



Web Recruitment Release 4.1
June 2015

HR Systems



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1. Release Overview

1.1 Release 4.1 of Web Recruitment

The purpose of this document is to outline the functionality delivered in Release 4.1 of the Web Recruitment application.

Highlights of R4.1 include:

- Allowing applicants great flexibility in stating when references can be collected. Applicants now have the option of stating that referees can be contacted at any time, the applicant has been invited to an interview/ selection event, or only when the applicant has accepted an offer of employment;
- Controls within the admin panel to enforce the applicants preferences when requesting references;
- Improvements to the content, ordering and pagination of the Appointment Request Pack for the New Appointment Team;
- Improved access to copies of adverts and Further Information for applicants and departments;
- The ability to include attachments and notes relating to applicants in the application pack;
- The ability to select more than a page of applicants to include in a pack for selectors; and
- Fixes in the areas of screening checks; filtering of completed vacancies (which displayed even when the box was not ticked); document uploads; delete functions and date visibility within the reference preview.

Supporting changes to new RAS for this release are:

- To add more explanatory text next to the 'apply online' button (enabling job applications to be made online and submitted to the Web Recruitment System) in Step Two; and
- An additional job group for Apprentices.

1.2 HR Systems Project – Background to Web Recruitment

The Web Recruitment application is the first of a suite of systems being developed as part of the HR Systems Project. A number of new HR Systems have been developed. These:

- Simplify day-to-day HR tasks;
- Make HR related administration quicker;
- Reduce the administrative burden of compliance; and
- Share a common user interface and are simple and easy to use.

The new developments also enable the University to take better advantage of new and emerging technologies. The following elements of the suite have been delivered to date:

- Recruitment Administration System (RAS);
- Web Recruitment – apply on line application;
- Web Recruitment – application for referees;
- Web Recruitment – applicant tracking and offer recording for departments and institutions;
- Web Recruitment – search and view facilities for Selectors;
- Visas & Immigration – Certificates of Sponsorship for Tier 2 applicants.

The systems have been developed using a new approach which offers a high degree of engagement with substantial interaction between users and the project team during both the analysis and development phases.

The developments will deliver thoroughly tested, working software in fixed releases on set dates.

However, exactly what is delivered is variable in response to changing requirements, or priorities, identified by our HR senior users and during demos throughout the development process.

The Web Recruitment system delivers a web-based recruitment process for applicants from submission of job applications to appointment of the successful candidate.

To find out more about the project, including details of forthcoming training sessions, please email: HR.Systems@admin.cam.ac.uk

1.3 Summary of Fixed Issues

This list shows the numbered issues fixed in this release, along with any improvements to existing features :

Key	Summary	Priority	Type	Status
HRWR-1313	Correspondence table not sorting correctly	Bug	Resolved	Major
HRWR-1309	Delete file doesn't work for admin attachments	Critical	Bug	Closed
HRWR-1308	Senior Research appointments require Faculty Board approval	Major	Story	Resolved
HRWR-1304	Ensure blank pages are between different document types in New Appointment pack	Major	Bug	Closed
HRWR-1303	When a CoS document is uploaded the "uploaded by" field is not being set and this can result in situations where a document cannot be deleted again	Major	Bug	Closed
HRWR-1301	As an HR ADMIN I would like the information in reference tasks to be complete. The text is currently truncated	Major	Story	Closed
HRWR-1300	Custom allowances - text change	Major	Story	Closed
HRWR-1297	During vacancy creation both contract hours and Trent FTE hours are not available at the same time so can't do a comparison	Major	Story	Resolved
HRWR-1296	As the Recruitment Services Manager, I want to have data fixes to address all vacancies where the system thinks the transfer to CHRIS has not been made	Major	Story	Closed
HRWR-1295	Make it easier for ADMIN panel users to find and view the advert and further information for a vacancy, even after closing	Major	Story	Closed
HRWR-1293	Improve the New RAS on screen text regarding the process when 'apply online' has been selected	Major	Story	Closed
HRWR-1292	As an HRADMIN user, I do not want to see completed vacancies unless I tick the box to view them	Major	Story	Closed
HRWR-1291	The OH Clearance screening check should never be essential before start	Major	Bug	Closed



