4. ADVERTISING A JOB ON RECRUIT

4.1 Before you start

You will need the following before you can put a job onto Recruit to be advertised.

4.1.1 Vacancy control approval reference.

This is the reference from your Departmental vacancy control process. It can be in any format as is a text field in Recruit. Through the usual Departmental vacancy control (VC) process, authorisation is given:

1. **To fill the vacancy.**
2. **For any exception to the normal process of the job being advertised to individually at risk (IAR) employees first (before being advertised internally, then externally).**
3. **For any exemption to the requirement to advertise jobs internally before externally.**

4.1.2 The position number for the job you are recruiting to.

This enables details of the job to be uploaded from SAP to auto-populate a lot of the fields within Recruit.

If this is an existing post you can find the position number on a report in Workplace. In Manager Self Service, accessed under the green BW reports tab, the 'Staffing and positions combined' report lists all the posts within your hierarchy as well as the current and previous occupants (see below). Scroll to the right to see the occupants. You don't need to add any

dates or other information to run the report. There is a mini guide on d-net under 'BW reports mini guides' on running this report if you need more guidance.

4.1.2.1 Ensure the details against the position number are correct for the job you want to advertise before you start to set the job up. If they are not, you must get them amended before you start.

Your job advert will not be progressed if the details held against the position number on SAP are different to those entered on the job basic screen when setting up the job. Although you can make changes to the auto populated information as you set the job up, any differences between what you submit to HRSSC and the details on SAP, will mean HRSSC return the job to you to be corrected, which will delay the process for you.

Areas that may need amending could include when you have had changes approved to:
- Working hours
- Grade
- Base

A form will be available on d-net to use to submit requests to change the details held against the position number to HR SSC (coming soon).

4.1.3 Advert text

It is a good idea to have the advert text drafted, ready, so that you can copy and paste it into Recruit when you reach that point on the Advert tab.

4.1.4 Job and person profile

Ensure that you have an up to date job and person profile, set out in the correct format, ready to upload when you get to the job basic screen.

The job and person profile should describe the job in a way that is meaningful to applicants to enable them to understand the job they are applying for and the skills, knowledge and experience we are looking for.

If you have updated an existing job and person profile, or created a new one for the recruitment process, make sure you have checked with your departmental HR team, to ensure that the changes have not had any impact on the job's evaluation score line or grade.

For a small number of very frequently recruited to jobs, the HRSSC will supply the job and person profile, and you will know already if this is the case.

4.1.5 Provisional interview date

You will need to enter a provisional interview date when you set up your job, ready for when your job is advertised internally or externally (depending on what has been agreed at vacancy control).

No interview dates are required for priority consideration interviews for 'individually at risk' applicants, as managers will normally arrange to meet them at a mutually convenient time.

The normal process will be for jobs to be open to 'at risk' employees only for at least five working days, before being advertised to a wider audience. This makes it difficult to accurately predict a provisional interview date for the internal/external advertising stage as timescales will depend on whether or not any 'at risk' applicants apply within the first 5 days, and how long it takes you to consider them.

Although it is a mandatory field, you can give an estimate at this point, and as it is a text field you can enter 'week commencing'. You can review and amend the date by informing HRSSC, at the point the job goes on to be advertised internally or externally. .

As a guide, below are the earliest possible interview dates, counting in working days from the day you set a job up and submit it to HRSSC:

	Earliest date for interview after internal/external advert
Advertised through the normal process to 'at risk' employees first	**34** working days from the day you set the job up on Reruit (if no 'at risk' applications are received at first stage).
Advertised outside the normal process, internally or externally, without being advertised to 'at risk' employees first	If you set the job up on Recruit: • On a Mon or Tues - **22** working days. • On a Weds – Fri – **27** working days.

4.2 Setting up a job to be advertised on Recruit

Remember to save regularly and always save before leaving a page or moving to a different tab

4.2.1 Preparation

Before you can start placing an advert you need the following information ready (see section 4.1 'Before you start' above for guidance on this):

- Vacancy control approval reference.
- The position number for the job you are recruiting to, with the correct job details held against it. If it is an existing post you can find this on Workplace using the 'Staffing and position Combined' BW report.
- Advert text
- Job and person profile
- Estimated interview date (see 4.1.5 for guidance on calculating this).

