Delt Manager Mini Guide

Recruitment Requests

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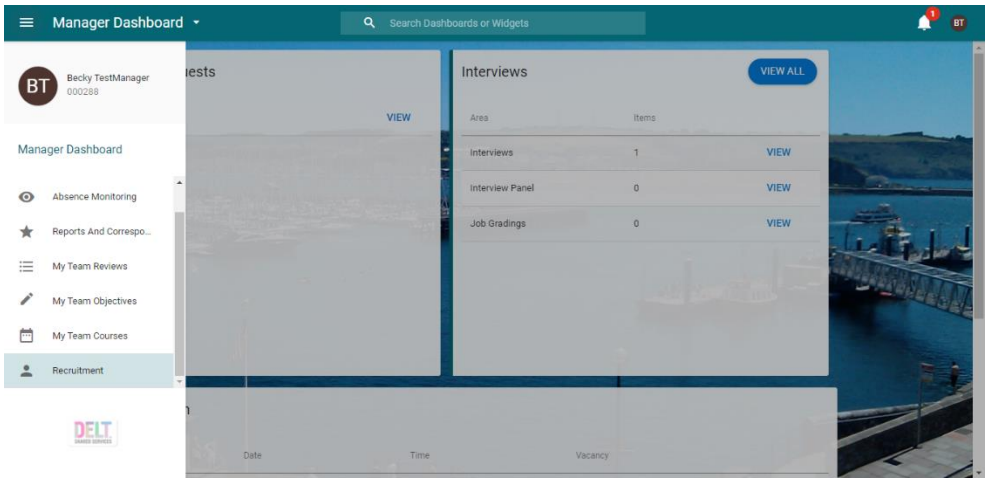
Manager Recruitment

The Recruitment Tab on the Manager Dashboard contains widgets that allow a manager to view and manage Recruitment Requests, Shortlist Applicants, and View Interview Schedules.

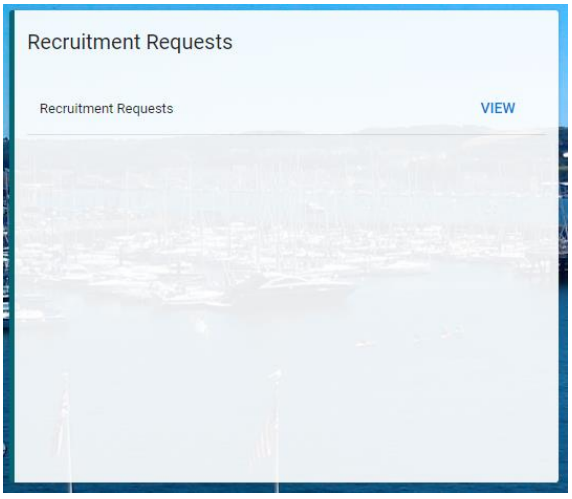
Recruitment Request

What is a Recruitment Request?
A Recruitment Request will be used by a Recruiting Manager to kick start the recruitment process for any vacancies. This process will collect all of the information required by the Recruitment Administrator to publish a vacancy.
Navigation to Recruitment Requests

1. Navigate to the Manager Dashboard
2. Access the Recruitment Tab from the left side of the screen. This should be the bottom option in the list.



3. You should see a Recruitment Requests widget here, to access the Recruitment Requests click VIEW



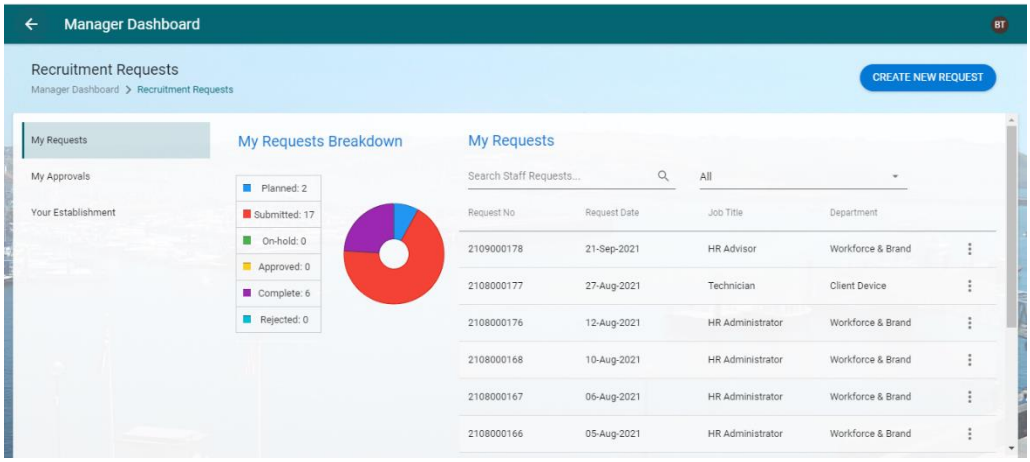
4. This will then open the Recruitment Requests area where you can Submit or View Recruitment Requests.

