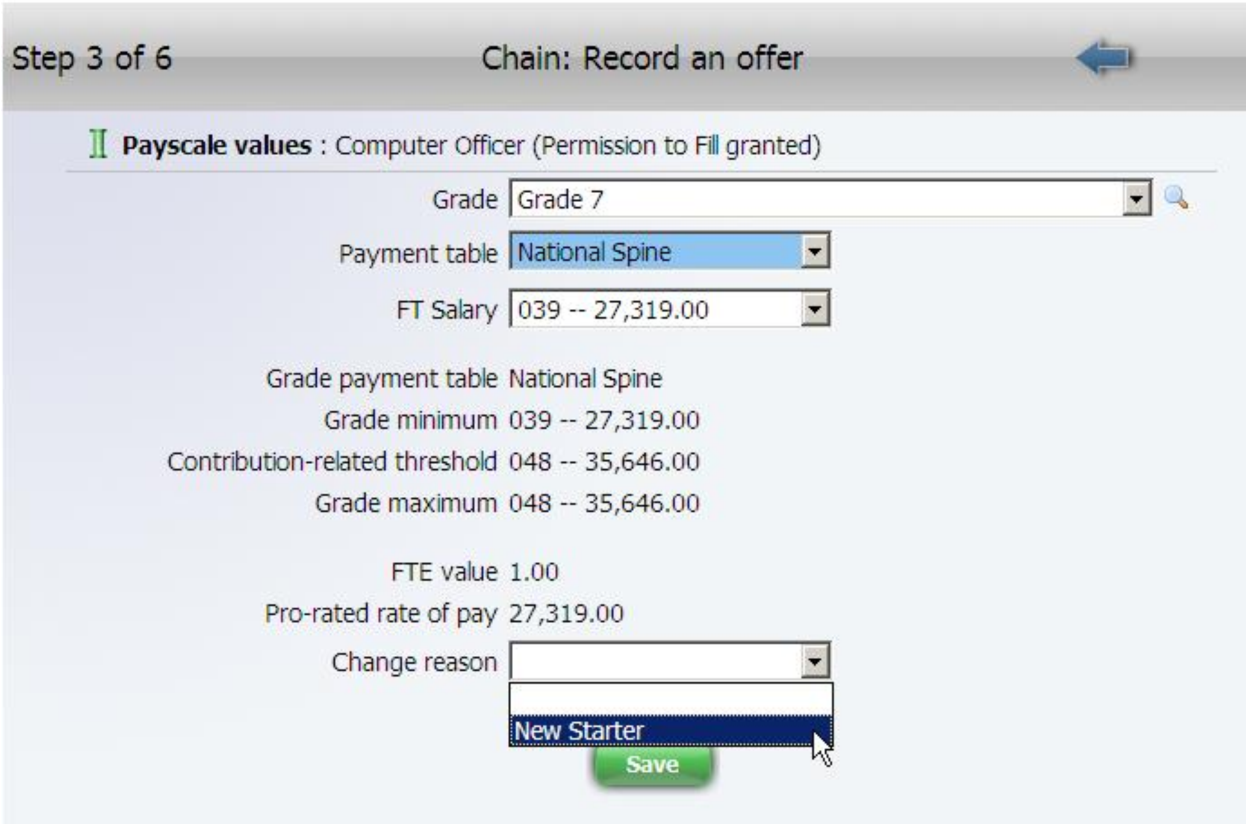
If the expected position end date/expected position end reason have changed since the position was created you will need to complete a CHRIS/50 form.

12. Click on the  button

13. Click on the next step button

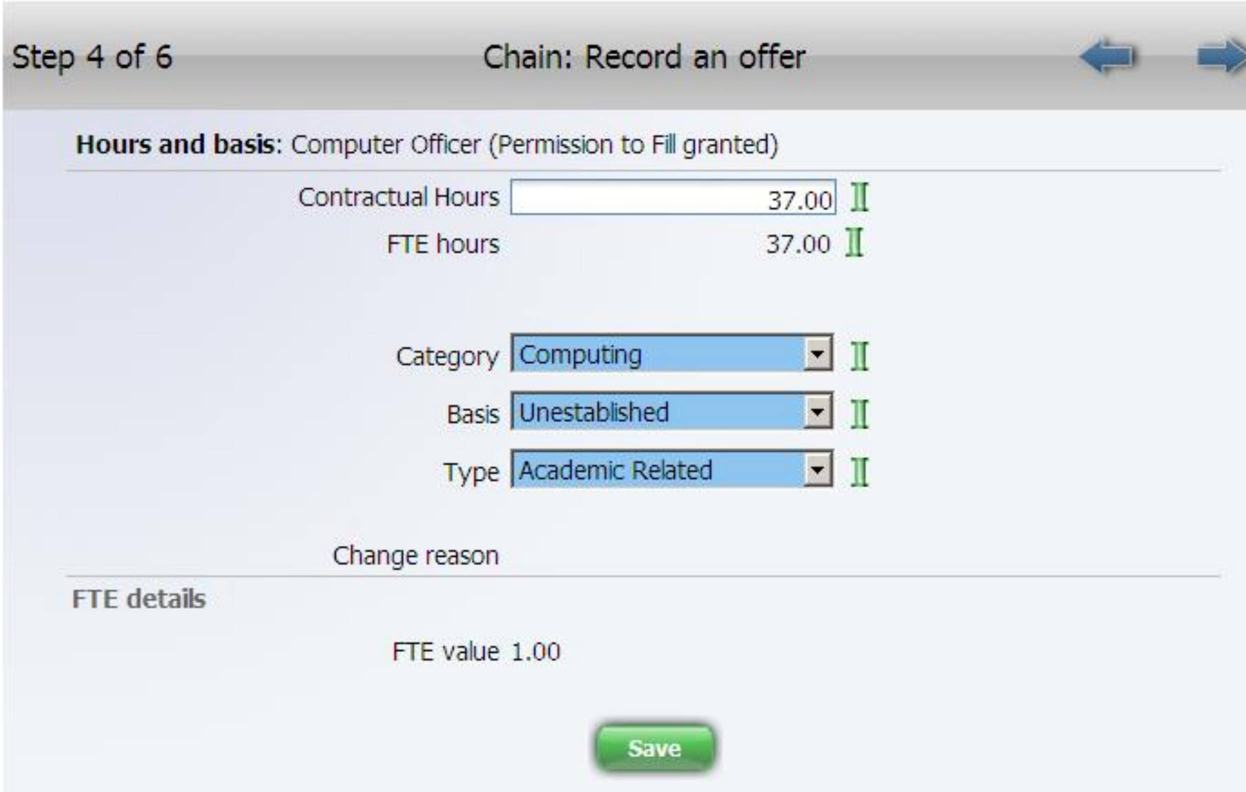
14. The Grade for the position will be displayed. Enter the salary point and enter the change reason of New Starter (please note, you will be unable to progress to the next step until this option is selected).