4.2.2 Step by step guide

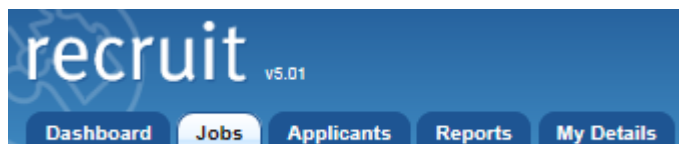| 1	Go to the Recruit website and login. This will take you to your dashboard in Recruit.
2	***Importing a job from SAP*** - go to the Jobs tab and select Add underneath "Import Job from SAP'
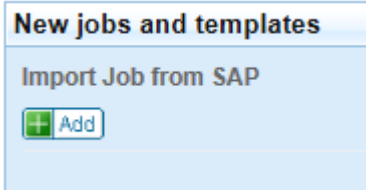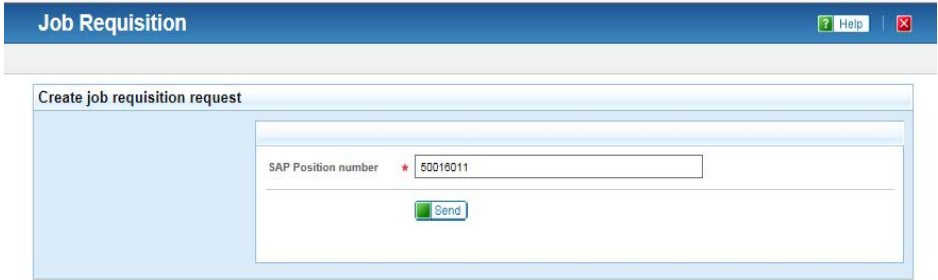
	New jobs and templates Import Job from SAP [+] Add	
3	Enter the position number that you will have obtained before starting. For existing posts you can find the position number in the Manager Self Service area of workplace, under the green BW reports tab, in the 'Staffing and positions combined' report (see 4.1.2 above). **Job Requisition** [?] Help | [X] Create job requisition request SAP Position number * 50016011 [ ] Send Press the Send button	
4	***JOB BASIC TAB*** The Job Basic tab will appear, pre-populated with relevant fields from SAP. It will look similar to this:	

The first field is the Vacancy reference number – make a note of it. This is read only.

Work through the fields:

- **Post Title** – is pre-populated but can be amended to make it clearer to applicants if required eg changing 'BSA' to 'Business Services Assistant', but should not be significantly changed.
- **Position number** – is read only.
- **Number of positions** (mandatory) – usually 1- this is a mandatory field.
- **Occupational Group** – this is used by applicants for the job search – only one group per advert can be selected. This is a mandatory field.
- **Additional position numbers** – is only required if multiple jobs are being advertised in one advert.
- **Department** – should not be amended.
- **Work Location** – can be amended as the text from SAP may not give the full or most helpful address eg JHH should be amended to John Hadfield House. The actual location **must not** be changed.
- The **post code** will be used to populate the google map that appears with the advert.
- The **grade** should not be amended.

	• The **vacancy control reference** is mandatory. This is free text to reflect different Department's processes. • **Vacancy control date** is mandatory – free text. The date the vacancy control decision was made. • **Working Week** (mandatory) - this is either Monday to Friday or 5 from 7 • **Job Term** (mandatory). Select from the drop down list. ![Job Term drop down list] Please select... Full Time Guaranteed Hours Available No Guaranteed Hours Part Time Part Time and Full Time hours available Supply Various hours available This field is required. • **Job family** – read only and cannot be amended. Department, Grade, Job Family, Hours, Recruiter Email should not be amended.
	• **Appointment type** (mandatory) – select from the drop down list. ![Appointment Type drop down] Appointment Type Please select... Casual Fixed Term Permanent Relief If Fixed Term add Reason Seasonal Temporary If Fixed Term add End Date Term Time Hours 26 Hours per week • **Fixed Term reason** – If the job is fixed term select the reason from the drop down box. This wording will appear in the advert. It is important that the reason given is correct as it will determine what is included in the successful candidate's contract and influences whether redundancy applies at the end of the contract. ![Fixed term reason drop down] Please select... Adoption Leave Covering for maternity leave Covering for secondment Covering for career break Covering for sick leave Covering for unpaid leave Due to finite funding Due to funding Due to finite project Due to Internship Due to pupil numbers Due to short term peak in demand Pending restructure to complete an Apprenticeship • **Fixed term end date** – this is a text field so e.g. '2 years from start date' can be entered • **Hours** – should not be amended. • If not all year select no of weeks – for posts less than 52 weeks per year.

- **Recruiter name** - add the recruiting manager's name to be used for recruitment related queries.
- The **recruiter telephone** (mandatory) should be an external number as will be used by interview candidates, and will populate correspondence sent to them. N.B. This can be a Business Services team number if they are supporting the manager with the recruitment process.

- **Recruiter e-mail** – will be used to send automatic notification emails through the system, to update you on progress.

Click the Save button (at the top of the form)

| 5 | *Adding a job and person profile.* |

Next you upload the job and person profile into the system. To do this click Add at the bottom of the page.

Then click browse, and browse again to locate where you have saved the document, then click open.

Next to 'Document name' type in 'Job and Person profile' (this is the naming convention).

Select the category from the drop down list (e.g. Job description file – there isn't a job and person profile option in the list). **Click to tick the box to Display on Website. This always needs to be clicked. If it isn't the attachments will not be visible on the website.**

DO NOT SELECT AN AUDIENCE

Click the save button at the top. You will return to the Job basic view.

