

Recruitment types, statuses and events

This guide relates to, (and should be read in conjunction with), the recruitment process outlined on the [HR Support website](#).

You may need to refer to this guidance at several times during the recruitment process.

This guide covers the following system-only process steps:

What's changed?

All guidance has been updated in line with the move to Core Portal

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Vacancy types

These categories are used on the University Jobs and Vacancies website to group together these jobs and their associated terms and conditions of employment. In addition, these categories are referred to when completing staff requests in association with full use of the Personnel module.

Academic	Academic (inc. Clinical Academic & related grades), e.g. Professor, Reader, Lecturer
Research	Research, Nurses and Academic-related where mainly research-oriented, e.g. Research Nurses, Research Fellows and Assistants, Scientists, Programmers, Engineers
Professional Svcs - Professional and Mgmt	Academic Related (grades 6+) e.g. General Management, including specialisms such as Finance, Personnel, and qualified Librarians
Professional Svcs - Support and Technical	Broad range of roles (grades 1 – 5) including: Technicians; Admin Support, Assistants; Secretaries, Finance Assistants, Museum Attendants, Parks, Gardens & Ancillary

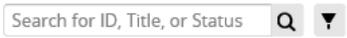
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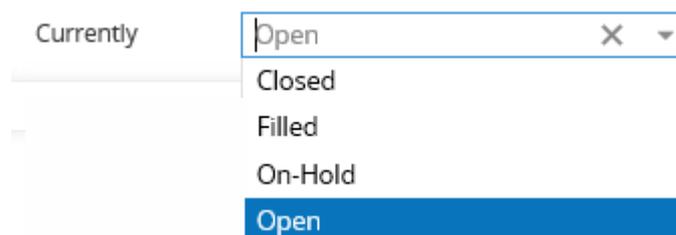
Vacancy open and closed status

When a vacancy has been opened it will be given a current status of 'Open'. When you are required to close a vacancy, you will update the current status to 'Closed' and enter the date it was closed. There are four current statuses: Open, Closed, Filled and On-Hold. We only use Open and Closed.

Update the Current Status

CoreHR Portal > corehr > Recruitment Dashboard > Vacancies

1. The *Vacancies* tab will open. Enter your search criteria and click the magnifying glass icon. 
2. Click the  button on the relevant vacancy and select  Edit Vacancy from the list of options.
3. Click on **Vacancy Details** and then **Vacancy Details – 1**.
4. Click the  button in the **Currently** field to select the relevant status from the list of options. If selecting 'Closed' remember to enter the date the vacancy closed.



5. Scroll down and click the  button.



Refer to **Closing Vacancies** for information on all process steps associated with closing a vacancy.

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Vacancy statuses

When setting up a vacancy through CoreHR it is important to maintain the status of the vacancy. This is to ensure that the University continues to be able to carry out its Equal Opportunities monitoring and reporting. Maintaining these statuses is also essential to enable reporting on the success of advertisement placements, production of applicants' letters, etc.



As the vacancy moves through the various stages of the process it is vital to ensure you update the status as follows:

Stage in process	Status
Vacancy first created by the Reward Team.	Created By Post Management
Vacancy set up.	Draft
Vacancy authorised for advertising.	Advertised
All applications have been received and distributed to the panel for review.	Shortlisting
Invitations have been sent for interviews.	Interview
After the interviews select either:	Offer Made / No Appointment Made
If you have made an offer, once the applicant has responded update the status to either:	Appointment Made / No Appointment Made

Where the vacancy has not been advertised externally and is being closed due to a direct appointment, select 'Appointment Made' as the vacancy status prior to closure. However, where an externally advertised vacancy fails to lead to an appointment of one of those applied applicants and a decision is made to direct appoint an existing member of staff then select the status 'No Appointment Made'.

Update the vacancy status

CoreHR Portal > corehr > Recruitment Dashboard > Vacancies

6. The *Vacancies* tab will open. Enter your search criteria and click the magnifying glass icon.

7. Click the button on the relevant vacancy and select Edit Vacancy from the list of options.

8. Click on **Vacancy Details** and then **Vacancy Details – 1**.

9. Click the dropdown button in the **Status** field to select the relevant status from the list of options.

10. Scroll down and click the button.

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Applicant statuses

In order to ensure accurate data for Equality and Diversity monitoring, recruitment monitoring and reporting, and to enable communications with applicants, it is vital you keep the applicant status up to date as applicant's progress through the selection process. Please refer to the [Recruitment Statuses and Events guide](#).