    If you wish to appoint someone above the grade minimum, or if you wish to under-appoint, please refer to the salary determination guidance first. It is found at: http://www.admin.cam.ac.uk/cam-only/offices/hr/employment/appointment/salary/



15. Click on the  button, and then click on the next step button.

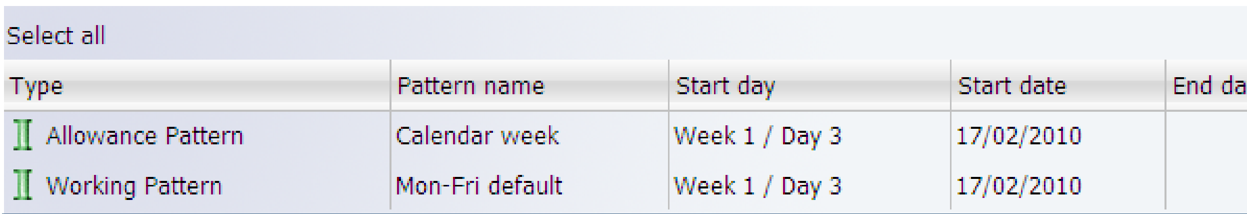
16. Enter the contracted hours, where these are less than the full time equivalent. For term-time only staff please complete Section G of the CHRIS/10A form. These changes will be made by the Recruitment Administration team.



17. Click on the 

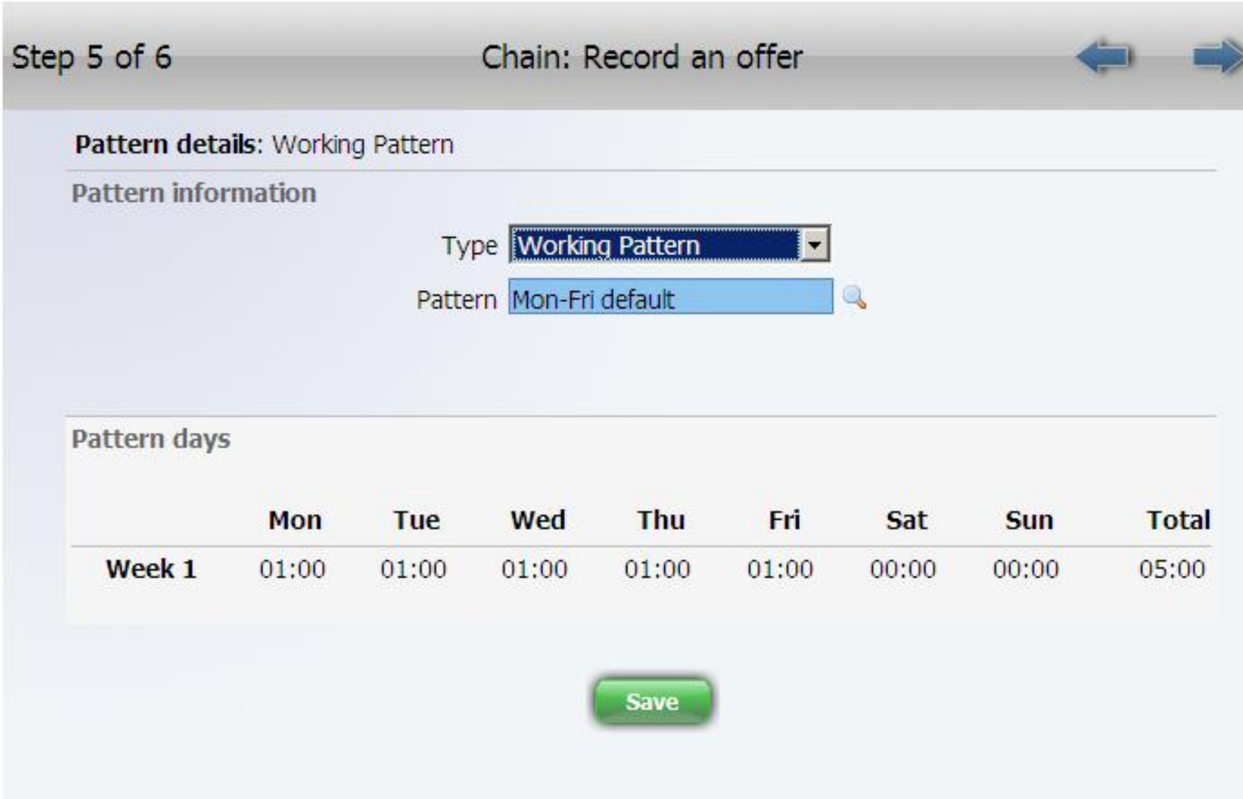
button, and then click on the next step button.

18. Select working pattern

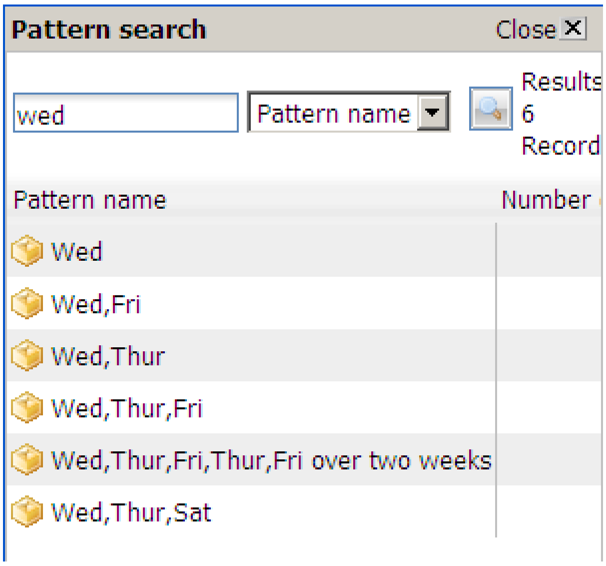

Select all

Type	Pattern name	Start day	Start date	End da
Allowance Pattern	Calendar week	Week 1 / Day 3	17/02/2010	
Working Pattern	Mon-Fri default	Week 1 / Day 3	17/02/2010	

19. A Monday to Friday working pattern will be displayed.



Where the working pattern is different, click on the magnifier to choose the required working pattern, enter the first day of the pattern, press enter and then choose from the list displayed.