Click on save (at the top of Job basic) again.

Note: It is not mandatory to attach job and person profile (JPP) at this stage, however, jobs will not be processed without a JPP. The JPPs for posts that are frequently recruited to are held by the SSC – you will already be aware if this is the case.

For all other posts a JPP will be needed before the job can be processed further. Guidance about making changes to JPPs, and ensuring any job evaluation, benchmark or grade implications have been considered is included in the manager Recruitment and selection guidance on d-net - section 7. The Job and Person Profile.

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JOB DETAILS TAB

Go to the Job details tab and complete the following fields:

| Job Basic | Job Details | Dates | Advert | for SSC use |

Is the post Politically Restricted? – Click on   * ○ Yes ◉ No

- Whether the **post is politically restricted** is pre-populated, but can be amended.

- **Whether the job requires a DBS or not** is mandatory and should be selected from the drop down list

Does this post require an Enhanced DBS check, Basic check or no check at all?	*	Please select... DBS Basic Not required DBS Enhanced

⚠ This field is required.

Do you have vacancy control approval for this job to be advertised outside the normal process ? The normal process is for jobs to be advertised to individually at risk employees first, then internally and externally.	○ Yes ◉ No

If you do have approval to advertise outside the normal process please select how the job should be advertised:	Please select... ⌄

- If you have vacancy control approval to advertise **outside** the normal process – which is to individually at risk employees first, followed by internally, and then externally, indicate this here by selecting the 'yes' radio button. The default will be 'no'.

- If you do have approval to advertise outside the normal process, select which advertising route you have approval for:

If you do have approval to advertise outside the normal process please select how the job should be advertised:	Please select... Externally only To individually at risk employees, then externally Internally then externally	ⓘ

- For more guidance on vacancy control approval and exceptions to the normal 'at risk' advertising stage this see Section 3. above.

- If the job requires a **disqualification by association check** (certain posts within Children's Services) this should be indicated here.

Does this post require a Disqualification by Association check (only applicable to certain posts within Childrens Services)?	* ○ Yes ◉ No

- **Recruitment process type** (mandatory)– for most jobs 'standard' should be selected. The other options apply to certain Childrens Services posts.

	Recruitment process type ✱ Please select... ⌄ ⚠ This field is required. • IT access required for the successful candidate will be pre-populated from SAP, but can be amended. A 'yes' here will ensure that setting up a payroll number for the successful candidate will be prioritised, to enable them to access ICT systems as soon as possible. **Will the successful candidate require access to the Council's IT systems?** ✱ ○ Yes ⦿ No **Re-advertisement** ○ Yes ⦿ No If the job is being re-advertised click yes here. Click the Save button at the top of the screen. 🖫 Save Then click on the Dates tab. Job Basic │ Job Details │ **Dates** │ Advert │ for SSC use **Provisional interview date for internal or external recruitment (as appropriate)** ✱ [ ] ⚠ This field is required. **Email for interview replies** ✱ [ ] ⚠ This field is required. **Is this a rolling job?** ○ Yes ⦿ No
7	***DATES TAB*** **Provisional Interview Date** Enter a provisional interview date, ready for when your job is advertised internally or externally (depending on what has been agreed at vacancy

control).This is a text field so you can add several dates if required or 'week commencing'. For guidance on estimating the date see guidance section 4.1.5.
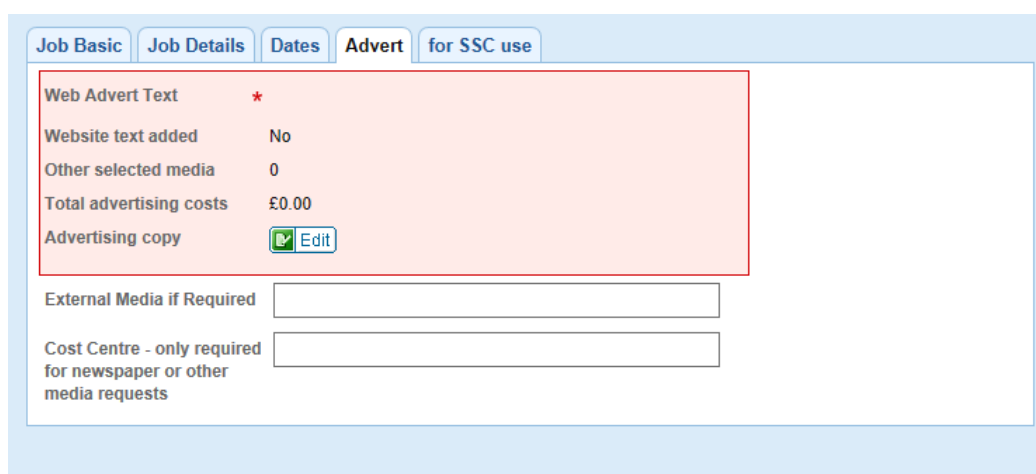
Although it is a mandatory field, you can give an estimated date at this point as it is difficult to know how long the 'at risk' stage will take, depending on whether or not you have any applicants. The date you enter now can be reviewed and amended if the job moves on to be advertised internally or externally.

