Hiring Manager

How to Guide

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1.   Where to Start

The University's e-recruitment system is part of the HR/Payroll System and can be accessed using your Glasgow University Identifier (GUID) and password.

Once you log into the system you should land on your Manager Dashboard – this can be identified by the section called My Team being available on the front page.

N.B. If you do not have a manager dashboard you will not be able to proceed, please contact the HR System team on hrsystemhelp@glasgow.ac.uk or 0141 330 4263.

2.   Navigation

On a manager dashboard, there is a tab on the left-hand side labelled Manager/Staff Requests. To begin a staff request and raise your vacancy use this tab and select the blue button labelled "Staff Requests – View"
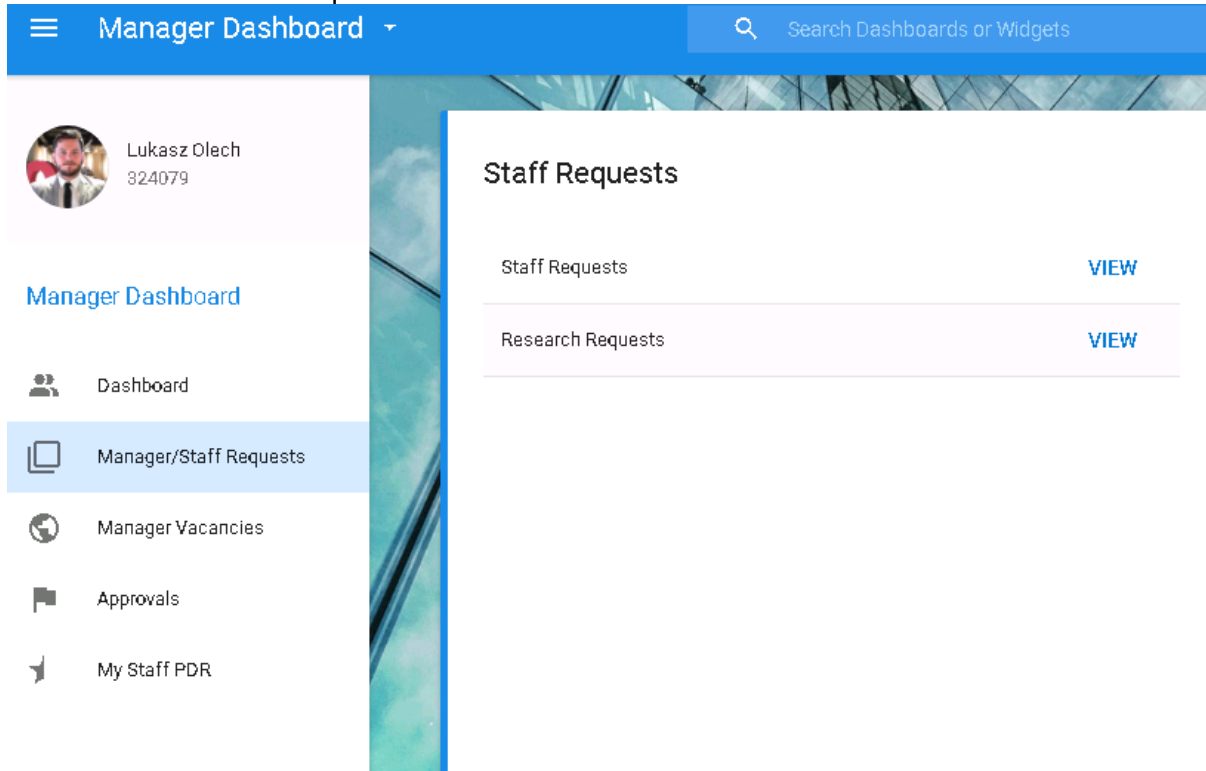
After selecting this option, a new window will appear which contains information relating to previously submitted or planned staff requests.

The donut displayed on the left-hand side of the screen provides information in a snapshot regarding the number of staff requests at each status of the process. You can see at a glance how many of your staff requests you have submitted, had approved or had rejected. It is not possible to view that group of staff requests by clicking on the key.

