



e-Recruitment Guide

Job Posting and Publication

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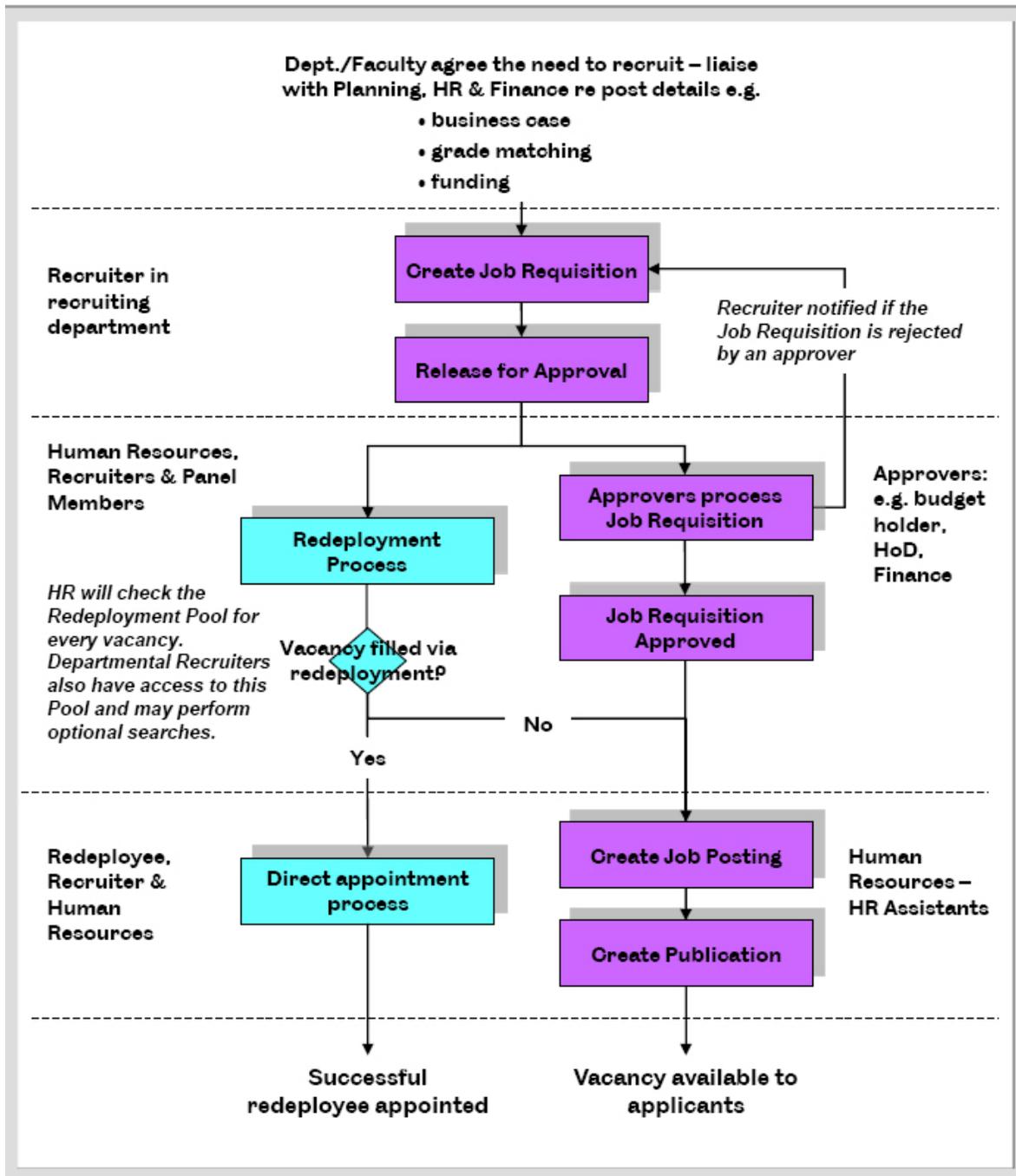
Information for staff using an UNMANAGED computer

Popups should automatically be allowed for staff on managed computers

When using the e-Recruitment system please ensure that you have **allowed Popups**. Guidance on how you can do this is available via the link below:

<https://www.sheffield.ac.uk/jobs/erecbrowsers>

Job Requisition Process



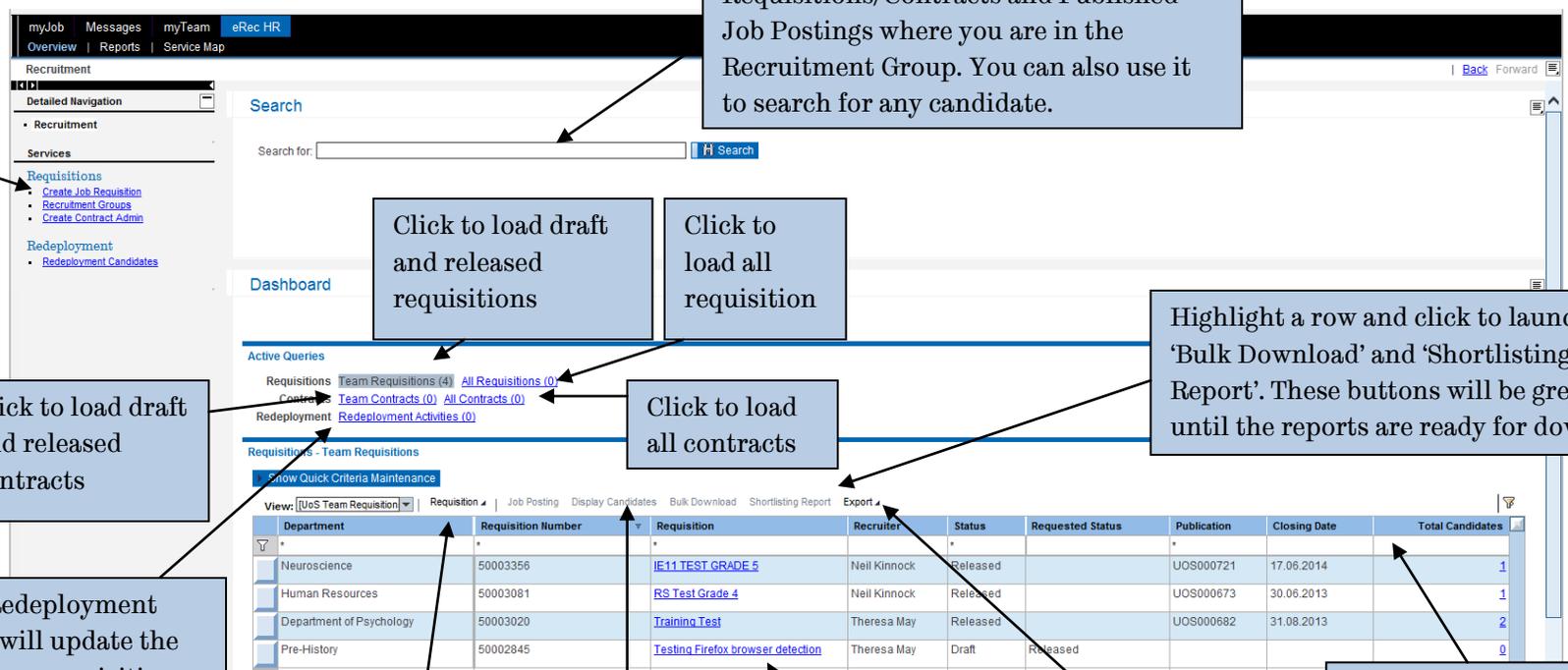
The purpose of creating and completing a Job Requisition is to supply sufficient information to approve the need to recruit and provide the Departments of Finance and Human Resources with the required data to process the recruitment and create the position in uBASE.

The Job Posting and Publication processes cover the entering of the advertisement details and publishing the vacancy to the web, as required.

Maintenance Page Overview

Click to Create a Job Requisition, Access Recruitment Groups, Create a Contract Admin and view Redeployment Candidates. **Screens will open in a pop-up**

Use this Search box to find Requisitions/Contracts and Published Job Postings where you are in the Recruitment Group. You can also use it to search for any candidate.



The screenshot shows a web interface with a navigation menu on the left, a search bar at the top, and a main content area with a table of requisitions. Callouts are placed over various elements to explain their function.