Key	Summary	Priority	Type	Status
HRWR-1289	As and HRADMIN I want to be able to record that I have send a letter both by post and by emailing a PDF copy.	Major	Story	Closed
HRWR-1288	Wording change to HR4 to say ' or equivalent'	Major	Story	Closed
HRWR-1285	As a recruiter I want the applicant to have the flexibility to specify more points in the process where references can be collected. This will enable me to request references earlier in the process and abide by my departmental screen process.	Major	Story	Closed
HRWR-1282	Option to download individual Applications as a .zip file	Story	Closed	Major
HRWR-1281	Request for applicant naming convention on downloaded applicant file	Story	Closed	Major
HRWR-1280	Increase the number of applicants per page to 100	Story	Closed	Major
HRWR-1274	Completing recruitment for a vacancy should detach the position(s) in RAS	Story	Resolved	Major
HRWR-1273	Process needed to detach RAS vacancy when requisition closes	Story	Resolved	Major
HRWR-1272	WR allowed an offer to occur on an occupied position	Story	Resolved	Critical
HRWR-1287	Reference request preview missing lines of text – the preview truncates part way through the message if you ate an HRADMIN rather than just before the PIN details. The Super User preview is correct, showing the whole message	Minor	Bug	Closed
HRWR-1286	Delete duplicated anonymous data for employment applications that couldn't be purged	Major	Bug	Closed
HRWR-1285	Allow applicants to specify more points at which references can be collected	Major	Story	Closed
HRWR-1284	People not able to use the offers process need to be able to complete recruitment	Major	Story	Closed
HRWR-1283	As an applicant I would like to be able to see the further information and advert after the job has closed	Major	Story	Closed
HRWR-1279	As an HRADMIN I need the ability to include applicant attachments in the application pack	Major	Story	Closed
HRWR-1277	As and HRADMIN I need to be able to categorise applicant notes so that appropriate types of note will be	Major	Story	Closed



Key	Summary	Priority	Type	Status
	included in the applicant pack			
HRWR-1276	As and HRADMIN user I want the appointment pack to be available to recruiters	Major	Story	Closed
HRWR-1275	As a New Appointments team user I need a way to dismiss a request and free a position without transferring	Major	Story	Closed
HRWR-1254	CoS Document form does not exist in the Appointment Request Pack	Major	Bug	Closed

1.4 Important Information regarding use of Web Recruitment Release 4.1

Please note:

1) Use of selection stages.

Release 4.1 gives an applicant the option of stating at which point in the application process referees may be contacted (see user guides for full details). One of the options is 'After being invited to interview/ selection event':



At what point in the recruitment process may we contact this referee? *

After being invited to interview/selection event

This does now mean that the admin panel uses 'Selection Stage One' to control this. If the applicant selects the above option then the system will not allow you to generate a reference request before the candidate has been moved to 'Selection Stage One'. It is therefore advisable to ensure that in your selection processing 'Selection Stage One' always equates to either the first interview or a similar first selection event.

2) Apply on line in RAS Step 2.

Note that if you select 'apply on line' in RAS step 2 the system will not generate a CHRIS/10A. The RAS screen has been updated to warn of this

3) When using this release for the first time, please ensure that you clear down the cache of your internet browser. Some changes have been made to the interface and you may need to clear the relevant items in cache for this to take proper effect.

If you are unsure how to do this for your type of browser then please contact your local IT support staff.

4) The appendices to this document list the supported browser versions for the application. If you are running a supported browser, but this is in compatibility mode then the application may still work but will not always function correctly or predictably.

If you are unsure how to check the mode and update it for your type of browser then please contact your local IT support staff.

5) If you are using the system and leave it unattended then the session will time out. You will then either be redirected to the log-on tab or you may find that the tab you are in has become unresponsive.

In either case, you will need to log back into Raven. If you have made changes on a tab and have not clicked on 'Save', these changes will be lost.

6) Internet Explorer (IE) occasionally gives an error message when opening PDFs. This is due to the Adobe plug-in for IE. A workaround is to download the PDF and open it from the file store. This will bypass the plug-in and hence the error.

Appendix A – Known Issues/ Improvement Requests

A1 - Known Reproducible Issues/ Improvements requested

The following items are in release planning for possible inclusion in later releases of Web Recruitment:

Key	Summary	Type	Status
RP-1007	As a HR ADMIN I would like the offer letter to have a wider left hand margin so that it fits my standard window envelopes	Story	Open
RP-1005	Allow advertising of positions when not all information is known	Task	Open
RP-1002	Update Further Information document with a checklist of materials needed before starting an application	Task	Open
RP-985	As a departmental administrator I would like a new security role for my department which allows the user to make an offer so that not all ADMIN users can do this.	Story	Open
RP-984	Extra text based column available under vacancy configuration so that departments and institutions can add local keywords that would then be displayed in the vacancy list.	Story	Open
RP-983	As an ADMIN user I want to be able to cancel all pending tasks in a single action so that I can complete a vacancy.	Improvement	Open
RP-979	Request to be able to edit CoS information request email.	Improvement	Open
RP-971	As an applicant I would like to be able to specify my relationship with the referee so that the response can be viewed in the correct context.	Improvement	Open
RP-966	As a CHRIS Helpdesk admin I want to be able to move applications between vacancies so that I can cater for various scenarios where a department needs this.	Improvement	Open
RP-963	As an ADMIN user I want to be able to disable all automated correspondence for an applicant.	Story	Open
RP-957	As an applicant I would like the PDF preview to say 'awaiting confirmation' in the signature box.	Improvement	Open
RP-954	As a user with ADMIN access to a vacancy, I want to be able to make the system send an automated chasing email so that action is taken in a consistent way with less manual effort.	Improvement	Open