If you would like to filter your requests in order to look at a particular group, you should use the free text search box to look for key words or alternatively use the drop down list to look for requests of particular statuses e.g. all your rejected requests or all your submitted requests.

My Requests Breakdown

- Planned: 2
- Submitted: 0
- On-hold: 0
- Approved: 0
- Complete: 6
- Rejected: 0

My Requests

Search Staff Requests...   All

Request No	Request Date	Job Title	Department	
2009024269	03-Sep-2020	U.G.C.L Kitchen Manag...	J.M.S. Operations	⋮
2009024268	03-Sep-2020	U.G.C.L Kitchen Manag...	J.M.S. Operations	⋮
2009024257	02-Sep-2020	U.G.C.L Kitchen Manag...	J.M.S. Operations	⋮
2009024255	02-Sep-2020	U.G.C.L Section Manager	J.M.S. Operations	⋮

3.   Creating a New Staff Request from an existing post

The list of posts you have access to will display on this screen and you will be able to view their grade and title. If you have a large amount of access you may wish to filter these results using the dropdown list.

With the introduction of the new generic job descriptions, you should use the existing post option as this will bring down the new generic job descriptions into the staff request. Once this has been completed, you should then copy requests which will bring back more information (detail below).
Once you have found the correct post to bae your request on please press the menu button

⋮   and select ''Copy''.

A new window will appear, and you should enter your filtering criteria. The initial step is to select the structure which is **University of Glasgow**, from the dropdown list, select the correct College/US, the applicable department for this request and finally scroll to the bottom of the window and press **search**. *N.B. Entering further filtering criteria will limit the return on your results.*

Structure
University Of Glasgow

Hierarchy

Company *
U.G. Commercial Ltd

College/US *
U.G. Commercial Ltd

Department *
J.M.S. Operations

Subject/Section *
J.M.S. Building - Operations

Theme/Team *
J.M.S. Building - Operations

4.   Position Screen

5.   Contract Details

Please be realistic with your start dates, consider the length of time required for the approval process, the length of time the post will be advertised for and the successful candidates potential notice period. The start date will impact on your salary forecast, the more accurate your date is the more accurate your forecast will be.

6.   Job Details

The title in the 'Post Title field' is the generic/umbrella title which cannot be amended.   To input a more specific job title this should be entered in to the 'Job Title Field', which is further down the job details screen (see second screenshot below).

The job description field will be pre-populated with a generic job description where available, pulled from the selected post.   You will be required to advise whether you have made amendments to the generic job description under the following titles:

Added to Staff Request – You have added a new job description not generated by system or selected from library. This will be subject to grading by your HR Business Partner.

Amendments made (Minor) – You have slightly refined the job description to include the specifics e.g. area of research. This will not require grading and will move directly to financial approval.

Amendments Made (Significant) – You have significantly amended the job description purpose, duties or key knowledge, skills and experience. This will be subject to grading by your HR Business Partner.

Job Description – From generic library – You have selected and uploaded a job description from the generic Library 'link'. If you make no significant changes, process will be as outlined above.

7. Vacancy Details

To strengthen the talent attraction and employer branding of your vacancy we strongly advise that you enter any additional details required to promote the vacancy into the 'Draft Advert Text Field'. This provides the opportunity to expand further relevant details.

8. Documents

The **document** screen is available to upload any relevant, additional documentation. For example; email communication or successful grant application letters.

9. Cost Allocation

Once the above is complete, you can save and return to the request at a later time/date or you can submit for approval. You can view the details in summary format:

Request Summary

Request ID		Planned Start Date *	
2009024271		19/10/20	
Vacancy Type *		FTE *	
External Advertising		1	
Post Title *		Department *	
U.G.C.L Kitchen Manager / Head Chef		J.M.S. Operations	
Location		Grade *	
James Mccune Smith Building		Personal Salary	
Post Number		Post FTE	
030965		1	
Positions Required *			
1			