Recruitment Requests Overview

The Recruitment Requests page allows you to manage your recruitment Requests. There are 3 tabs in this area which can be navigated between:

My Requests:

- The My Requests page displays all of your previously submitted Recruitment Requests, and can also be used to create a new Recruitment Request.
  - There is a search functionality which can be used to find a specific Recruitment Request. You can search via Request No, Job Title, or Department.
  - The status drop-down which appears next to the search bar can be used to filter the visible requests by status.
  - The Recruitment Request can be accessed by clicking the ellipses and selecting “View”. The request can also be cloned and edited by selecting “Copy”.
  - A new Recruitment Request can be created by clicking CREATE NEW REQUEST on the top right.
- The My Requests Breakdown shows a summary of all of your Recruitment Requests and shows the status of these requests:
  - **Planned**: The request has been completed, but not submitted into the approval process.
  - **Submitted**: The request has been completed and has been submitted to the approver.
  - **On-hold**: The request is currently on-hold and isn’t being progressed in the system.
  - **Approved**: The request has been approved within the approval process.
  - **Complete**: The request has been approved, and has been received by the Recruitment Admin, who will publish the vacancy.
  - **Rejected**: The request was rejected by the approver and will need to be reviewed and resubmitted. This will not be received by the Recruitment Admin.



My Approvals:

- The My Approvals page displays any requests which are awaiting your approval. You may be listed as an approver if you are the Head of a Department, or a Financial Approver. The approval process is covered in more detail on page 7.
  - The search functionality can be used to find a specific approval, you can search by Request No, Job Title, Department, or who the request was submitted by.
  - The status drop-down next to the search bar can be used to filter the visible requests by status of the approval.
  - The Recruitment Requests can be viewed by clicking the ellipses and selecting View Approval.

Your Establishment:

- The Your Establishment page gives an overview of the roles in your area of the business. Here you can see how many FTE are actively employed, and how many are open and awaiting recruitment.

Creating a Recruitment Request

Recruitment Requests can be submitted in two ways. They can either be submitted from scratch if this is a new position, or a request can be cloned from a previously submitted request. It is recommended to clone an existing request for any roles which have previously been recruited to via CoreHR.

Creating a New Recruitment Request:

1. To create a new Recruitment Request, click CREATE NEW REQUEST on the top right corner of the My Requests page.
2. To submit a Recruitment Request all fields marked with an * must be completed. The request is split into 6 areas:
    a. **Position:** These fields are used to determine the area of the business that the role sits within.
        i. **Cost Centre** is used by Finance to confirm where the role sits in the establishment, if you are unsure of your Cost Centre, please speak to a member of the HR Team who can support.
    b. **Contract:** These fields are used to determine the contractual details for the vacancy.
        i. For Delt Vacancies the **Pay Scale** should be recorded as “SPOT POINT”. The salary details can then be recorded in another area of the request.
    c. **Job Details:** These fields are used to form the Advert which is visible to any interested Candidates.
        i. The **Application Form** should be the “Delt Standard Application Form” unless specified otherwise.
        ii. **Job Title** is selected from a drop-down list, therefore if the vacancy you are recruiting to is a **new position**, please contact the HR Team in advance of submitting a Recruitment Request, so this can be created within the system.
        iii. **Issues** can be used to highlight any concerns you may have with the Recruitment for this vacancy, these can then be reviewed by the Recruitment Admin.
    d. **Vacancy Details:** These fields are used to provide additional information which will be helpful to the approvers of the request. Therefore, please ensure you give sufficient detail to allow the Approvers to accept the Recruitment Request.
        i. **Vacancy Reason** should contain adequate information for financial approval, *for example X employee is leaving on X date and X other options have been explored.*
        ii. **Grade and Salary** should include the salary range for the vacancy, this will be displayed on the advert.
        iii. **Budget** is not marked as mandatory on this form, however finance will not be able to approve the vacancy if a budget has not been entered. Please discuss the budget with Finance in advance of submitting the Recruitment Request to ensure you are aware of the appropriate amount available.
        iv. **Additional Information** should include any information relevant to the vacancy or interview process. Please input any questions you would like to be asked as part of the application process, who will be included on the interview panel, and what the proposed schedule for interviews will be; how many interview panels, length of time per interview, breaks etc.

