



What is the difference between a job number and the position number?

- A position number is the University identifier used by PeopleSoft HR.

A job number is a Recruitment System generated requisition number. You will be able to find your job on the system using this number. Roles will now be advertised using the job number only.

Will I receive confirmation that the role has completed the approval process?

- Both the Hiring Manager and the Hiring Co-ordinator will receive an email from the system confirming that a role has gone through all steps of the approval process.

How will I know the role has been advertised?

- You will receive a system email confirming that the role is approved. This means that the Recruitment Team have placed your advert on the University website as a minimum. Depending on the type of media you have requested, the Recruitment Team will place the advert on other websites and in print if requested.

How do I use the Advertising Templates?

- The advertising templates contain information tailored for all areas of the University. You will select your Divisional/Faculty template and remove any text not relevant to your area.

You can then add your job specific advertising text in the appropriate place and enter salary range, closing dates and contact details as required.

Why is HR in the job card approval flow more than once?

- One of the aims of the new Recruitment System is to ensure that once a role is fully approved by all delegates that there are no delays to advertising the role.
 - HR Consultants (2) will check that an approved position description has been uploaded.
 - Recruitment Team (3) will check advertising content and appropriateness of chosen media.
 - Recruitment team (6) will push the role out to the University's job website and other media as chosen.

How do I add a document to the job card?

- Select the 'documents' tab at the top of the job card. You will be able to select a document from a file or from the library via this tab.

Can someone apply for the role after the closing date?

- All roles will be removed from the website automatically on the closing date. If you wish to receive a late application, the Hiring Co-ordinator will need to contact the Recruitment Team and request that they extend applications for a specific date range. The Recruitment team can then provide a link for the applicant to submit their application.

Alternatively a Hiring Co-ordinator can apply them to the role directly using the New Applicant link on the right hand side bar or the mail matcher facility (LINK).

How do I make a direct appointment using the recruitment system?

- The Hiring Co-ordinator will need to complete a job card as normal and select a non-advertised workflow as appropriate at the end. This will go to the relevant approvers to ensure the position is signed off as vacant and to ensure that there is budget available to recruit the position. You will then need to invite your direct appointment to apply to the position using the blue man symbol on the information tab. Once they have applied, you will create an offer for approval, via the offer card as normal.

How long does a job remain open for? When can I close a job?

- A job remains open until a Hiring Co-ordinator closes it. It should only be closed if the position has been filled or if you will not be recruiting for it any more.

While a job is “open” it will still show on the dashboard of a Hiring Co-ordinator or in the “My Open Jobs” section of the Hiring Manager screen.

The University will be reporting on recruitment benchmarks from the system to measure improvements made and ‘days to fill a role’ is one of them. By closing the role at the appropriate time you help us to provide up to date data on our performance.

Can I still advertise one role across several classifications? For example Academic Level A/B/C

- Yes, please provide a description in the notes field, at the end of the job card and ensure that this is reflected in your advertisement. You should enter the highest classification level in the appropriate section of the job card to ensure that budget approval is signed off for the maximum salary level available.

Can my preferred name be used in the system rather than my actual name?

- All names used in the Recruitment System are feeding through from PeopleSoft and therefore we can’t accommodate preferred names.

Hiring Co-ordinators - What is the Assign Task Function?

- You should use Assign Tasks to create a reminder or notification to perform a task for yourself or for other users.

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