For **rolling adverts** you could enter 'various' for the interview date as interviews will be ongoing.

Email for interview replies - enter the email address for correspondence regarding interview invites. This could be a team inbox or business services support, rather than the recruiting manager's.

Rolling adverts - if the job is a rolling advert (an advert which is ongoing over a long period, as is being continuously recruited to) you need to record this here. This removes the closing date from the advert.

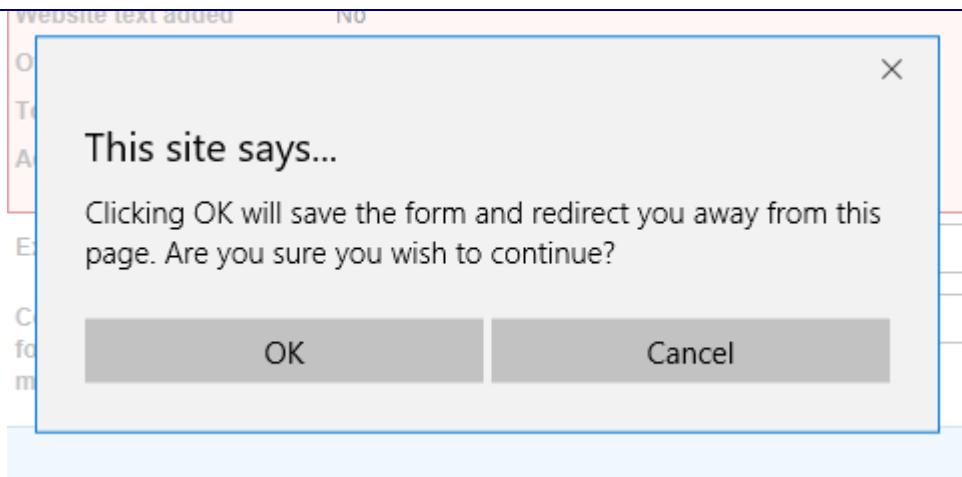Click Save 🖫 Save at the top, and then click on the Advert tab.

| Job Basic | Job Details | Dates | **Advert** | for SSC use |

Web Advert Text	*
Website text added	No
Other selected media	0
Total advertising costs	£0.00
Advertising copy	📝 Edit

| External Media if Required | |
| Cost Centre - only required for newspaper or other media requests | |

| 8 | ***ADVERT TAB***

Ignore the first four fields; Web advert text, Website text added, Other selected media and Total advertising costs.
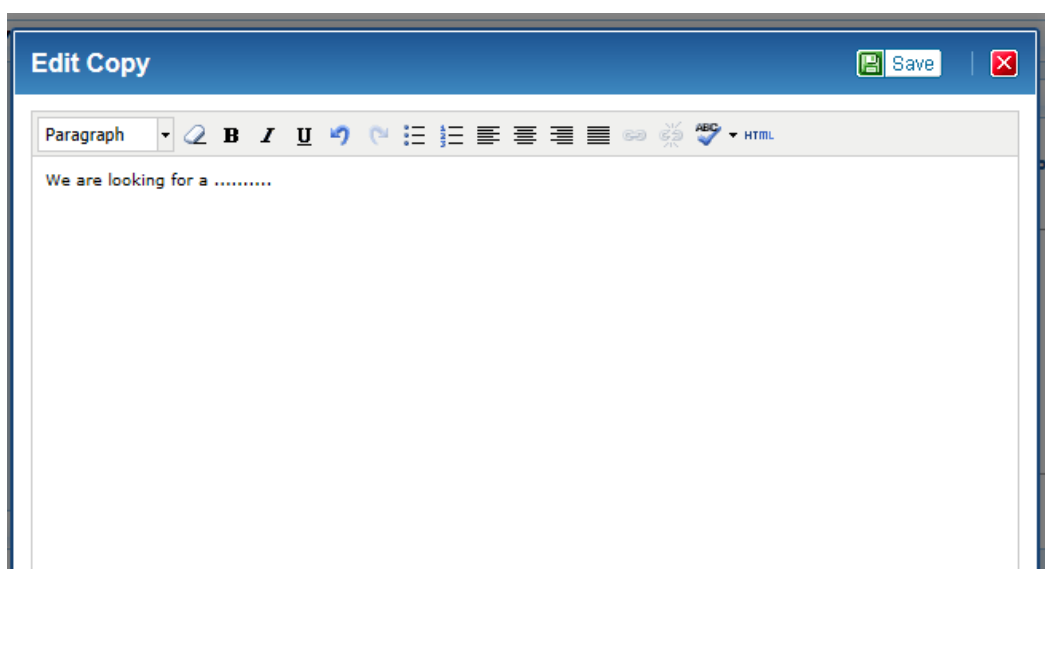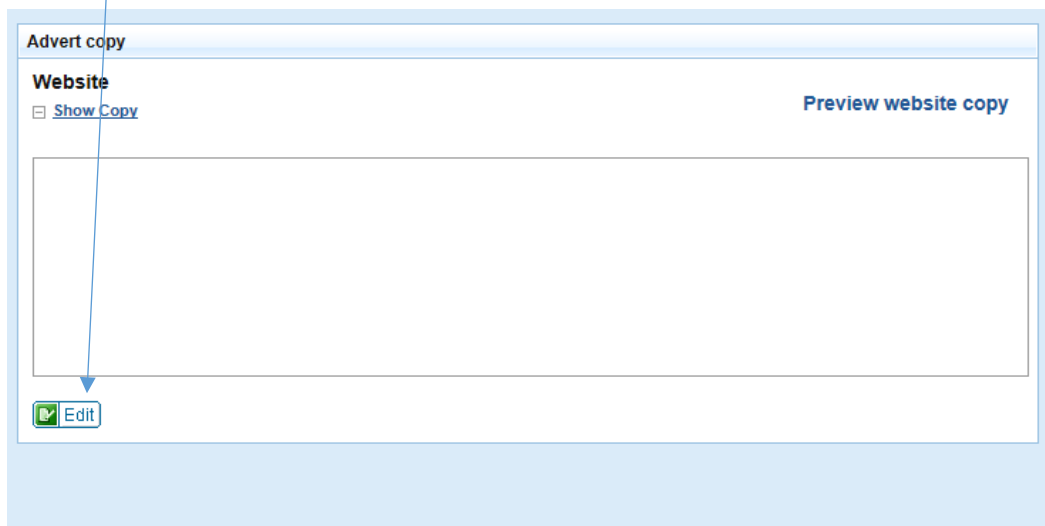
To add the advert text which will appear on the jobs website click on Edit;