e. **Documents:** This is where documents can be uploaded to support the vacancy. Please upload the Role Profile in this area. If possible, please upload any documents as a PDF.
   i. To upload a document, click the UPLOAD button on the top right and either drag and drop the file into the area, or click the cloud and select the appropriate file from your documents.
   ii. Clicking the ellipses next to the document will allow you to either download the document to view, or Delete if you uploaded the incorrect document.

f. **Summary:** This will show a brief summary of the detail which has been entered within the form.

3. After filling in all of the detail in the Recruitment Request, there will be an option on the summary page to SAVE the request. This will appear in the bottom right corner. After clicking SAVE a pop up will appear asking if you would like to Save and Submit.
   a. **NO –** This will save the request as Planned, and the request can be edited and resubmitted at a later date. This request **WILL NOT** be sent into the approval process, and therefore will not be seen by the recruitment administrator.
   b. **YES –** This will submit the request into the approval process. You will receive a notification to let you know whether this has been approved or rejected once the request has been seen by all approvers.
      i. If the request is rejected, please reach out to the Head of Department or Finance to find out why, and you can resubmit the request using the cloning method detailed below.
      ii. If the request is accepted, it will be picked up by the recruitment administrator and published.
4. If you have not received an approval/rejection notification and would like to see the status of your request this can be seen by accessing the Recruitment Request from the My Requests page (It should be located within the "Submitted" status filter). Click the ellipses next to the request and select "View". Navigate to the Summary section, and the current approval step can be seen here, including any previous responses from approvers, and any comments.

Cloning an Existing Recruitment Request:

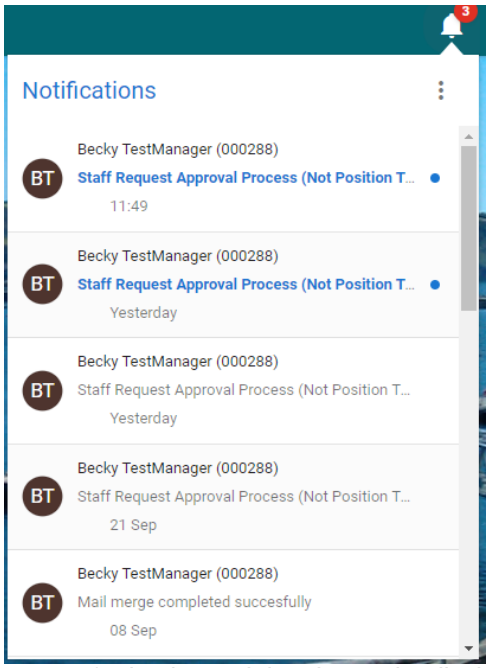
1. To clone an existing Recruitment Request search for the appropriate request on the My Requests page. *Please Note; the status filter automatically defaults to "Planned", this may need to be updated to "All" to return the correct request.*
2. Once the previous Recruitment Request has been located, click the ellipses at the end of the line and select "Copy". This will open a Recruitment Request which is pre-populated based on the copied request.
3. Click through each section to confirm the information is correct, and update any areas which differ for the new Recruitment Request. Important areas to check will be Budget, Grade/Salary, Advert Text and Vacancy Reason.
4. After checking each section of the Recruitment Request, this can be saved on the Summary page by clicking the green SAVE button in the bottom right. *Please Note: As with the new Recruitment Requests, if you do not select YES on the "Save and Submit" pop-up, this will not be sent into the approval process.*