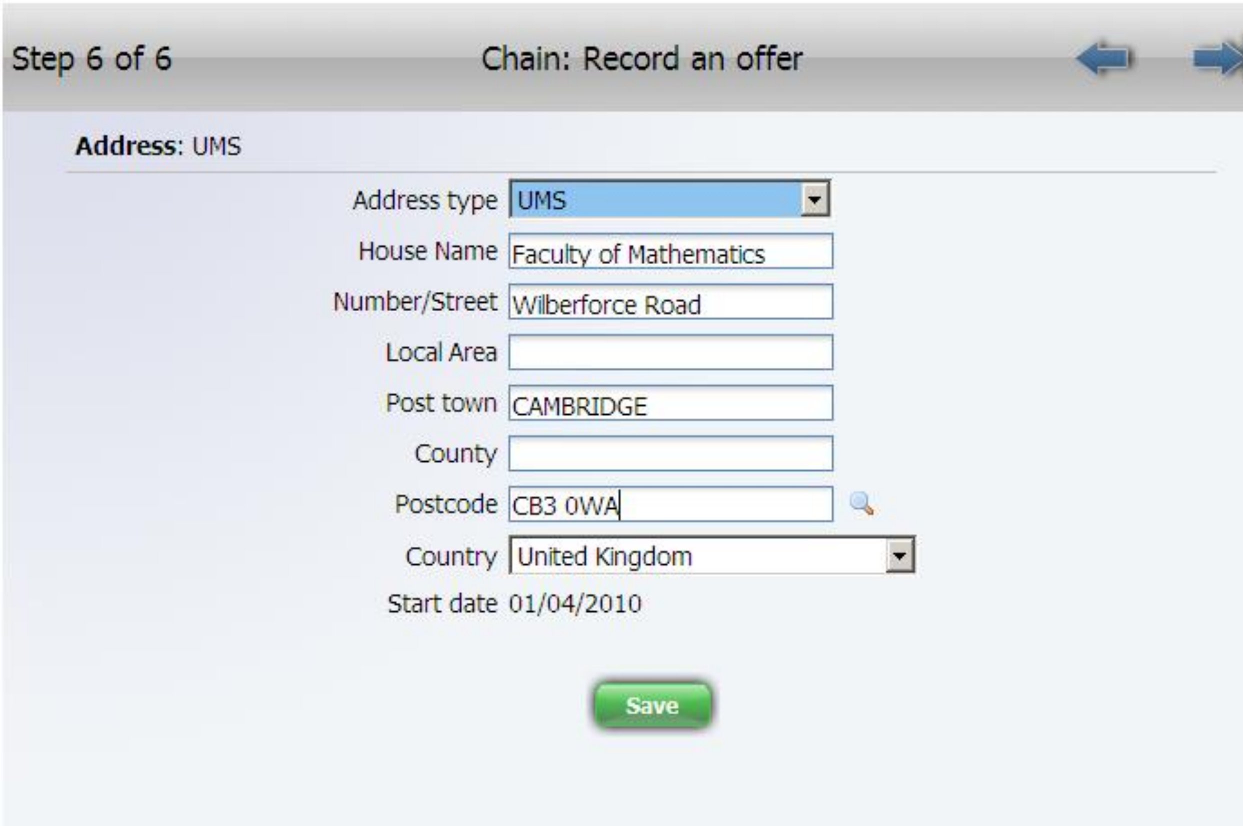


If you are selecting a multi-week pattern and the individual is not starting on the first week of the pattern, you must note this in section J of the CHRIS/10A form so the Recruitment Administration team can make the necessary changes to the start day.

20. Click on the 

button, and then click on the next step button.

21. The UMS address for the department will be displayed. This should **only** be changed if the employee is going to work at a different location not within the address specified, so that correspondence will be sent to this address.



Here are some examples of UMS address formats that must be used. Room numbers should **never** be specified. Valid examples are the Whittle Laboratory and 25 Trumpington Street (for those in the HR Division whose work-base is there).

Address Line Labelled	Usage	Used for
House Name	Whittle Laboratory	Sub-Unit Name
Number/Street	Madingley Road	Street Address
Local Area		*Leave blank unless relevant*
POSTTOWN	CAMBRIDGE	Post Town
COUNTRY		*Leave as United Kingdom*
POSTCODE	CB3 0DY	Post Code

Address Line Labelled	Usage	Used for
House Name	Centre for Personal and Professional Development (CPPD)	Sub-Unit Name (*Leave blank if not known)*
Number/Street	25 Trumpington Street	Street Address
Local Area		*Leave blank unless relevant*
POSTTOWN	CAMBRIDGE	Post Town
COUNTRY		*Leave as United Kingdom*
POSTCODE	CB2 1QA	Post Code

In the case of very large Units, it may be reasonable to include Division or Research Group as shown here. In general, this should be avoided as it creates potential future maintenance work.