📝 Edit

When asked if you are happy to be redirected away from the page click on OK: |

This site says...

Clicking OK will save the form and redirect you away from this page. Are you sure you wish to continue?

OK   Cancel

Click Edit again before entering your advert text in the blank space. This can be copied and pasted or typed in.

Advert copy

Website
⊟ Show Copy   **Preview website copy**

Edit

Edit Copy   💾 Save   ❌

Paragraph ▾ | 🔲 **B** *I* <u>U</u> ⤵ ⤴ | ☰ ☷ ≡ ≡ ≡ ≡ | 🔗 ✂ 📝 ▾ HTML

We are looking for a ....

After entering text ensure you click on [Save] at the top.

Close down the window by clicking [X]

Only if the post is being advertised externally, and only if vacancy control approval has agreed the use of paid for external media type in the name of any journals, newspapers or other job sites to be used and enter the cost centre that this will be charged to.

If you are using any other free jobs sites/media e.g. the NHS job site, enter this in the External media box so it can be included in the options given to applicants when asking them where they saw the job advertised.

External Media if Required	
Cost Centre - only required for newspaper or other media requests	

Click [Save] at the top of the screen.
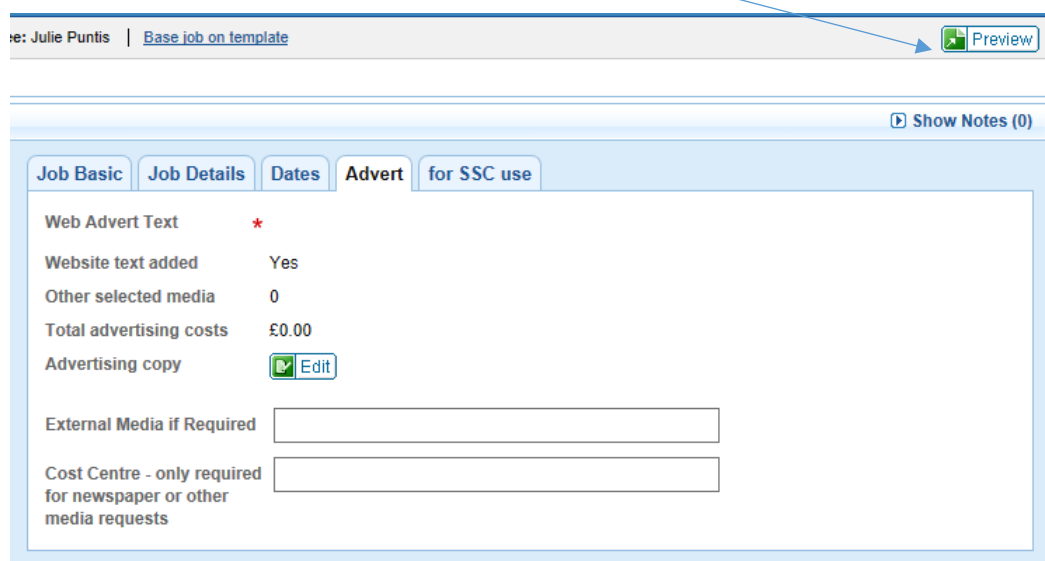
Social Media – including Linked In and Facebook

Advertising on social media is actioned outside the Recruit system, via the Council's Communications team. See detailed manager guidance on d-net on the options and how to use them under 'Guidance on advertising a role '– 'How to advertise a vacancy'.