The statuses shown in **bold** are mandatory ie a successful candidate MUST have passed through these statuses. Please refer to the [HR Analytics webpage](#)

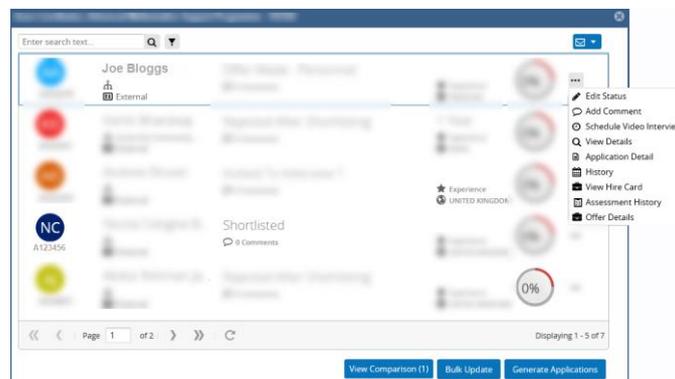
Possible applicant statuses are:

Application received	Shortlisting completed	Interview invites sent out	Interviews Completed
Applied	Shortlisted	Invited to Interview 1	Preferred Candidate
Applied Late	Standby	Invited to Interview 2	Standby
Invalid	Rejected after Shortlisting	Withdrawn	Rejected after Interview 1
	Invalid	Rejected after Shortlisting	Rejected after Interview 2
	Withdrawn		Offer Made - Personnel
			Offer Accepted - Personnel
			Offer Refused
			Rejected after Checks
			Withdrawn

Change individual applicant status

CoreHR Portal > corehr > Recruitment Dashboard > Vacancies > locate your vacancy > Actions > View Applicants

1. The *View Applicants* screen will open. Here you will see a list of applicants for the selected vacancy. Please note you will only see five applicants per page. To change the status of an applicant, search for your applicant either using their name or applicant ID, alternatively scan across the pages until you find your applicant.



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2. Once you have identified your applicant, select the  menu at the end of their row.

3. Click on  Edit Status . The *Applicant Status Update* window will open.

4. Select the status wanted from the New Status drop down. Add any relevant comments you wish to capture relating to this status change.

5. Click the **Save** button.

Change multiple applicant statuses

CoreHR Portal > corehr > Recruitment Dashboard > Vacancies > locate your vacancy > Actions > View Applicants

1. The *View Applicants* screen will open. Here you will see a list of applicants for the selected vacancy. Please note you will only see five applicants per page.

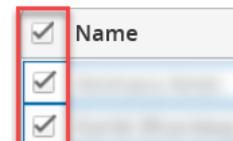
2. To change the status of several applicants at once, click on .

3. The *Applicant Status Bulk Update* box will open.

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4. Select the current status of the applicants you wish to update from the **Select Applicant Status** drop-down. A list of applicants whose status matches your selection will be displayed.

5. Click in the checkbox against each applicant whose status you wish to update (or click the top check box in the title row to select all applicants shown).



6. Select the status that you wish to apply to the selected applicants from the **New Status** drop-down list.

New Status

7. Click the  button.

Applicant status history



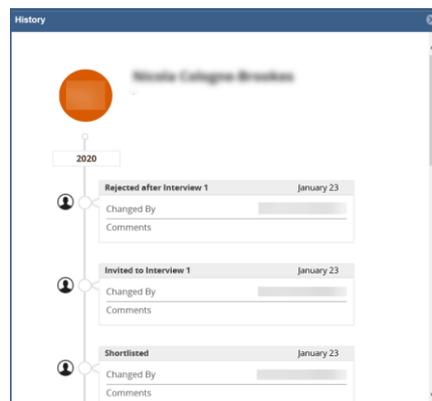
You can review the change history of the applicant status here at any time.

CoreHR Portal > corehr > Recruitment Dashboard > Vacancies > locate your vacancy > Actions > View Applicants

1. The *View Applicants* screen will open. Here you will see a list of applicants for the selected vacancy. Please note you will only see five applicants per page. To view the status history of an applicant, search for your applicant either using their name or applicant ID, alternatively scan across the pages until you find your applicant.

2. Once you have identified your applicant, select the  menu at the end of their row.

3. Click on **History**. The History box will open.



4. Scroll up and down to see the status history for this applicant.

5. Click the 'X' button at the top right of the window to close the History box.

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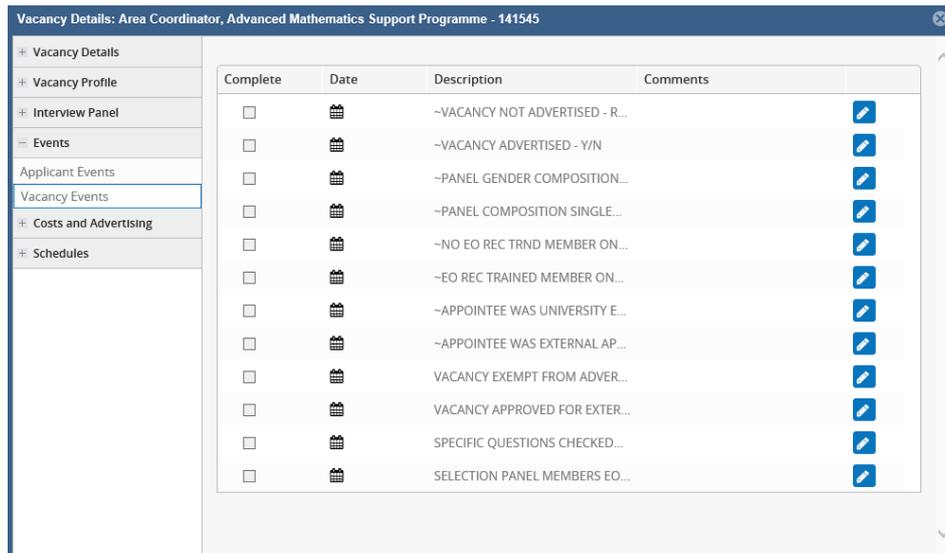
Vacancy events

The Vacancy Events screen in CoreHR is used as a checklist. This checklist ensures that as each process is completed it is recorded in CoreHR to demonstrate that controls related to the recruitment process have been met.