Click to load draft and released requisitions

Click to load all requisition

Highlight a row and click to launch the 'Bulk Download' and 'Shortlisting Report'. These buttons will be greyed out until the reports are ready for download

Click to load draft and released contracts

Click to load all contracts

Clicking Redeployment Activities will update the table to show requisitions where you are in the Recruitment Group and redeployment activities have been actioned

Highlight a row and click the 'Requisition' button to show Create, Edit, Copy, Close, Delete and Status options

Highlight a row and click the 'Display Candidates' button to open your candidate page

Click to Edit a requisition

Click to export the table into Microsoft Excel

You can sort the requisitions table by clicking on the column headings and typing in the filter row to find specific requisitions.

Department	Requisition Number	Requisition	Recruiter	Status	Requested Status	Publication	Closing Date	Total Candidates
Neuroscience	50003356	IE11 TEST GRADE 5	Neil Kinnoch	Released		UOS000721	17.06.2014	1
Human Resources	50003081	RS Test Grade 4	Neil Kinnoch	Released		UOS000673	30.06.2013	1
Department of Psychology	50003020	Training Test	Theresa May	Released		UOS000682	31.08.2013	2
Pre-History	50002845	Testing Firefox browser detection	Theresa May	Draft	Released			0



Display Candidates Page Overview

Click to display the PDF overview of the job requisition

Highlight multiple candidates and select 'Compare Candidates' to open their Education and Work Experience in a side-by-side view

Candidates will move between the tabs when activities are ran. Candidates will appear in the All tab until they are set to rejected or have withdrawn from the process

You can sort the requisitions table by clicking on the column headings. Click the filter icon to open the filter row. The filter row uses * as a wildcard.

Tick the 'Rejected' and 'Withdrawn' tickboxes, then select 'Apply' to display the rejected and withdrawn candidates

Highlight a candidate(s) and click 'Activities' to launch the activities menu

Assignment: QA test of Search Engine upgrade Grade 2 Post

Refresh

Requisition: QA test of Search Engine upgrade Grade 2 Post | Status: Open | Manager: | Org.Unit: | Recruiter: Neil Kinnock | Release Date: 30.10.2013

Show Filter Criteria

Application Entry (0) | Preselection (0) | Selection (0) | Offer Phase (0) | Rejection (0) | Occupational Health (0) | All (2)

Display Assignments in Additional Status: Rejected Withdrawn | Display as of: 24.11.2014 | Apply

View: [Standard View] | Export | Activities | Compare Candidates | Assign | Set as Read | Set as Unread | Ranking by Questionnaire: -- Select --

Candidate	Surname	Personnel Number	Read	Candidate Status	Application Number	Process	Activity	Activity Status	Source	Selected Questionnaire
Richard Four / 35656 Rome	Four		Unread	To Be Hired	50003337				New Scientist	
Neil Kinnock / Sheffield S1 / PF	Kinnock	10000588	Unread	In Process	50003404				The Guardian	

Click to open the Candidate Profile

Export table to Excel

If a Personnel Number is shown it's likely that the candidate is internal

Click to toggle between Unread/Read

Click to open a specific application form

Click to show Two Tick candidates



Activites Overview

The calendar icon indicated that an activity is in the 'Planned' stage

The 'Due On' date is when the activity started and the 'Completed On' date is when the activity was completed.

Process/Activities	Status	E-Mail	Due On	Completed On	Edit	Delete
Application Entry (5)						
Preselection (2)						
Assignment Ranking	✓		05.01.2015	05.01.2015		
Two Ticks			03.11.2014			
Free Correspondence						
Attach Documents/Add Notes						
Selection (0)						
Offer Phase (1)						
WHA Questionnaire (General)			05.01.2015			
WHA Questionnaire (Specialist)						
WHA Questionnaire (Immunisation)						
WHA Questionnaire (LAA)						
Request to Appoint Questionnaire						
Free Correspondence						
Attach Documents/Add Notes						
RTA Information Verified by HR						
Certificate of Sponsorship Issued						
HR Issued Contract						
Rejection (2)						
Correspondence: Rejection (2)	1/1					
Correspondence: Rejection	✓		06.11.2014	06.11.2014		
Correspondence: Rejection			06.11.2014			
Correspondence: Reject after Interview						
Set Candidate to Rejected						
Occupational Health (1)						
WHA - Awaiting Immunisation Clearance						
WHA - Awaiting LAA Questionnaire						
WHA - Awaiting Resrch Passport Clearance						
WHA - Face to Face appt required						
WHA - Remote Call required						
Outcome - Fit	✓		05.11.2014	05.11.2014		
Outcome - Fit with Restrictions						
Outcome - Unfit						

Click the arrow next to each Process heading to display the activities.
Then click the blue activities link to run that specific activity

The E-Mail icon indicates that an e-mail has been sent.