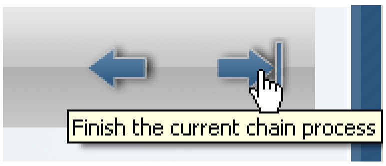
Address Line Labelled	Usage	Used for
House Name	O.E. Group	Sub-Unit Name
Number/Street	Cavendish Laboratory	Building or Institution Name
Local Area	J J Thomson Avenue	Street Address
POSTTOWN	CAMBRIDGE	Post Town
COUNTRY		*Leave as United Kingdom*
POSTCODE	CB3 0HE	Post Code

For Addenbrooke's Hospital UMS addresses, please use the following format

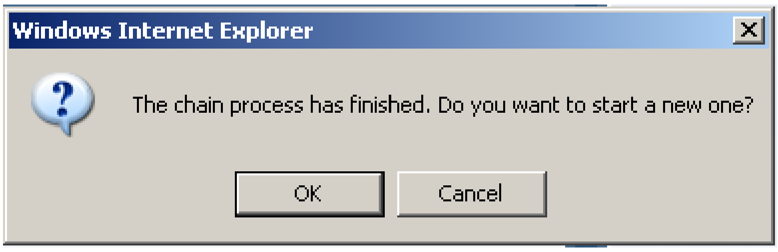
Address Line Labelled	Usage	Used for
House Name	Department of Medicine	Department Name
Number/Street	Box 157, Level 5	Box & Level
Local Area	Addenbrooke's Hospital, Hills Road	Street Address
POSTTOWN	CAMBRIDGE	Post Town
COUNTRY		*Leave as United Kingdom*
POSTCODE	CB2 0QQ	Post Code

22. Save any changes

23. Click on the finish button

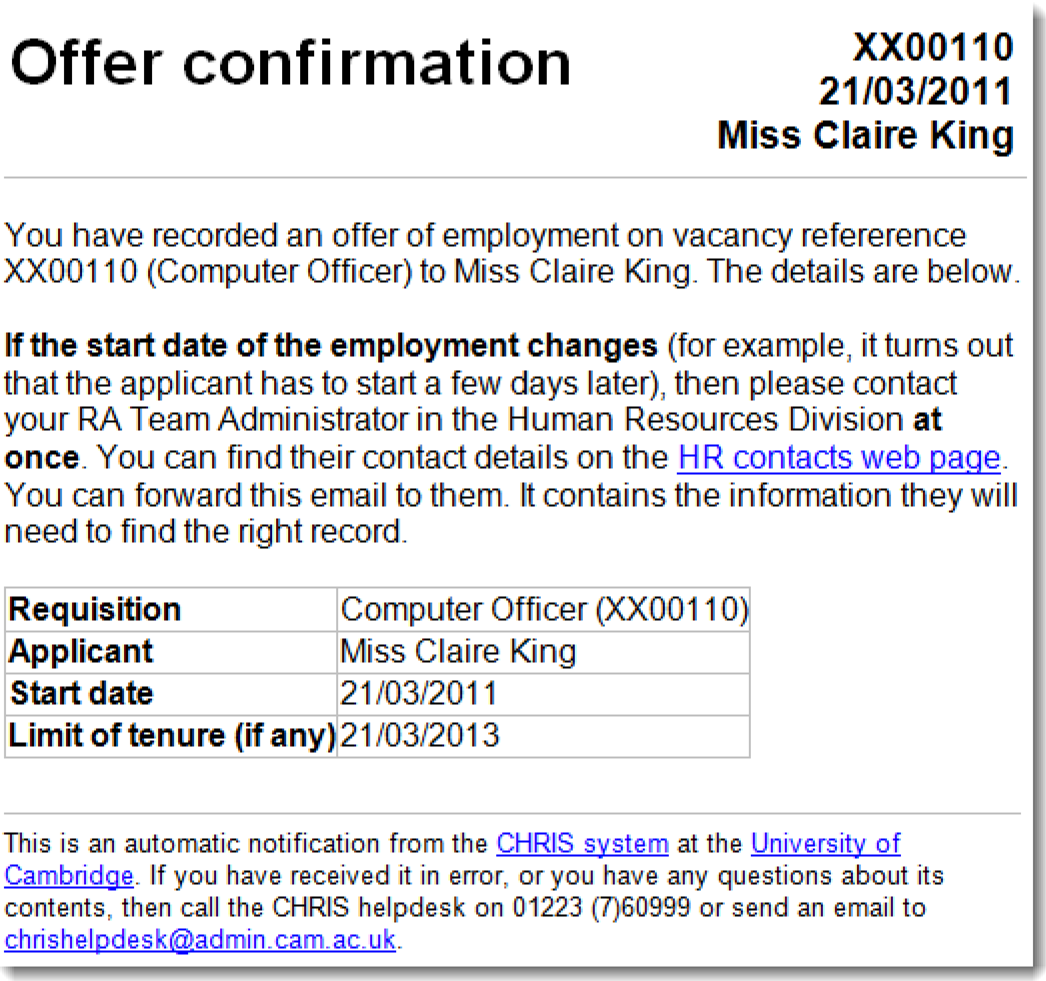


24. You will be asked if you wish to start another chain, select cancel



25. A delete button appears DO NOT use it!

26. You will receive an email confirming that an offer has been made.



Offer confirmation

XX00110
21/03/2011
Miss Claire King

You have recorded an offer of employment on vacancy refererence XX00110 (Computer Officer) to Miss Claire King. The details are below.

If the start date of the employment changes (for example, it turns out that the applicant has to start a few days later), then please contact your RA Team Administrator in the Human Resources Division **at once**. You can find their contact details on the HR contacts web page. You can forward this email to them. It contains the information they will need to find the right record.

Requisition	Computer Officer (XX00110)
Applicant	Miss Claire King
Start date	21/03/2011
Limit of tenure (if any)	21/03/2013

This is an automatic notification from the CHRIS system at the University of Cambridge. If you have received it in error, or you have any questions about its contents, then call the CHRIS helpdesk on 01223 (7)60999 or send an email to chrishelpdesk@admin.cam.ac.uk.

27. Return the completed CHRIS/10A form, with the relevant supporting documents as detailed in section I to the Recruitment Administration Section, HR Division.

Section I - Attachments

For each document in this question, tick to indicate whether it is attached or not applicable.

