RAS V4 and Web recruitment V5 (contract request enhancements): end-user release note

Contents

1. Summary of document

There will be a new release of RAS (version 4.0) and Web Recruitment (version 5.0) on 7 March 2019. This document sets out the objectives of the release and highlights the main changes.

2. Audience

End users. A more technical release note will be made available for HR systems support staff and interested local technical staff.

3. Objectives of release

The objectives of the new release of the Recruitment Administration System and Web Recruitment are to:

- Provide a route for the vast majority of contract requests to be made through RAS and Web Recruitment
  - Allow Web Recruitment to be used to request contracts even when it's not used to request applications – e.g. Research Fellows named on a grant, cases where a recruitment agency has been used, cases where a department chooses not to use WR to collect applications for a particular vacancy.
  - Allow Web Recruitment to be used in cases which were impossible or awkward before (e.g. internal secondments, Marie Curie fellowships and apprentices) and provide improved system generated offer letters for these cases.

- o This process should be used for requesting new appointments in the vast majority of cases, rather than using the CHRIS/10 and will enable us to eliminate the CHRIS/10A process altogether.
  - o To make it easier for locally customised copies of the system-generated offer letters to be uploaded.
- Enable institutions to easily add wording to advertisements to encourage applications from existing employees who want to apply for a secondment, to state whether the department would be able to make an appointment on a flexible basis, and also wording to enable departments to take positive action to attract underrepresented groups (for use where justified).
- Transfer additional data from Web Recruitment to CHRIS
  - o This includes National Insurance number, secondary phone number, email address. This will increase the efficiency of contract processing.
- Support the HESA return
  - o For job applicants who need to submit a CV, we collect additional information on highest qualification held, previous employment and academic teaching qualifications, to support the HESA return.

This release also provides a number of other improvements and bug fixes. Minor improvements will be set out in the technical release note.

4. Significant changes to systems

RAS

Adding a new vacancy, step 2: job details

At the moment, you have the option to choose apply online, or not, and then, where appropriate, choose whether you want to use a CHRIS/5 or a CHRIS/6 application form. For researchers and academics, you can also choose whether you want to have 2 or 3 referees. This part of RAS has changed significantly, and now looks like this:

Application Form

Form Type
- ⦿ CHRIS/5: Full application form, include a link to apply online in adverts. Applicants will not be able to upload documents such as CVs.

- ○ CHRIS/6: Basic details and CV, include a link to apply online in adverts

- ○ Preferred candidate only: no link to apply online in any adverts, preferred candidate can provide their details online e.g. for named research fellows or agency recruitment

- ○ Permission to fill only: use this to attach an additional position to a new vacancy. For example, if you have already made an offer to one applicant and find that you need to make an offer to another applicant on the same vacancy.

Number of Referees
⦿ 2 ○ 3 ○ Do not ask for references via Web Recruitment

Where appropriate, you can still choose between a CHRIS/5 and CHRIS/6. There are two new options:

- Preferred candidate only. Use this if you are not collecting applicants through web recruitment. For example, a research fellow named on a grant or if you are using an agency.
- Permission to fill only: use this to attach a new position to an existing vacancy. This saves you having to contact the helpdesk to do this.

You can still choose between 2 or 3 references (where appropriate). Where you use the "preferred candidate only" you have an option not to collect references through web recruitment e.g. for circumstances where references may be administered outside of the Web Recruitment system (agency recruitment).

Using "Permission to fill only"

You need to have another vacancy in RAS that you want to attach a further position to, and you need to know its reference number. When you choose "Permission to fill only" a text field appears where you can type the vacancy reference:

You then proceed to obtain permission to fill as usual. When permission has been granted, you will be able to use the new position to make an offer in Web Recruitment within a few minutes. You will use the existing vacancy to make the offer in Web Recruitment: in this case, NS17263.

Preferred candidate only

The "preferred candidate only" option is covered in the following sections of this note.

Adding a new vacancy, step 3: funding

This is unchanged.

Adding a new vacancy, step 4: permission

You request permission to fill in the same way as you do now. However, after permission has been granted, details of the vacancy will be transferred directly to Web Recruitment. For "preferred candidate" vacancies, there is no need to wait overnight. The transfer process takes a couple of minutes. When it is complete, a button marked "Continue to WR" will appear (note that this button also appears in the advertisements tab):

FUNDING SOURCE		DEPARTMENT APPROVAL	SCHOOL APPROVAL	RMC APPROVAL	STATUS
Z.AH.ZZZZ.ZZZZ.ZZZZ.ZZZZ (100%)	View	Approved (System Override)	Approved (System Override)	DELEGATED	Approved

Information supplied by the recruiter

Justification for filling

A justification

Cost in year 1

4

Date to fill

Monday, 1 October 2018

Cancel   Continue to WR   Continue

Adding a new vacancy, step 5: advertisements

The "Continue to WR" button also appears on Step 5.

The following changes have also been made:

- When placing an advert you will need to think about whether it is available for internal secondment. You will be asked to choose one of the following options:
    - o Internal secondments only
    - o Internal secondments welcome
    - o Not available for secondments

Choosing options 1 or 2 will cause the text below to be inserted into the advert.

<u>Internal secondments only</u>

The words "Internal Secondment Opportunity" are included in the advert title.

"The post is offered to internal candidates only on the basis of a secondment from their current role in the University."