Key	Summary	Type	Status
RP-950	As an applicant I would like the system to reuse my referee details when I chose to model my application upon a previous one so that I can save time and avoid errors when rekeying.	Improvement	Open
RP-947	Remove all size and number limits for vacancy attachment uploads.	Improvement	Open
RP-944	As a user with ADMIN access to a vacancy, I want to be able to see which references are overdue so that I know when I need to take action to collect a reference.	Improvement	Open
RP-904	Applicant to be able to update their account with a new email address.	Story	Open
RP-902	Ability to send a reminder to referees.	Story	Open
RP-901	As a departmental administrator I need to be able to assign roles and set-up distribution lists for a user so that I can give them access to the various HR systems that they use.	Story	Open
RP-876	Request for message of the day to be changed so that simultaneous but differently worded messages can be displayed to applicants and ADMIN users.	Bug	Open
RP-864	Increase field size for referee job titles.	Improvement	Open
RP-857	As an ADMIN user I need to be able to delete a reference so that I can replace it with a new one.	Bug	Open
RP-856	Add vacancy reference to rejection correspondence.	Improvement	Open
RP-812	As an ADMIN user I do not want to have to complete vacancy contact details to be able to cancel a correspondence task.	Improvement	Open
RP-811	As an ADMIN user I want to be able to disable all automated correspondence for a vacancy.	Story	Open
RP-810	As an applicant I want to be able to enter work history where an appointment started in e.g. Feb 14 and finished in Feb 14. The system will not allow the same month to be used as a start and end date.	Improvement	Open
RP-807	Daily activity digest that can be turned on or off by every recruiter.	Improvement	Open
RP-804	As an applicant I would like a link to the job spec from the suitability page.	Improvement	Open



Key	Summary	Type	Status
RP-800	As an ADMIN user I need applicants to be able to reapply for a re-advertised vacancy without their previous application being lost.	Bug	Open
RP-798	As an ADMIN user I still need to be able to see references even when I have completed recruitment on a vacancy.	Bug	Open
RP-797	As an ADMIN user I need the order of the applicant pack to have references AFTER the applicant's attachments.	Bug	Open
RP-796	Provide Super Users with the ability to resend errored correspondence tasks.	Improvement	Open
RP-794	Request to increase variable text on rejection letters to 1500.	Improvement	Open

A2 – Additional Information on Ad Hoc Error Messages

While every effort has been made to identify and resolve errors, it is possible that they may still occur for data combinations which were not encountered during testing.

If you experience problems that are unresolved by logging in again, and are unable to continue with an action, then please contact the CHRIS Helpdesk via chris.helpdesk@admin.cam.ac.uk, providing full details including the error message, the data being entered and the sequence of events (including date and time) that may be causing the problem and a screen shot. This will aid the team in the accurate reproduction and resolution of the error.

Appendix B – Browser Support

In line with HR Systems strategy, the following browsers are supported by both the applicant application and the administration desktop:

	Windows			MAC		
Application	Internet Explorer	Firefox	Chrome	Firefox	Chrome	Safari ^[1]
Web Recruitment	V9+	V36+	V41+	V36+	V41+	7+

Note: that Front Motion Firefox is not supported although it is part of the standard installed desktop in some areas.

If you are using Front Motion please contact your local IT support to arrange for an upgrade to a fully maintained version of the Firefox browser.

If you have any issues with the format or display of the application on these browsers then please contact the CHRIS Helpdesk on (01223 7) 60999, or via chris.helpdesk@admin.cam.ac.uk for advice.

^[1] Note that testing was performed on 8.0.5



Appendix C – File Types and Sizes

In order to ensure that there are no issues with security and disk space for uploaded files, the following restrictions apply:

- Permissible file types are limited to .pdf, .rtf, txt, .docx, .pptx, .doc and .ppt.
- A maximum of 4Mb is permitted per offer letter upload.
- A maximum of five files is permitted per application and these must be less than 20Mb in total size.
- Files stored within the Web Recruitment application will be held as PDF/A files for reasons of security and legal admissibility.
- Files are virus checked at upload and converted to a single PDF/A.

Appendix D - Release Approach

In order to allow adequate version control, the Web Recruitment System will have a three month major release cycle (where any further major releases are agreed in the future).

Interim maintenance releases will be issued monthly as required to address any specific issues which require urgent priority.

Emergency releases will only be considered for issues that are agreed to be critical to operational effectiveness.

The HR Consultation Group may be asked for input as to the priority of fixes during release planning, particularly in relation to other HR systems developments. For details of your representative in this group please contact HR.Systems@admin.cam.ac.uk.



Appendix E – Additional Support

In order to support the release of Web Recruitment, a series of classroom-based workshops are being provided and these can be booked online at:

<http://www.training.cam.ac.uk/chris/Event-timetable>

Updated Recruitment Guidance can be found on the HR pages at:

<http://www.hr.admin.cam.ac.uk/recruitment-guidance>.

A new user guide to the Offers functionality, along with a quick reference and updated FAQs can be found at:

<http://www.hrsystems.admin.cam.ac.uk/systems/systems-overview/web-recruitment-system>

There is also a video providing an overview of the offers process.

The CHRIS Helpdesk can also be contacted on (01223 7) 60999, or via

chris.helpdesk@admin.cam.ac.uk.