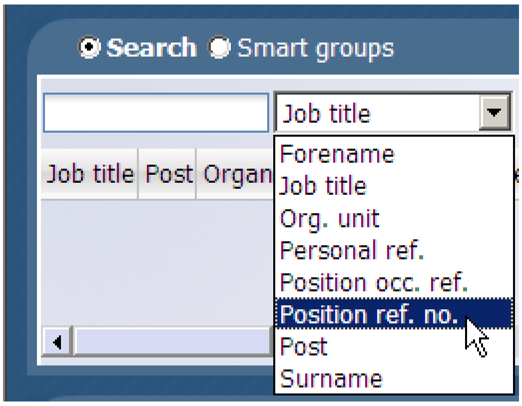
19. Documents	Attached	N/A
Copy of honorary contract for clinical appointments		
Curriculum Vitae		
Offer letter		
Acceptance letter		
Completed application form / cover sheet for CV application		
Copy of letter from Council of the School granting Recruitment Incentive Payment		
Appointments Committee minutes		
Original documents "Right to be resident in the UK" seen; signed copy attached		
Application for CRB check/ISA registration (this is the same form from July)		
Application for a certificate of sponsorship and supporting documentation		

10 Vacancy Summary

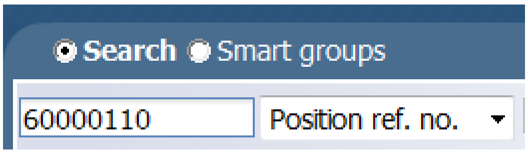
Before returning the CHRIS/10A form to the Recruitment Administration team you may want to check all the details of the offer you have made.

1. Select Positions

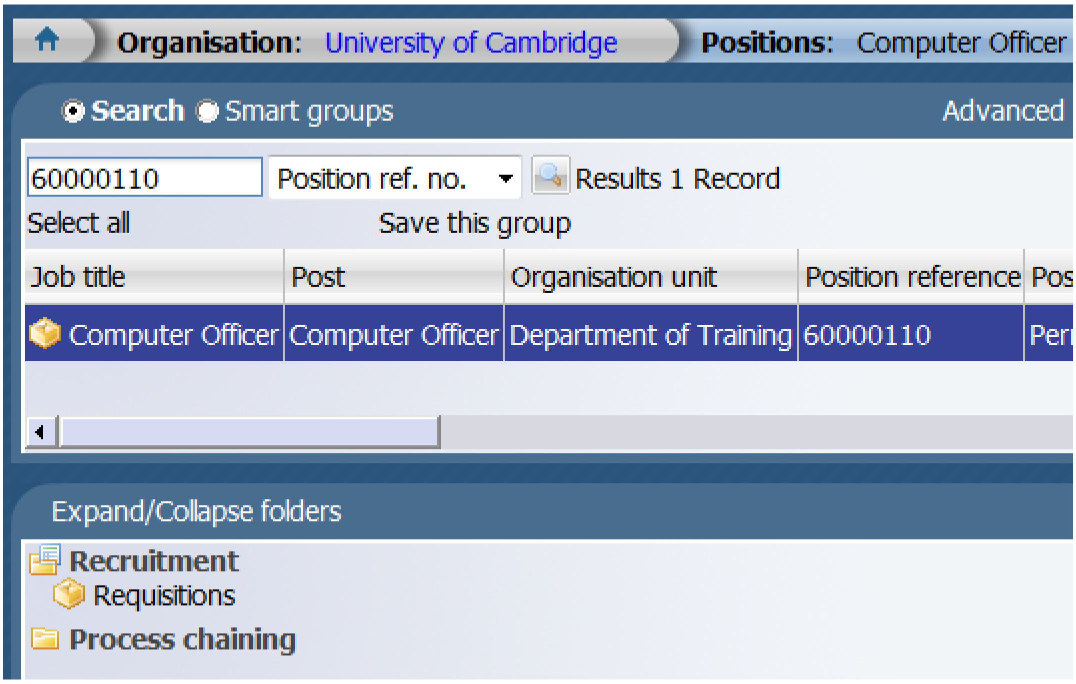
2. Change the search criteria to Position ref. no.