Vacancy Events records information concerning processes that may have happened outside the system. This includes information related to Equality and Diversity monitoring and replaces the requirement to complete the Vacancy Monitoring form M3. Events in relation to Equality and Diversity recruitment monitoring **MUST** be completed (see information box below for more details).

CoreHR Portal > corehr > Recruitment Dashboard > Vacancies

1. Search for the relevant vacancy and select . The click on  Edit Vacancy .
2. The *Vacancy Details* window will open. Select **Events** from the left-hand menu.
3. Select **Vacancy Events**.



Complete	Date	Description	Comments
<input type="checkbox"/>		~VACANCY NOT ADVERTISED - R...	
<input type="checkbox"/>		~VACANCY ADVERTISED - Y/N	
<input type="checkbox"/>		~PANEL GENDER COMPOSITION...	
<input type="checkbox"/>		~PANEL COMPOSITION SINGLE...	
<input type="checkbox"/>		~NO EO REC TRND MEMBER ON...	
<input type="checkbox"/>		~EO REC TRAINED MEMBER ON...	
<input type="checkbox"/>		~APPOINTEE WAS UNIVERSITY E...	
<input type="checkbox"/>		~APPOINTEE WAS EXTERNAL AP...	
<input type="checkbox"/>		VACANCY EXEMPT FROM ADVER...	
<input type="checkbox"/>		VACANCY APPROVED FOR EXTER...	
<input type="checkbox"/>		SPECIFIC QUESTIONS CHECKED...	
<input type="checkbox"/>		SELECTION PANEL MEMBERS EO...	

4. Once an event has been completed:
 - a. Click the  icon on the event completed. This will open the **Edit Vacancy Event** box.
 - b. Slide the toggle slider to record that the event has completed.

Complete 
 - c. Either use the calendar to select the date the event was completed. Alternatively type the date into the **Date** field.

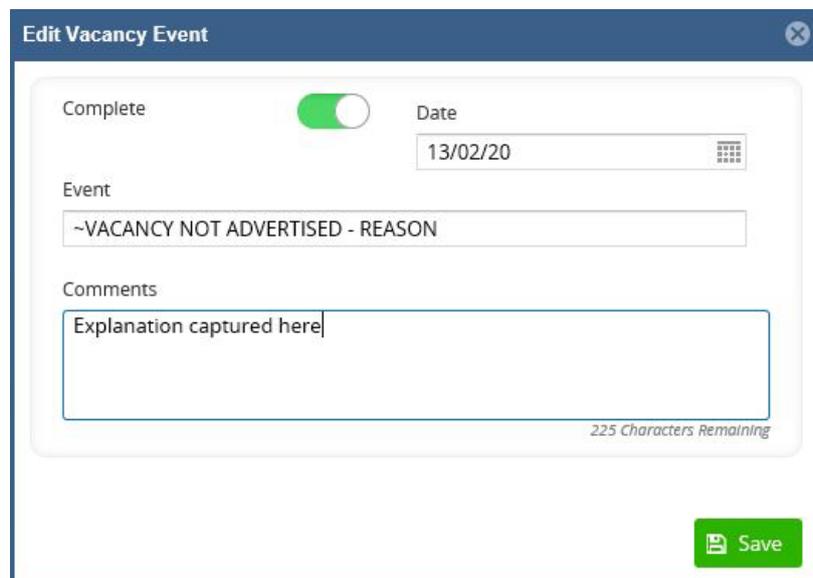
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- d. Where the event description indicates that a Y/N answer is required, place a "Y" or "N" into the 'Comments' field. For "N" responses, briefly specify the reason for this against the related '~...- REASON' event. For "Y" responses, the related '~... - REASON' event can be left blank.

For example, the event is '~VACANCY ADVERTISED - Y/N', if the vacancy wasn't advertised record 'N' in the comments when you mark this event as complete. Then also mark '~VACANCY NOT ADVERTISED - REASON' as complete and add the explanation as to why the vacancy was not advertised to the comments.

- e. Further relevant information can also be recorded in the **Comments** field.

5. Click the **Save** button.



The vacancy event types which begin with ~ (e.g. ~Vacancy Advertised - Y/N) MUST be completed before a vacancy is closed in order for the Vacancy Monitoring form M3 report for Equality and Diversity to be run.

Further information about vacancy events can be found in the statuses and events guidance which can be found on the [HR Systems website](#).



Refer to **Manage Applicant Details** guide for information on applicant events.