10. Copying a Previous Staff Request

Once you have created a staff request from an existing post, you should always try and copy one that you have previously submitted. In the above screen you can see a list of all

previously submitted requests, to copy one you should press the button [···] at the end of the row and select to **Copy** the request. Once a request has been copied it will appear at the

top of the list with today as the request date, using the [···] button once more you should choose to edit your request. Please note, the format of these boxes may change slightly depending on the browser you are using.
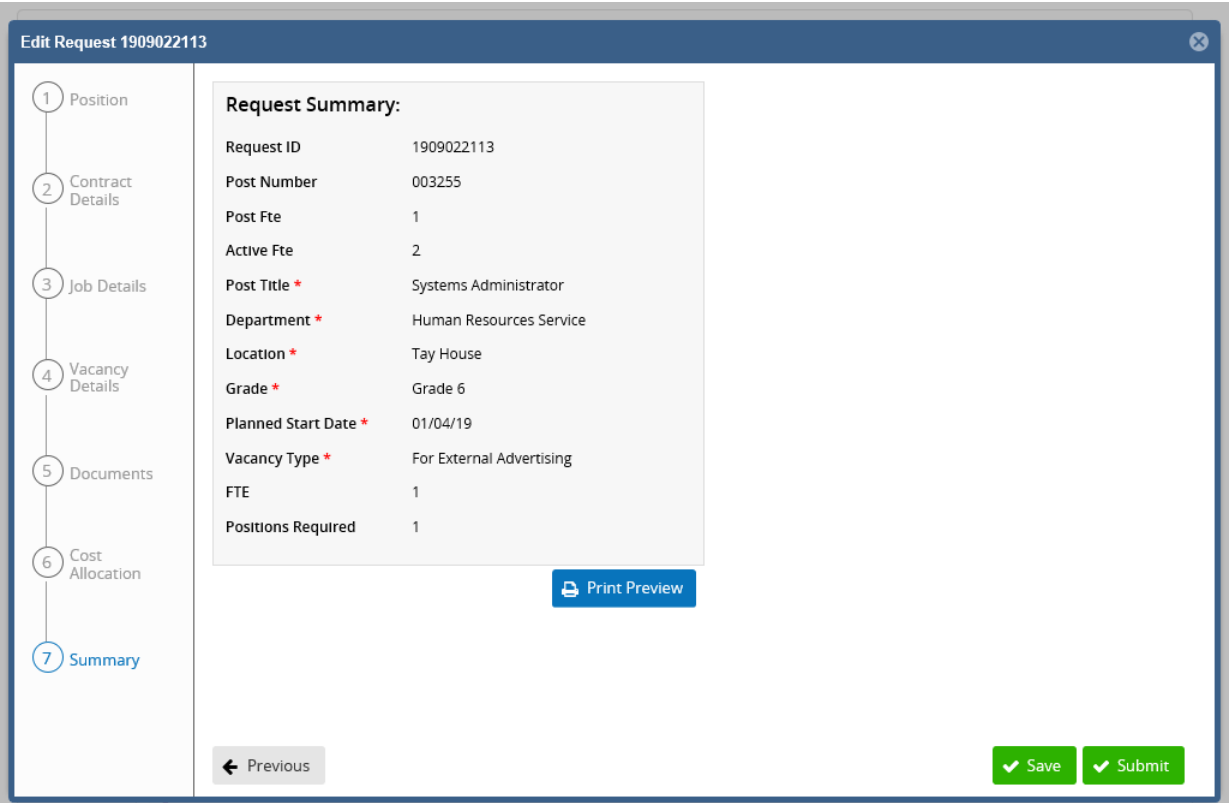
The framework for your request will appear in a new window as shown in the above screenshot. Down the left-hand side are the stages of the request with information you must fill in at each level. To move from level to level you can either use the **Next** button or select the stage from the left-hand side.

If you are copying a previous request, the majority of the information will already be filled in and correct however you should always review this information to make the staff request applicable to your new vacancy. Items such as notes, work patterns and start/end dates all need amended to reflect this new request.

It is likely that with your new staff request there will be new dates associated with the cost allocations, as you have copied a previous request there will already be information within this field. To make amendments you should delete all information regarding the previous cost allocations by selecting the button and then entering the data relevant to your position.

Once you have completed all of the appropriate fields you can review the information at the final stage before pressing submit.

11. Approval Process

Once a staff request has been submitted for approval you can log in at any time to view the progress of the approvals. The section highlighted below will provide the visibility of where in the approval process your staff request is sitting. To access this, select ''My Approvals'' section on your left hand side.