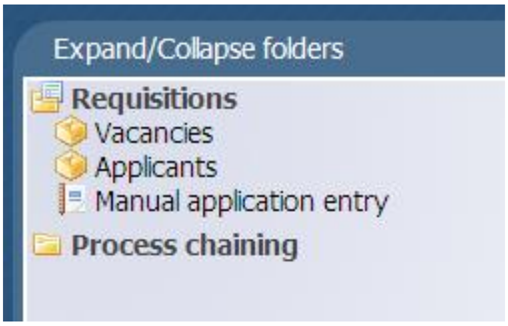
3. Enter the position reference number



4. When the position is displayed, select Recruitment, Requisitions



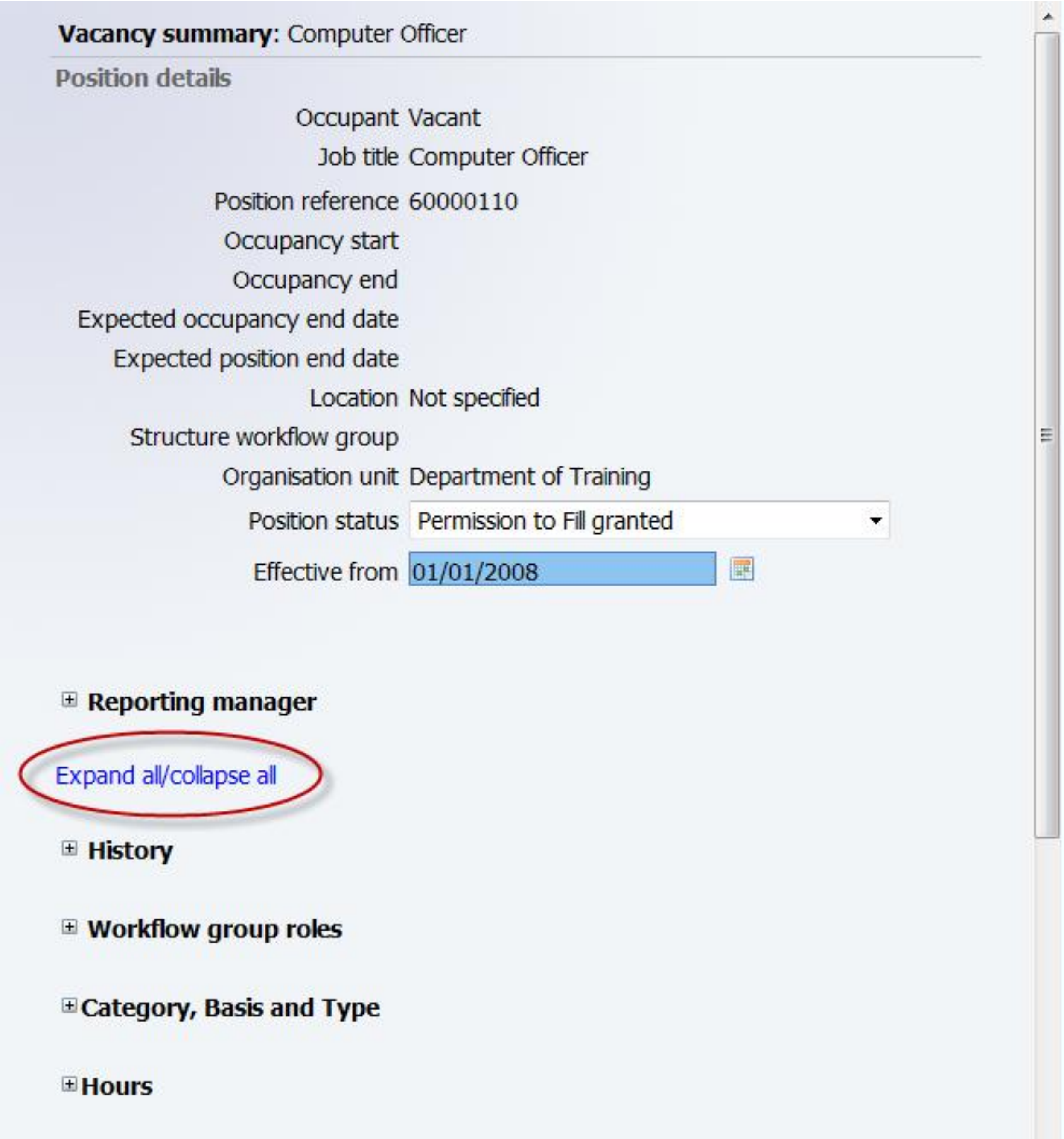
5. Click on Vacancies



6. Click on the Vacancy Summary

7. Enter the effective date as the Start date of employment

8. The summary form will be displayed. Click on Expand all to see all the information.



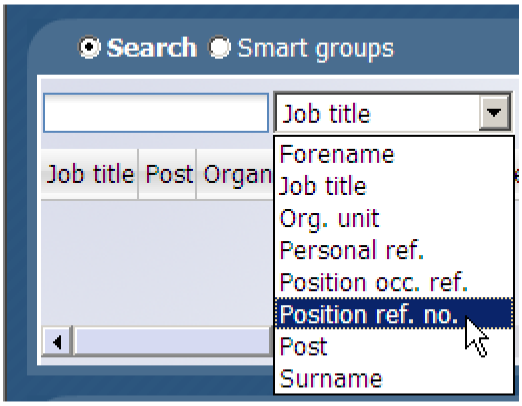
Please note – the summary will show the occupant as vacant as the preferred candidate details will not have been transferred into the position yet. This will be done by the Recruitment Administration team when all the checks have been carried out. This summary is used to check the details entered in the Record an offer process chain.

11 Offer Declined by Candidate

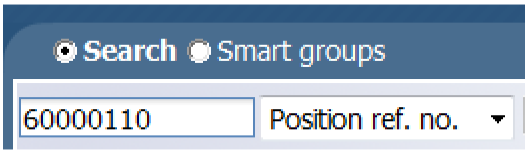
Where an offer is subsequently declined by the candidate, the following steps should be completed:

1. Select Positions

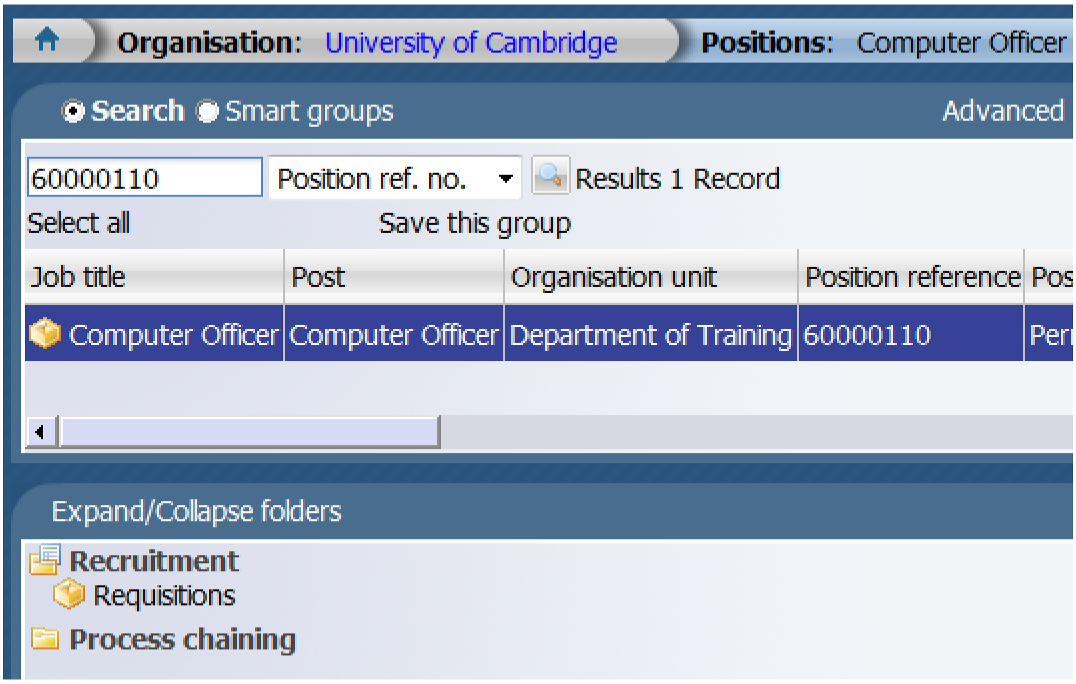
2. Change the search criteria to Position ref. no.