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Previewing the advert

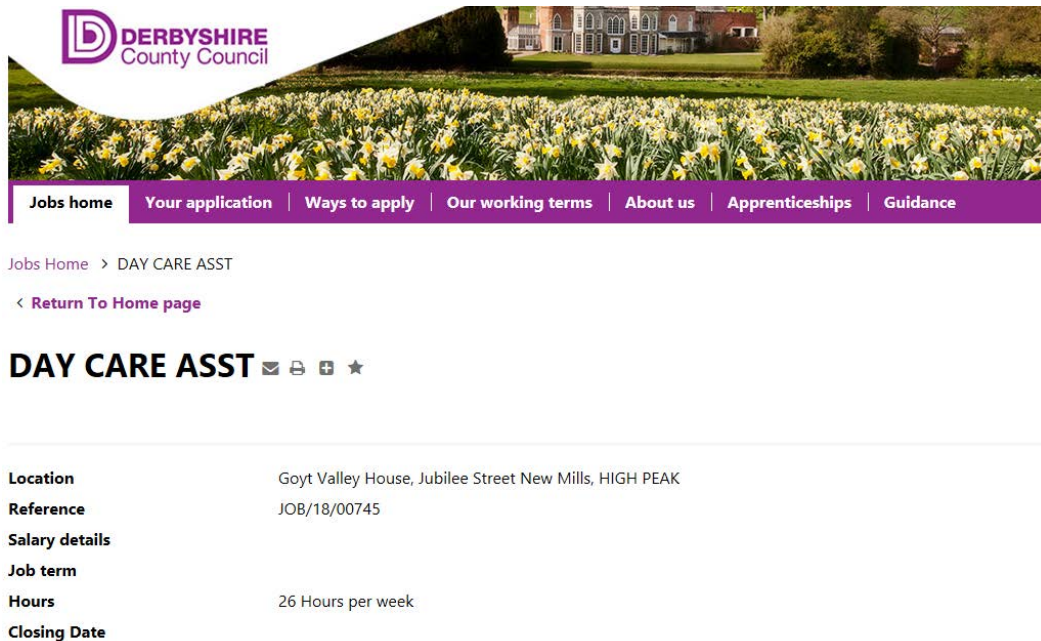To see how the advert will look click on the **Preview** button.

The job displays as it will appear on the website – some fields are missing but will be added by the Shared Services Centre at the next stage, for example salary. It will look something like this:

DERBYSHIRE
County Council

| Jobs home | Your application | Ways to apply | Our working terms | About us | Apprenticeships | Guidance |

Jobs Home > DAY CARE ASST

‹ **Return To Home page**

DAY CARE ASST ✉ 🖶 ⊞ ★

Location	Goyt Valley House, Jubilee Street New Mills, HIGH PEAK
Reference	JOB/18/00745
Salary details	
Job term	
Hours	26 Hours per week
Closing Date	

Close the tab by clicking the cross at the top of the screen:
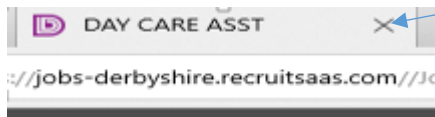
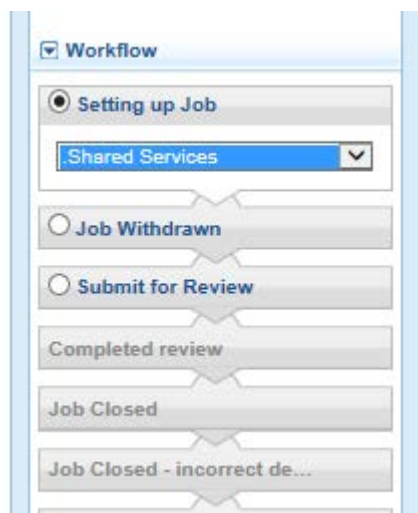
This takes you back to the Advert tab.

Click on save and finish, and close the window by clicking on the red x.