Delete an activity by clicking on the bin icon

Edit an activity by clicking the pencil icon

The green tick symbol means that activity has been completed



When a department has a requirement to recruit, the Recruiter will create an e-Recruitment Job Requisition. While they are working on the Job Requisition it will be in Draft status. They will add you, as their departmental HR Assistants, to the Recruitment Group to allow you to view the Job Requisition and process the publication of the advertisement.

The Recruiter will continue to liaise with Human Resources regarding the details of the Job Requisition, the correct grade based on the About the Job and the drafting of the advertisement, before and during the creation of the Job Requisition, as required.

The Recruiter will complete the Job Requisition and then trigger the approval process. Once all of the Approvers have approved it, the status of the Job Requisition will change from Draft to Released, signaling that it is ready to be made available to applicants. At this point you and the Recruiter will receive an alert email notifying you of the status change.

You will create the Job Posting, which will contain the details of the advertisement, and then the Publication, which will allow you to select the group of applicants the vacancy is to be made available to e.g. all applicants, internal only, direct appointments and define the dates it will be published for. You should continue to check the About the Job and the Advert are appropriate and that the details are consistent with the information in the Job Requisition.

Checking the About the Job and Advertisement Paperwork

Before the About the Job and Advertisement paperwork are attached to the Job Requisition, the recruiting department should have discussed any queries regarding the grade with Human Resources. The importance of the recruiting department continuing to liaise with their departmental HR and Finance contacts has been stressed during the Job Requisition training sessions and materials. If errors or inappropriate grades etc are detected after the Job Requisition has been approved, resulting in changes being required to the information held in the Job Requisition, the approval process will need to be repeated.

Summary:

- If the Job Requisition is approved at the incorrect grade, it will need to be edited and repeat the approval process before it can be posted.
- You will need to add the About the University document before publishing the job.
- You can check the About the Job and Advert paperwork once you have been added to the Recruitment Group.
- You can advise the Recruiter if changes need to be made before the Job Requisition is Released for approval.
- You are able to make minor changes such as wording or layout to the attachments (e.g. About the Job, Advert etc) as well as changing the document into PDF format before posting the job without requiring the approval process to be repeated.



External Publications

If a department would like a vacancy to be published in an external publication, e.g. The Star or New Scientist, the details along with funding code (if relevant) should be provided in the Note field on the Job Requisition.

Once you have been added to the Recruitment Group you will be able to access the details from the eRec HR tab. When you have identified the correct Job Requisition, if you click on the [Requisition Title](#) the requisition will appear with the attachments on the **General Job Information** tab.

e-Recruitment will allow Recruiters to provide details of the requirement and the funding code but it is only used to publish the vacancy to the web.

Redeployment

- Each Job Requisition will continue to be checked against the Redeployment Pool to see if there are any suitable candidates. If a match is identified you should follow the Redeployment procedure. Further details can be found in your Redeployment Training guide.
- If the post isn't filled through redeployment, the HR Assistant will carry out the Job Posting and Publication, which will allow candidates to apply for the vacancy.
- If Redeployment is successful you should process the vacancy as a direct appointment, publishing it for the successful redeployee only, allowing them to enter a basic application.

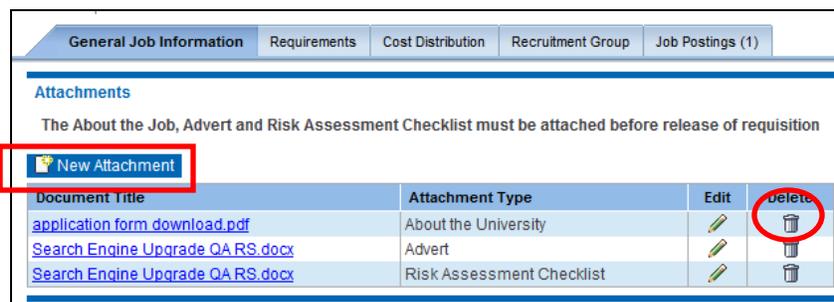
Once the application is submitted the Recruiter can move directly to the Offer Phase activities.