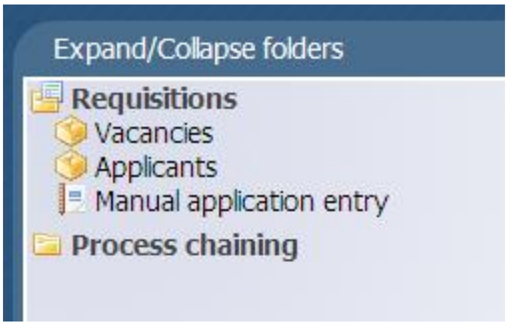
3. Enter the position reference number



4. When the position is displayed, select Recruitment, Requisitions

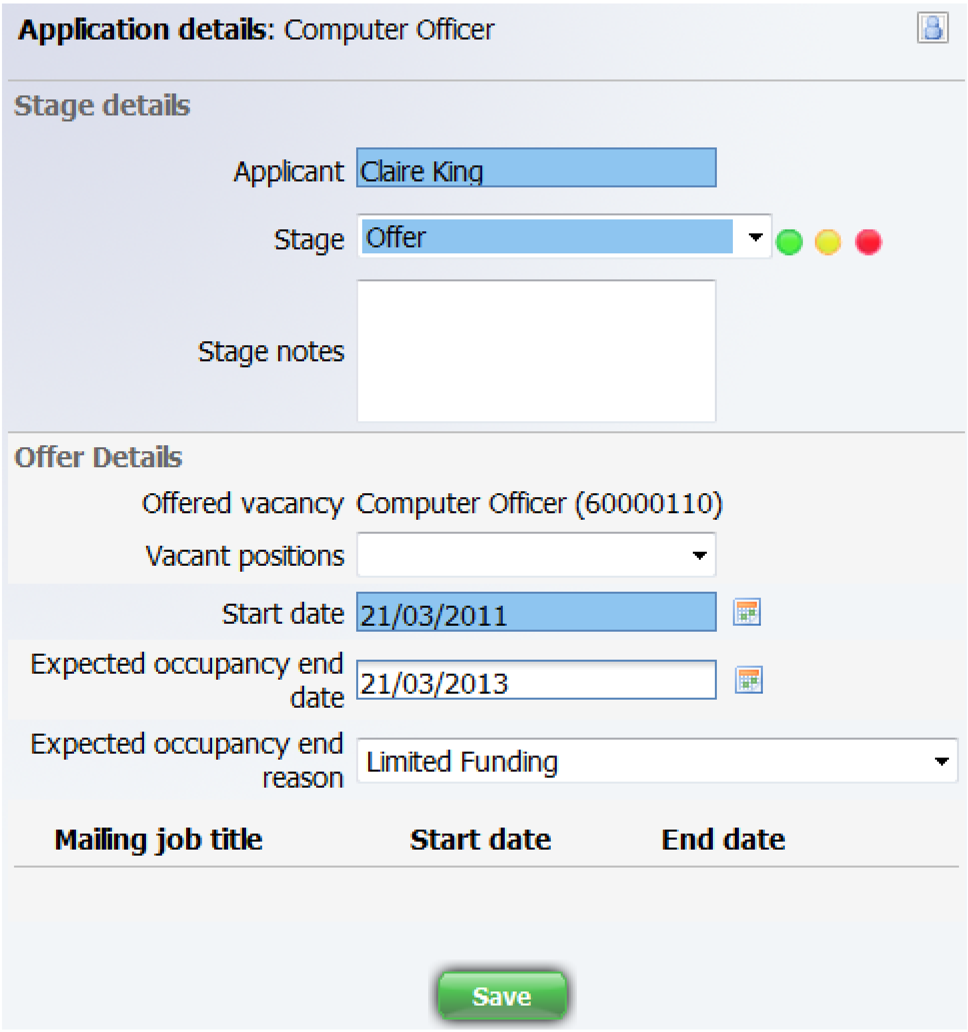


5. Click on Applicants

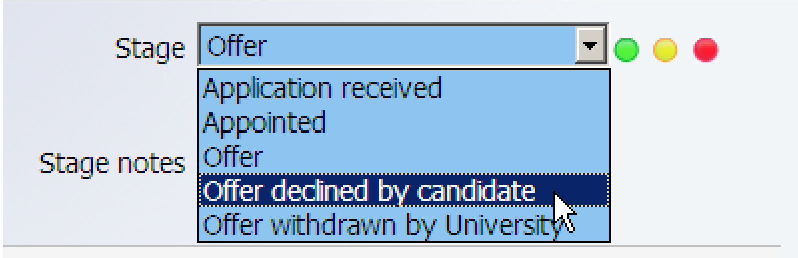


6. Click on Applicant Details

7. This will display the Application details form



8. Select Offer declined by candidate from the Stage drop down list

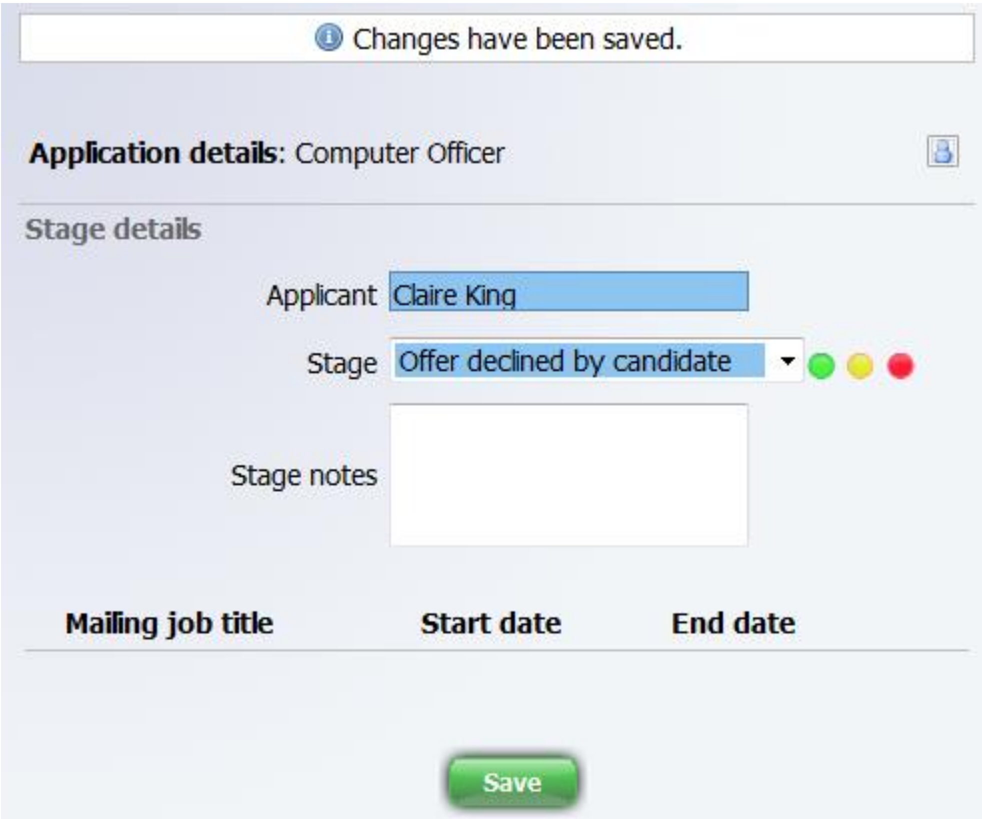


If this option is not available (because the Recruitment Admin Team will have already appointed them) you must contact the Recruitment Admin team to inform them.

9. Click on the 

button

10. Confirmation that changes have been saved with be displayed



11. An email will automatically be generated and sent to the Recruitment Administration team to let them know. This will then stop any checks being carried out.

Please Note. When you get your new preferred candidate follow the same steps (from section 4 onwards)

12 Offer withdrawn by University