12. Hiring Manager Accessing the Approved Vacancy

Once your staff request is fully approved a vacancy will be automatically created within the recruitment module. From Portal, select the 'Vacancies Tab' highlighted below.

All vacancies that are available to the hiring manager will be found within this tab under the 'View' button.

Interview Panel

Search vacancies 🔍

Start Date	Vacancy Title	Vacancy ID	Applicants	Status	
02-Sep-2020	Programme Administrator	040966	16	2 At Advertising	⋮

View Applicants

Vacancy Details

Edit Vacancy Status

To access an individual vacancy, select 'Actions' followed by 'Vacancy Details' which will take you to the screen below.

Vacancy Details: 040966 - Programme Administrator

Manager Dashboard > Recruitment Actions > Vacancy Details: 040966 - Programme Administrator

Job Description	Documents

Job Purpose
To provide a range of administrative and support services to an individual, team or business unit.

Main Duties and Responsibilities

1. Deliver a range of administrative and/or customer services in support of team outcomes.
2. Provide support to groups and committees including note taking, minuting and subsequent preparation of minutes as appropriate.
3. Prepare documents, presentations and other materials to a clear brief, using established formats and standard software packages.
4. Maintain plans and budget tracking and supporting documentation.
5. Prepare straightforward analysis, interpretation and data manipulation.
6. Prepare and manage communications and engagements with a range of stakeholders.
7. Set short term priorities or work schedules, assigning straightforward and routine tasks to others, to ensure operational efficiency.
8. Collaborate with colleagues and participate in team/group meetings/seminars/workshops across the team.
9. Resolve issues, applying sound judgement based on experience, largely without reference to others to provide an effective service and clear advice to colleagues and customers.
10. Undertake any other reasonable duties as required by the team.
11. Engage in reasonable professional development activities as appropriate.

13. Shortlisting

Once the vacancy has reached closing date, the Recruitment Team will upload a PDF containing all the applications received and a shortlisting criteria grid in order for you to commence your shortlisting process. This will be available to the Appointing Committee members and an email prompt will be received once this is available.

Vacancy Details: 040084 - Lecturer - Doctorate in Clinical Psychology

Manager Dashboard > Recruitment Actions > Vacancy Details: 040084 - Lecturer - Doctorate in Cl...

Job Description		Documents				
Name	**File Name**	**Size (KB)**	**Upload Date**	**Upload Time**	**Uploaded By**	
Interview Request Form.doc	Interview Request Form.doc	66.00	03-Sep-2020	11:48	Lukasz Olech	
Job Details 040084.pdf	Job Details 040084.pdf	95.20	03-Sep-2020	11:48	Lukasz Olech	
Shortlist Assessment Form.xlsx	Shortlist Assessment Form.xlsx	13.00	03-Sep-2020	11:48	Lukasz Olech	
Merged Applications	040084_build_interview_pack.pdf	1268.10	03-Sep-2020	10:21		

To view the documents, click ⋮ button and select "Download" to view the document.

UNIVERSITY of GLASGOW
Shortlisting Assessment Form

Vacancy Title:
Vacancy Reference: ######

Complete this form by adding a Y or N against each criterion per candidate. If you reach an essential criterion that is to be marked with an N, you can discountinue with shortlisting that particular candidate.

	🟨	Denotes guaranteed interview for candidates under Disability Confident scheme if they meet all essential criteria
	🟩	Denotes different Grade criteria (if applicable)

APPLICANT'S NAME	CRITERIA TO BE ASSESSED FROM APPLICATION FOR POSITION		
	Essential	Desirable	Shortlisted ▼
			Y/N

Once you have completed the shortlisting and identified who you wish to invite for Interview, the Shortlisting Grid and interview request form 'link' should be re-uploaded by the hiring

manager/administrator. To do this press the blue "Upload Document" **UPLOAD DOCUMENT** button enter file name, and the document is to be retrieved from your saved location.

Upload Document

Document Profile ▼   Name

Document   ⬆

6/10MB

CANCEL   **OK**

When the document has been uploaded, you must remember to edit the vacancy status and set to 'Line Manager – Docs Uploaded'. This will alert your Resourcing Assistant that you have completed this part of the process, the document is available and ready to progress to interview invitation.