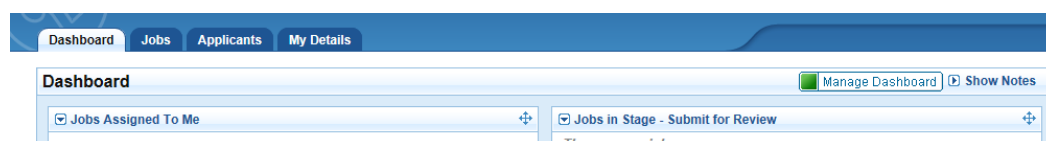| 10	***Moving to 'submit for review'***
	Once all mandatory and other fields have been completed in all the above tabs the job should be saved by clicking on Save.
	You then need to move the job on in the workflow from 'setting up job' to 'submit for review'. The stages that the job can be moved to will display in the left hand pane.
	To progress the advert, select workflow stage 'Submit for Review' using the radio button and assign the job to Shared Services which is at the top of the drop down list. Do not assign the job to any names in the list, as this will delay the advertising process.
	Clicking on Finish saves and closes the job details.
	If you click on Save, you can click on the red x to close down the job details.
	Click on the dashboard tab.

Note: When the stage is set to Submit for Review you not be able to amend the stage any further as this has to be done by the HR SSC (ie you cannot update the stage to 'Completed Review' yourself.) The job details are not visible to you in this view, but the job will be visible on your dashboard.

The HR Shared Services Centre will now process the job, update the stage to 'Completed Review' and assign the job back to you within 3 days.
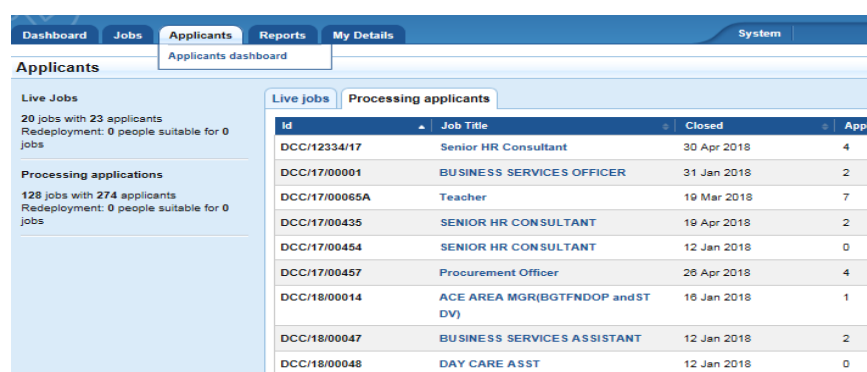
4.3 Re-advertising a job

You may need to re-advertise a job, for example if two posts are advertised but only one is filled, or a job is offered to a candidate who then withdraws.

Do not use this process to move on jobs that remain unfilled after being advertised to 'at risk' employees at the start of recruitment, and which need to be advertised internally or externally. Guidance on this is in section 3.3 (if no at risk applications have been received) or the Shortlisting section below.