When relevant pre-employment check documentation is returned to the Recruitment Administration team with the CHRIS/10A form, they will provide this to the Compliance team for processing. Your preferred candidate will not be able to start work until legally required pre-employment checks have been completed satisfactorily.

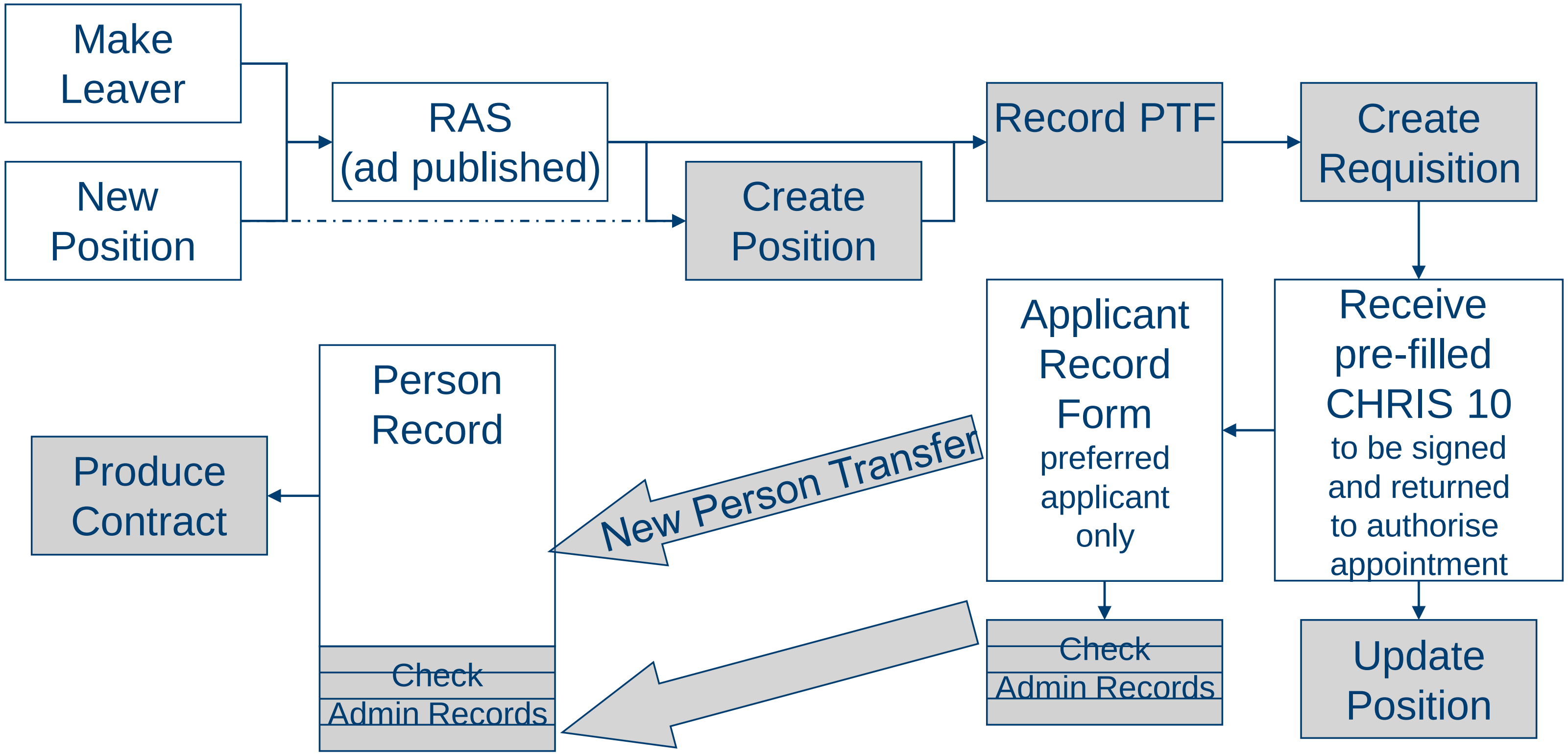
If a pre-employment check required for a post is not completed satisfactorily for a preferred candidate, the consequences of this will be dependent upon:

- The check concerned
- Relevant legislation
- The post
- Other employment opportunities available within the University

The matter will be referred by the Compliance team to the relevant HR Business Manager and the Head of Department/Institution for consideration and a decision. Possible outcomes include amended duties, redeployment, withdrawal of an offer of employment or dismissal.

If the outcome was withdrawal of an offer, then the Recruitment Administration team would then amend the Stage to 'Offer withdrawn by University' on the Application Details form.

Initial Systems Development for Recruitment



UNIVERSITY OF CAMBRIDGE