How to attach amended advert documentation

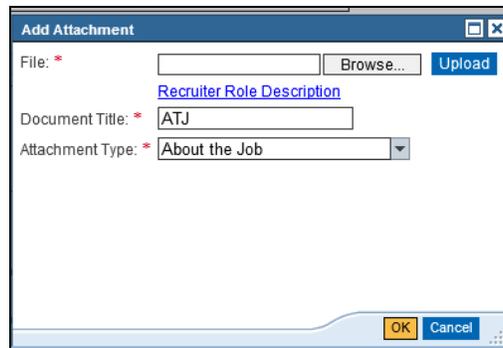
You can access the Advert documentation by clicking on the [requisition title](#) from your **eRec HR** tab. The attachments will be at the top of the **General Job** Information tab. You can open the documents and save in your personal area to edit.

When the final versions have been agreed by the HR Advisor and Department you can reattach them to the Job Requisition following the instructions below.

1. Click on the **eRec HR** tab.
2. Click on the requisition title to open the requisition in edit mode.
3. Click the delete icon to remove the attachment



4. Select **New Attachment**
5. **Browse** for the file, **Upload** it, give a **Document Title** and select an **Attachment Type**.



6. Click **OK**
7. Click **Save** (top left of the requisition)

If you change anything on the Job Requisition it will set it to Draft – simply click the Save button and then the Release for Approval to release it again. If a HR user releases a requisition it will bypass the approvers and set directly to Released.

NB – When attaching the final versions of the About the Job and About the University ensure they are in **PDF format** as they will be put directly onto the web pages from the Job Requisition.

Please also ensure that the agreed version of the Advert is attached to the Job Requisition. This should be a Word document.

Creating a Job Posting

1. Click on the **eRec Hr** tab
2. Highlight the requisition and click **Job Posting**



Department	Requisition Number	Requisition	Recruiter	Status	Requested Status	Publication	Closing Date	Total Candidates
Neuroscience	50003300	IE11 TEST GRADE 4	Neil Kinnock	Released		UOS000745	20.01.2015	1
Human Resources	50003081	RS Test Grade 4	Neil Kinnock	Released		UOS000673	30.06.2013	1
Department of Psychology	50003020	Training Test	Theresa May	Draft		UOS000682	31.08.2013	2
Pre-History	50002845	Testing Firefox browser detection	Theresa May	Draft	Released			0

3. In the Job Postings tab you will see that the **Job Type** has defaulted to the type the Recruiter selected. If this is incorrect you can change it via the **General Job Information** tab. Once changed, **Save** and **Release for Approval**.

As you are a HR user this will set the requisition to Released and bypass the approvers.



Edit Requisition: RS Test Grade 4 (Open - Approve for Processing)

Save | Release for Approval | PDF Requisition Overview

General Job Information | Requirements | Cost Distribution | Recruitment Group | **Job Postings (0)**

Job Type
Secretarial & Clerical

Posting Texts
New Job Posting

Alias	Language	Copy	Edit	Delete
NC50003084	English			

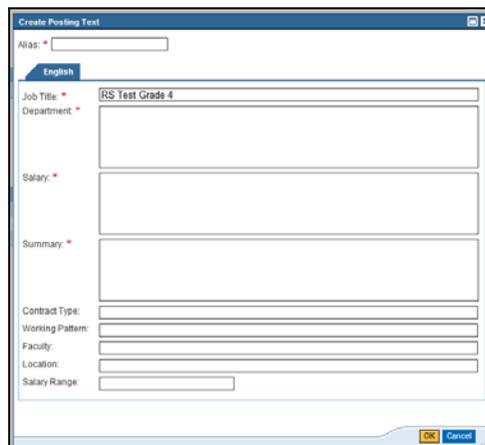
Published Job Postings
You have to release the requisition before you publish a job posting.

New Publication | Extend Publication Period

View: Standard View

Posting Channel	Job reference number	Posting Title	Publication Period	Preview	Last Changed by	Status	Withdraw
For Any Candidates (not published)	UOS000691	HR Assistant	29.10.2013 - 29.12.2013	English - NC50003084	Margaret Thatcher	Draft	
For Internal Candidates only	UOS000673	HR Assistant	21.05.2013 - 30.06.2013	English - NC50003084	Margaret Thatcher	Expired	
For Any Candidates (not published)	UOS000674	HR Assistant	21.05.2013 - 30.06.2013	English - NC50003084	Margaret Thatcher	Expired	

4. Click the **Create New Job Posting** button
5. Complete the **Posting Text**. The **Alias** field is simply a unique name that you need to give to each posting.



