Hiring – Appointment
Contents

Page 3 The Hiring Process
Page 4 Candidate Selection Page - Overview
Page 5 Display Candidates Page - Overview
Page 6 - 7 Displaying the Activities for a candidate
Page 7 - 8 Viewing the completed Request To Appoint Questionnaire
Page 8 Displaying the Job Requisition and Designated Activities Checklist
Page 9 - 10 Recording the progress of the appointment

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.

**On a PC using Internet Explorer**

1. Click Tools, select Popup blocker (usually the second option down)
2. Either click Turn Off Popup Blocker to allow ALL popups or choose popup blocker settings and allow popups from the following web address only: Jobs.shef.ac.uk

**On a PC using Firefox**

1. Click Tools, select Options and then Content
2. Either uncheck the box that states block Popup windows to allow ALL popups or choose Exceptions and allow popups from the following web address only: Jobs.shef.ac.uk

**On a MAC using Firefox**

1. Click Firefox, select Preferences and then Content
2. Either uncheck the box that states block Popup windows to allow ALL popups or choose Exceptions and allow popups from the following web address only: Jobs.shef.ac.uk
**Hiring Process**

Vacancy closes and is automatically removed from the web

- **Recruiter**
  - Identify Two Ticks applicants & attach questionnaire as appropriate
  - email panel members

- **Panel Members**
  - Assess applicants against criteria in About The Job

- **Panel Members & Recruiter**
  - Agree applicants to be invited to interview

  - **Recruiter**
    - Invite applicants to interview (via email)
    - Notify unsuccessful applicants (via email)

  - **Panel Members & Recruiter**
    - Carry out interviews & check Eligibility To Work
    - Agree applicant to be appointed & notify applicant

- **Recruiter**
  - Applicant accepts offer
    - Send work health assessment form(s) to applicant
      - **Complete Request To Appoint Questionnaire**
        - Automatic email sent to Human Resources
          - **Human Resources**
            - Contract issued from uBASE

Also possible for the Recruiter to rank based on other questionnaires e.g. Eligibility to Work etc.

Panel members are able to view applications as they are submitted. Recruiters will also be able to view applications during the application phase.

Panel members complete Two Ticks assessment where appropriate.

Recruiter can choose to record in e-Recruitment that the Eligibility To Work checks have been carried out per candidate and upload evidence, or send copies of evidence to HR outside e-Recruitment.

Recruiting depts. choose when to request references. Referee information is provided in e-Recruitment but references will be requested outside the system.
Candidate Selection Page Overview

This screen lists all of the Job Requisitions you have created or have been given access to. From here, you can monitor the number of applications received for a vacancy. These will be visible to Recruiters during the application phase, as well as after the closing date. You can monitor whether you have received sufficient applications and contact Human Resources to extend the closing date, if necessary.

**Display Selection:**
Displays the Job Requisitions that you have selected.

**Reset:**
Resets the Selection Criteria fields at display Job Requisition.

**Status:**
You can choose to view the Job Requisitions by their current status (All, Draft, Released, Closed).

**Start date and End date:**
Enables you to view Job Requisitions created within a specific period.

**Publication Ref:**
Shows the advertising reference once it is published on-line.

**Closing Date:**
Shows the closing date once it is published on-line.

**Arrow buttons:**
Allow you to navigate through the pages.

**Display Candidates:**
To list the candidates for a highlighted Job Requisition.

**Shortlisting report:**
Click here to print an Applicant list or Shortlisting report.

**Filter Row:**
Enables you to search for a specific Job Requisition

1. Click in the column you wish to search on e.g. Job Title
2. Type in the Job Title e.g. Research Associate
3. Click on the Filter Symbol
   *Any Job Requisition's with a matching job title will appear*
4. To return to all Job Requisitions delete the Job Title in the search row and press the filter symbol
Display Candidates Page Overview

This is the main screen for processing the Hiring activities for a vacancy. You will use this screen to access the Request To Appoint information.

Display Selection: Displays the candidates in the status and ranking method that you have selected.

Candidate Status: Selects candidates based on the status of their application.

Arrow buttons: used to navigate through the pages.

Create Activities: Used to process the possible activities for selected candidates.

Process Activities: Allows you to track which activities have been performed for a selected candidate.

Set as Read: Set selected candidate’s application as Read.

Set as Unread: Set selected candidate’s application as Unread.

Print: Downloads all applications into a PDF document which can be printed, saved or emailed.

Ranking Method: Provides 3 different sets of information surrounding the candidates – see page 6.