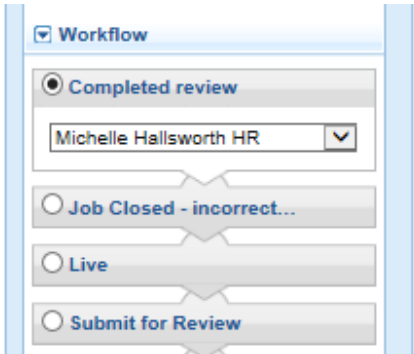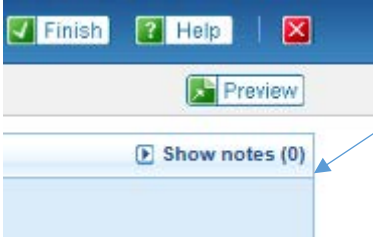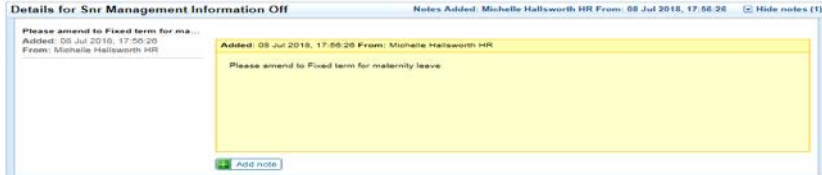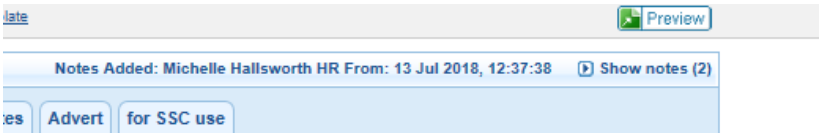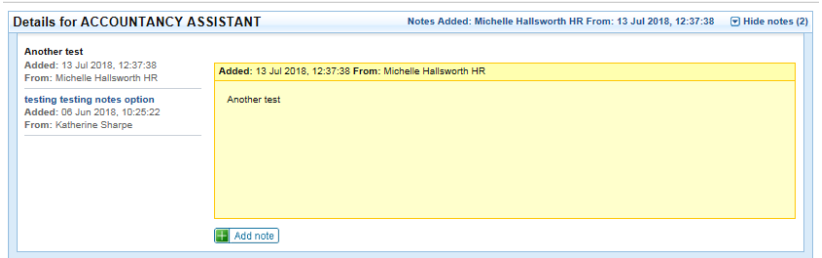| 1	Login to Recruit.
	Go to the Recruit dashboard. Click on the Applicants dashboard then the 'Processing Applicants' tab. Click on the job which you want to re-advertise.
2	
	In the workflow (left hand pane) select the radio button for Setting up Job and then click save in the top right hand corner. Relevant fields will now be editable.
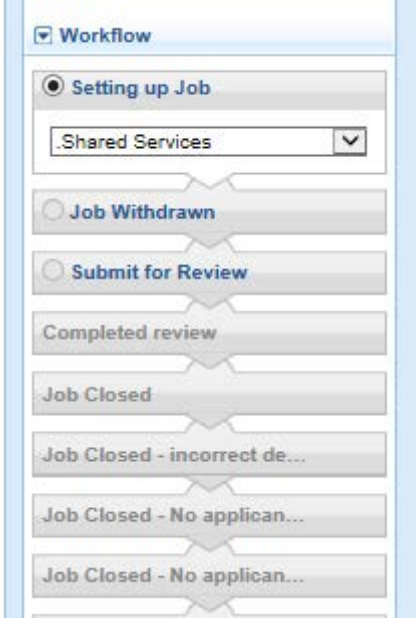
3	Update any information that needs changing now that the job is being advertised again. For example this could include on the: **Job Basic Tab** • Number of positions – which may require additional position numbers to be added. • Vacancy control information if this has changed – for example if approval to recruit externally has been given. **Job Detail Tab** • Where the vacancy control approval has given permission to advertised outside the normal process, and who the job should be advertised to. • If the job is a re-advert. **Dates** • A revised interview date. • Email address for interview replies **Advert** • Amend the advert text. • Where the job is to be advertised externally and external media is to be used. • Cost centre. *Amending an advert before it goes live* If **you do need** to make an amendment to the advert then the changes required should be added to the notes field for HR SSC to view. Click on the triangle before 'Show notes' – it opens up the notes field.

	Type in any information that HR SSC need to be able to amend your advert. Click on save. The details of who added the note and when, is displayed. The notes field title will display a number indicating the number of notes added.
4	You can **preview** the advert at this stage by clicking on the preview button. The information that will need changing by the Shared Services Centre will not have been amended at this point, e.g. the closing date..
5	In the left hand pane assign the job to Shared Services and move the job to the stage Submit for Review by clicking on the radio button. Click Finish
6	Once you have submitted the job for review by HRSSC, and have received it back in the stage 'Completed review', you will follow the usual 'Making the job live' process below.

4.4 Making a Job Advert Live

1.	Check your email inbox for notification that job is at the stage 'Completed review'. The email will look similar to the one below and contain a link to the advert. Log in to Recruit before clicking on the link. **Subject: Job ready to make Live - reference JOB/18/00739 - Day Care Assistant** The advert request you submitted has now been processed and is available for you to review.

		Please log into Recruit and then click on this link.

To view the actual advert you should click on the Preview button and if you are happy with the advert you should set the workflow stage to Live and then click on 'Finish'.

If the advert needs amending please supply full details using the notes facility in Recruit and set the workflow stage to Submit for Review and then click on 'Finish'.

Further guidance can be found here.

Please be aware that if you do not update the job within two working days the advert will be made live by default.

The Advertising Team
01629 535118 - Option 1

The link will take you to the job being advertised. Click preview to see the job as it will appear on the website. |
| 2. | | If you are happy with the advert and **do not** need to make any changes, update the stage from 'Completed Review' to 'Live', in the left hand pane under workflow, by clicking on the radio button, which will immediately make the job live on the jobs website. Keep the job assigned to you as the manager.

Then click Save and Finish.

Amending the advert

If **you do need** to make an amendment to the advert then the changes required should be added to the notes field. |
| 3. | |

Click on the triangle before 'Show notes' – it opens up the notes field. |

Type in any information that HR SSC to know to be able to amend your advert.

Click on save. The details of who added the note and when, is displayed. The notes field title will display a number indicating the number of notes added.

To view notes, click on 'show notes'

You can view all notes added

HRSSC will make the amendments and return the advert to you to check again, before you make it live. Follow process in 4.4 step 1 onwards above to make it live.

4.	When your job goes live you will receive an email along with your higher manager to inform you and them that the job has gone live. Please be aware that the same email is received by both managers. Some managers may query why they have received this email but it is to make them aware that a job they have responsibility for has been advertised.

Any job that is not either made live or returned to the Shared Services Centre for amendment within 2 working days, will be made live on the jobs website automatically by the HR Shared Services Centre.