Approving a Recruitment Request

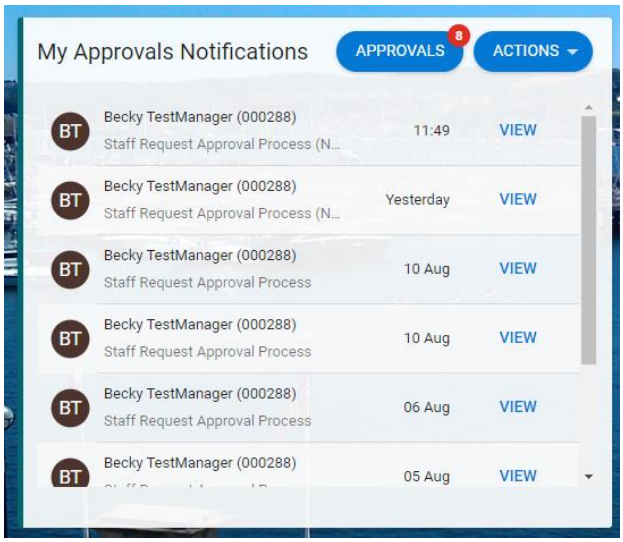
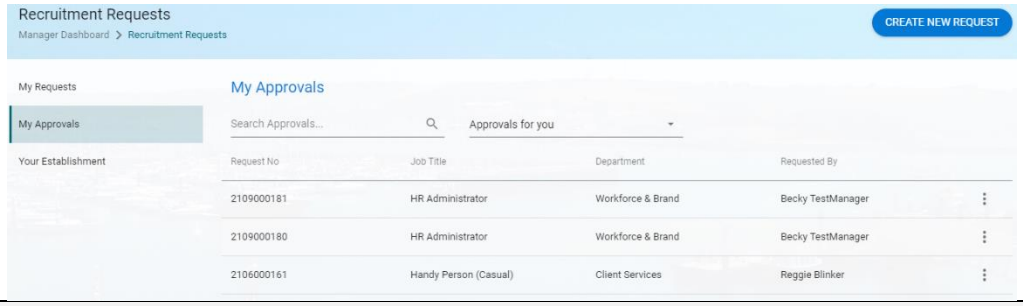
If you are listed as the Head of Department, or within the Finance Approval role, any Recruitment Requests within that department will come to you for approval before being progressed to the Recruitment Administrator. When a Recruitment Request is awaiting approval, an email notification is sent to the appropriate approver asking them to access the system to review the request.

Recruitment Request approvals can be managed in a number of areas within the system:

1. Notification Bell:
    a. When a Recruitment Request is awaiting approval, a notification will appear in the Notification Bell titled "Staff Request Approval Process".
    b. Click the notification and it will take you to the My Approvals page where the request can be seen in more detail.
    c. The Recruitment Request summary will be displayed here, however a decision on this request should not be made until the request has been viewed in more detail. To do this, please select "VIEW DETAILS" in the top right corner. This will open the full request, so all detail can be seen.
    d. Once the Recruitment Request has been seen in full detail, press back on the top left corner to return to the My Approvals page. From here, you can select either APPROVE or REJECT as appropriate in the bottom right corner. If rejecting a claim please detail why in the comments so the recruiting manager can make the appropriate changes to the request before resubmitting.



2. My Approvals Notifications:
    a. The My Approvals Notifications widget can be seen on the main Dashboard of the Manager Dashboard page. All Approvals are displayed here.
    b. To view a Recruitment Request select "VIEW" next to the appropriate approval line.
    c. This will open the My Approvals page where the request can be seen in more detail.
    d. All further steps to approve are consistent with the Notification Bell process above.



3. Recruitment Requests Page:
    a. The Recruitment Requests page is located on the Recruitment tab of the Manager Dashboard and can be accessed via the Recruitment Requests widget.
    b. To view all Approvals awaiting sign off, navigate to the My Approvals Tab.
    c. If there are multiple requests awaiting approval, you can use the search functionality to locate the appropriate request.
    d. To view the Recruitment Request detail click the ellipses next to the appropriate request and select “View Approval”.
    e. The full detail of the request can then be seen, and an approver should look through each section of the request to confirm the detail is appropriate.
    f. After clicking through each section, you will reach the final “Summary” section of the request. Click “ACTIONS” in the top right of the summary page, and from here the request can be approved/rejected as appropriate.