<u>Internal secondments welcome</u>

"Applications are welcome from internal candidates who would like to apply for the role on the basis of a secondment from their current role in the University."

- Flexible working and positive action statements

Suggested wording, which can be amended by the recruiter, is provided to include in the advert. Both these statements can be used to potentially broaden the field of applicants received from under-represented groups within departments. In both cases, convenient links to HR Division guidance are provided.

Flexible Working

"We welcome applications from individuals who wish to be considered for part-time working or other flexible working arrangements."

Positive *Action*

"We particularly welcome applications from women and /or candidates from a BME background for this vacancy as they are currently under-represented at this level in our department/institution/Faculty/School/University."

Continuing to web recruitment

For vacancies where you are not collecting applications through web recruitment, pressing the "Continue to WR" will take you directly to the vacancy in Web Recruitment; you won't need to search for it. You may need to enter your raven credentials again.

Web recruitment: changes for vacancies where Web Recruitment is not collecting applications

The "Manage Vacancy" screen for this type of vacancy has a number of differences:

Firstly, there is a new "Invite Candidates" link (marked "1" in the image above). Secondly, since you are only dealing with your preferred candidates, there is no need to automatically reject candidates, so that functionality has been removed (see "2" in the image above). If you chose not to use Web Recruitment to collect references, then there is also no way of collecting references.

Inviting candidates

The "invite candidates" feature allows you to send a request to the successful candidate for your vacancy asking them to log into a cut-down application form in order to provide their personal details. This saves both you and them time: they do not have to fill in a form with the details and you do not have to transcribe the information into Web Recruitment.

You simply need to provide their name and email address, and click "Invite Candidates":

When you do this, an email is sent to the applicant:

They then have the chance to log in to Web Recruitment and provide their personal details. The candidate will be asked to provide only the necessary information required for the appointment, which is less information than a normal applicant.

When they have provided their details, an email will be sent to all users with "Admin" permission on the vacancy, so you do not need to keep logging in to check.

Manual candidates

If you don't want to invite your candidate to log in and provide their own details then you can create their record manually. This works just the same as it does normally in Web Recruitment.

Managing preferred candidates

For a vacancy where you are not collecting applications through Web Recruitment, applicants (both manual and invited) are immediately moved to the Offer stage, so that you don't need to do this yourself. You can press manage offer straightaway and request their contract.

Web recruitment: offers for all vacancies

There are additional changes to the "Offer" process for all vacancies (i.e. whether or not you have collected applications through Web Recruitment). This is so that Web Recruitment can more easily support offers to Marie Curie Fellows, Apprenticeships, etc. The basic way you work through the system is the same, so there shouldn't be too many surprises.

The offer process has the following steps:

1. Confirm offer position: no changes
2. Record offer details: changes to support different types of role
3. Manage offer letter: offer letter enhanced to cover more cases;
4. Record offer outcome: no changes
5. CoS details: no changes
6. Appointment requests: some additional supporting documents are available and some other minor changes have been made.

Record offer details

Dates

In this tab, if you indicate that the applicant / candidate is a current University employee, then you are allowed to indicate that they will hold the position as an internal secondment and, if so, whether it's in the same institution or in another. If it is a different institution you will be asked to supply the authorisation from their current institution in the Appointment Request step. **There is no need to complete a separate CHRIS/71.**

Hours

No changes

Pay

This now supports the following types of appointment:

- Apprentices on apprenticeship grades: it is now possible to make this sort of appointment
- Marie Curie Fellows: you cannot provide salary information for Marie Curie fellows, but do need to provide the EU grant agreement number
- Clinical Appointments: these now ask for the payscale value rather than free text
- Short-term, ungraded jobs using the "Generic Grade National Spine": you can now specify any point on the spine.

Apprentices

There is a new section for apprentices which will appear where applicable:

Place of work

You are now asked to indicate if the applicant will be working overseas for six months or more. If they will, then you will need to attach additional supporting documents in the Appointment Request step.

Manage offer letter

Where appropriate, you have the option to choose "Do not generate offer letter". This facility is designed for situations where issuing an offer letter may not be appropriate – for example, researchers named on grants.

If you choose this option then the "record offer outcome" is skipped.

Appointment request

Some wording has been changed in the "Clinical Roles" form to make clear that it applies to clinical roles such as nurses and radiographers, as well as to Doctors.

Some additional types of documents are available for upload:

- Authorisation of secondment, for secondments between institutions
- HR56 staff working internationally form, for staff who will be working overseas for more than 6 months
- Up to three additional supporting documents which might be needed for a specific vacancy only can be uploaded (they are called supporting document 1, 2, 3)

5. Smaller changes to systems

RAS

Permission to fill

- RAS should now route permission to fill requests using J sources of funds correctly.

Adverts

- Change to equal opportunities statements in adverts. Now reads "The University actively supports equality, diversity and inclusion and encourages applications from all sections of society."
- The instructions to applicants on applying online have been shortened
- Maternity cover positions are now advertised as "Temporary cover"
- The Tier 2 sponsorship notice has been updated to take into account new URLs, salary level changes and the replacement of University Jobsmatch with Findajob

Web Recruitment

Vacancy and applicant management

- We have reworded the instructions to referees and applicants, to reflect changes to data protection law on references
- Ethnicity breakdown of applicants now shown in vacancy overview

Offers

- Removed references to the CHRIS/10A form throughout as this should no longer be needed