Click here to collapse or expand the Selection criteria box.

Candidate column: Detailed on page 6.

Click here to sort column below.

Filter Row: Enables you to search for specific Criterion

1. Click in the column you wish to search on e.g. Application Source
2. Type in the criteria e.g. Word of Mouth
3. Click on the Filter Symbol

Any Candidate with a matching application source will appear

4. To return to all candidates delete the application source in the search row and press the filter symbol.
Issuing The Contract

Once the Panel has notified the Recruiter as to which candidate they would like to appoint, the Recruiter will complete the Request To Appoint questionnaire in e-Recruitment. The completion of this activity will trigger an automatic email to you, their designated HR Assistant. This email will be sent to your University email account. You should then log-in to e-Recruitment to check if the person has completed their Work Health Assessment.

Displaying the Activities for a candidate

1. Log-in to MUSE, then click on Staff Applications then e-Recruitment.
2. From your start page click on Candidate Selection to view the screen shown on page 4.
3. In the Candidate Selection screen, search for the Job Requisition detailed in the alert email you have received, using the filters if necessary.
4. Select the correct Job Requisition by clicking on the blue cube to the left of the Department.
5. Click on Display Candidates.
6. Click on the Offer Phase tab to view the candidate(s) the recruiting department wish to appoint. Check that the candidate is consistent with the details in the alert email.
7. Highlight the correct candidate by clicking on the blue cube to the left of the candidate’s name, as shown below.

8. Click on the Process Activities button to display all the activities that have been carried out for this candidate.

The Process Activities screen will show if a request has been made for the candidate to complete a Work Health Assessment questionnaire, as highlighted below. If the Completed By field is blank the candidate has not completed the questionnaire yet. The alert email is sent to the Occupational Health Service once this questionnaire has been completed.
Viewing the completed Request to Appoint questionnaire

Once it is appropriate to process the contract for the successful candidate, you will display the information in the completed Request to Appoint questionnaire and check it is consistent with the information approved in the relevant Job Requisition. To display the Job Requisition please refer to the Job Requisition Training Guide.

1. To display the completed Request to Appoint questionnaire, follow steps 1 to 8 detailed above.

2. Highlight the Request to Appoint Questionnaire activity by clicking on the blue cube as shown below.
3. Click on the **Edit** button

4. Click on **Display Questionnaire** to view the **Request to Appoint** Questionnaire.

5. Check the details are consistent with those in the relevant Job Requisition.

If details that affect the funding are not consistent with the Job Requisition, check the Note field in the Job Requisition Overview. The Recruiter may have informed you of flexibility regarding start dates or funding codes. If there are no notes to explain the inconsistencies you should liaise with your HR Adviser and the relevant Recruiter. Funding differences may require changes to the original Job Requisition and the approval process to be repeated.

6. When appropriate, the contract will be issued from uBASE, using the existing process.

**Displaying the Job Requisition and Risk Assessment Checklist**

You are required to check that the information in the Request To Appoint is consistent with the details approved within the relevant Job Requisition. You should also view the Risk Assessment Checklist to which Health Assessment Questionnaire(s) is required.

If you identify that the Recruiter has not requested they complete the relevant Work Health Assessment Questionnaire you should advise them to complete this process.

The Job Requisition and Link to the Risk Assessment Checklist can be accessed by clicking on the Job Requisition title at the top of the page. This will open a new window containing the Job requisition Overview and links to supporting documents.
Recording the progress of the Appointment

**e-Recruitment** provides visibility to the Recruiter that the Appointment is being progressed. You must record the following stages on the system:

- **RTA Information Verified by HR** *(HR have all the information required to produce the contract)*
- **Certificate of Sponsorship issued** *(where relevant)*
- **HR Issued Contract**

**RTA information Verified by HR and Certificate of Sponsorship issued:**

1. Highlight the candidate(s) that has been appointed.

2. Click on **Create Activities > Offer Phase > RTA Information verified by HR or Certificate of Sponsorship issued**

3. Change the Status to **Completed**

4. Click **Save & Back**
HR Issued Contract:

1. Highlight the candidate(s) that has been appointed.

2. Click on Create Activities > Offer Phase > HR Issued Contract

3. Choose the appointment type from the Status Reason drop down box:
   - Direct Appointment
   - Recruitment Completed
   - Redeployment Match

4. Click on the Attachments tab and upload the contract of employment.

5. Click Save & Back

By completing the activity HR Issued Contract the status of the successful applicant moves to To Be Hired. To see the applicant you must changes the candidate status at the top of the page and click display selection.