Create Posting Text

Alias: *

English

Job Title: * RS Test Grade 4

Department: *

Salary: *

Summary: *

Contract Type: *

Working Pattern: *

Faculty: *

Location: *

Salary Range: *

OK Cancel

If the advert is to be published in an external source such as the Star or a Journal you will need to complete the additional fields.

Contract Type – If the contract is Fixed-Term you must specify the details here.

Working Pattern – If the position is working Part-Time you must specify the details here.

Faculty – You should specify the relevant Faculty or Professional Services here.

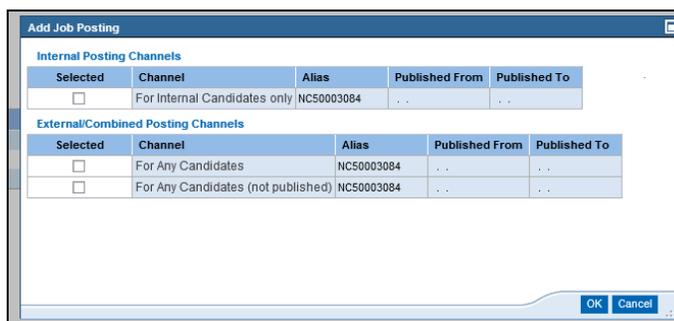
Location – If the position is not working on campus you should specify the location details here.

Salary range – You should provide details of the salary range here.

6. Click **OK**

If you do not know the details regarding the external publication at the point of creating the Job Posting you can enter the details at a later date by editing the Job Posting.

7. Click on **New Publication** to publish the job



Internal Posting Channels				
Selected	Channel	Alias	Published From	Published To
<input type="checkbox"/>	For Internal Candidates only	NC50003084

External/Combined Posting Channels				
Selected	Channel	Alias	Published From	Published To
<input type="checkbox"/>	For Any Candidates	NC50003084
<input type="checkbox"/>	For Any Candidates (not published)	NC50003084

OK Cancel

The system will generate the individual Job Reference number that the applicant will see.

8. Tick the channel you would like the job to be published to.

- a. **For Internal Candidates Only:** This will make the vacancy available to University of Sheffield employees only, via their myJob accounts.
 - b. **For Any Candidates:** This will make the vacancy available to all external and internal candidates.
 - c. **For Any Candidates (not published):** This posting channel will be used for direct appointments e.g. a person is named on a research grant or is being appointed via Redeployment.
9. Select the **Alias** (posting text you would like to use) and enter the **Published From** and **Published To** dates.

10. Click **OK**

11. In the **Further Specifications** pop-up that appears, click **Publish**



Posting Channel	Alias	Reference Code
For Any Candidates	NC50003084	UOS000748

The vacancy will now be published on the web as per the posting channel you have selected. It should be visible to applicants within 10 minutes of the Publication being saved, if you have set the publication start date as today.

How to Extend a Publication

1. Open the **Job Posting** as described above
2. Click the **Extend Publication Period** button



Posting Channel	Job reference number	Posting Title	Publication Period	Preview	Last Changed by	Status	Withdraw
For Any Candidates (not published)	UOS000691	HR Assistant	28.10.2013 - 29.12.2013	English - NC50003084	Margaret Thatcher	Draft	
For Internal Candidates only	UOS000673	HR Assistant	21.05.2013 - 30.06.2013	English - NC50003084	Margaret Thatcher	Expired	
For Any Candidates (not published)	UOS000674	HR Assistant	21.05.2013 - 30.06.2013	English - NC50003084	Margaret Thatcher	Expired	
For Any Candidates	UOS000748	HR Assistant	07.01.2015 - 21.01.2015	English - NC50003084	Nigel Lawson	Published	

3. Tick the publication that you want to extend and enter a **New Publication End** date.
4. Click **OK**

How to withdraw a posted job

You may be required to withdraw a post if the recruiting department wish to stop the recruitment to the vacancy. Once you have withdrawn a post no further applicants will be able to apply for the position. If there have already been applications the Recruiter will inform them via email.