Vacancy Status Update

3 Shortlisting Stage   ⋮

1 -   View Applicants

Vacancy Details

Edit Vacancy Status

Existing Status
3 Shortlisting Stage

New Status

|

Line Manager - Docs Uploaded

CANCEL   **OK**

14. Interviews

From the "Manager Vacancies" tab within Portal, all members of the interview panel, can view the details of the interview. Any interviews that are scheduled within the next 5 days will automatically display. In order to see any interviews out with this 5-day period, the drop down menu should be changed from 'Next 5 Days' to 'All' – see screenshot below:
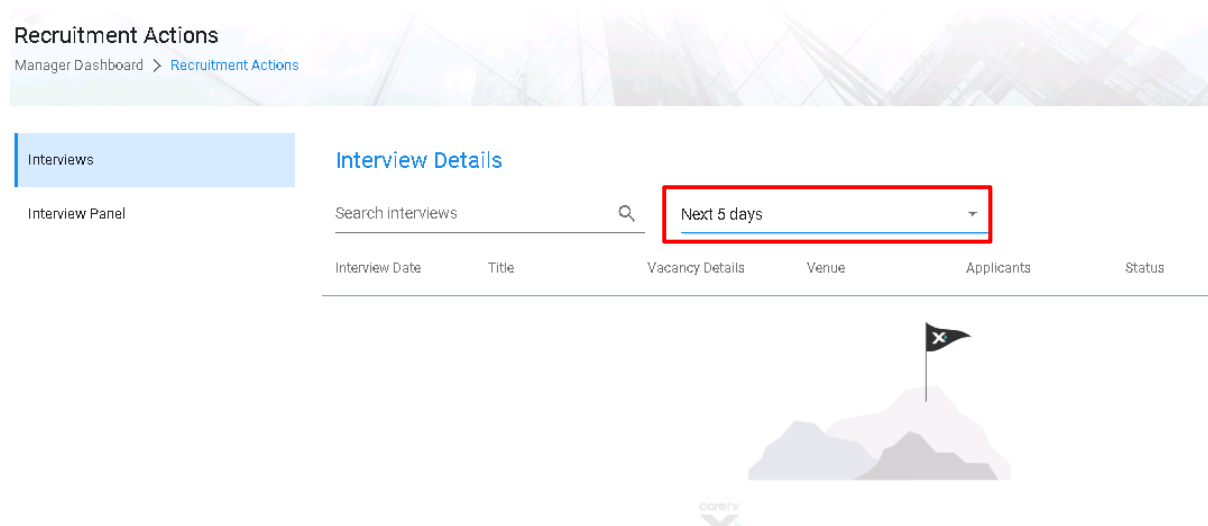
The interview date, vacancy job title and vacancy ID can be found in the center of the screen. The right hand side of the screen shows similar information as well as what time slot has been allocated to each candidate. From here it is possible to export into Excel an

interview schedule which can then be printed if necessary by clicking **EXPORT SCHEDULE** button. The recruitment team will also upload a copy of the final interview schedule into the Document section of the system for the Interview Panel to print if required.

In advance of the interview (approx. 1 week), the recruitment team will upload two further documents that can be accessed in the same way as before. These documents are:

- Interview Assessment form

- Interview Recommendation form

The assessment form should be used during the interview process and the recommendation should be completed and re-uploaded to the vacancy (as before) to indicate who the recommended candidate is to recruitment.

The recruitment status should be amended, as per the above process, once the interview documents have been re-uploaded. The status to select will be the same as before "Line Manager – docs uploaded".

15. After the Interview

After the recommended candidate has been identified following on from the interviews, a member of the Recruitment team will be in contact with the hiring manager to finalise the offer regarding salary and start date etc. The Recruitment team will then make contact with the successful candidate and discuss, in full, the details of the offer so that any further negotiations, amendments can be made prior to the formal offer being issued. The offer will be made by email with a copy of the contract attached, the candidate will then accept or reject the offer via the recruitment website.

Following on from this the candidate will be processed by the Onboarding team, their Right to Work checked and any other pre-employment checks, before their details are added to the HR System to create an employee record with the agreed start date recorded