1. Open the **Job Posting** as explained previously.

2. Click the **Withdraw** button 

3. Click **OK** on the message that appears



The Publication Status will now have changed to Withdrawn and it will no longer be available on the University Jobs web pages.

How to advertise for a Direct Appointment

If you need to advertise a position for an individual named on a grant, a successful Redeployee or for a single department only, follow the instruction for the Job Posting section (pages 10-12) and publish to the **For Any Candidates (Not published channel)** channel.

The Recruiter will still need to create a **Job Requisition** and attach all the Advert documentation. The Job Requisition will still need to be **approved** in line with the appropriate approval route.

Once published via this channel it will not appear on the web pages. It will only be available to applicants with the unique advert reference number.

Direct Appointment;

- Email the candidate the Job Reference number and the correct link (see below)
- Ensure that you advise them of the closing date
- As it is a direct appointment the applicant can input a minimal application form
 - They can leave the Education and Work Experience fields blank.
 - They can attach their CV.
 - They can input 'Direct Appointment' or 'Redeployment' into the Application Statement field.
 - They **must** complete all the Questionnaires under the Further Information tab.



Single Department/Pool of Candidates;

- Email the Recruiter the Job reference number, closing date and the correct link (see below).
- The Recruiter will email their department or pool of candidates to advise them of the job details.
- The applicants will complete their application form fully.

Links;

Internal Candidates

https://jobs.shef.ac.uk/sap/bc/webdynpro/sap/hrrcf_a_refcode_srch_int?sap-client=400&sap-syscmd=nocookie&sap-wd-configId=ZHRRCF_A_REFCODE_SRCH_INT

If it is the first time they are using e-Recruitment they will need to SYNC their password via the CICs webpage – link below:

<https://www.shef.ac.uk/cics/password/>

External Candidates (including University of Sheffield Students)

You should direct external applicants to the University of Sheffield Jobs Webpage where they can apply using the Apply Directly link.



How to action a re-advertisement

If a department decides to re-advertise a Job Requisition you need to check when the original vacancy was advertised.

- If it was less than 6 months ago you are able to use the same Job Requisition. However if the Recruiting department want to make changes to the position you need to check with your HR Adviser if those changes require further approval. If they do the Recruiter should edit the Job Requisition to incorporate the changes and should then release it for approval again.
- If the Job is being re-advertised more that 6 months after the original was approved a new Job Requisition will need to be raised and approved before it can be advertised.

If the recruiting department are using the same Job Requisition to process the re-advertisement please consider the following points:

- Any previous applicants must have been informed they were unsuccessful and must have also been 'set to rejected' by the Recruiter. This will move the applicants from the 'In Process' to the 'Rejected' status.
This is very important as it will mean that previous candidates are not visible on the Panel Member screen and will not get grouped with the new candidates applying for the job within the 'display candidates' screen.
- None of the applicants that have already applied will be able to apply for the vacancy again. You must ensure that the Recruiting Department are aware and happy with this before the job is published.

If the Recruiting department would like the option to allow candidates who have previously applied to submit an updated application you will need to advertise on a new Job Requisition. This will allow previous candidates to submit a new application.

However, as long as the re-advertisement is within 6 months of the original being approved and there are no changes that affect the funding you will not have to send the Job Requisition round the approval route again. The Recruiter should copy the original Job Requisition and Business Solutions will set the status directly to released allowing you to publish it.



Candidates unable to apply on-line

The application process is 100% on-line with. Paper applications will **only** be accepted from applicants with a disability. If an applicant is unable to use a computer due to their disability or the software they are using to support them is not compatible with SAP Human resources will accept a paper, electronic or a telephone application.

- The HR Assistant will enter their application into the system on their behalf

Late Applications

Late applications will only be accepted under **exceptional** circumstances.

- The Recruiter will need to contact the appropriate HR Adviser to gain approval in the first instance.
- If agreed the HR Assistant will need to create a new Publication as the post will have already closed.
- They will publish the post using the **For any Candidates (not published)** channel
- Whilst the post is published to the late applicant the Recruiter will be unable to access the bulk download of applications. You must ensure that they are aware of this and have accessed it before you republish the vacancy if required.
- Once the late applicant has submitted their application you should advised the Recruiter to provide this to their panel members separately as it will not appear in the bulk download.
- The Applicant in question will then be sent an email containing a link to the post so that only they are able to apply (see Direct Appointments page 21)