

HR Services

Employee Handbook



JOBS AT UEL - VACANCY MANAGEMENT GUIDELINES

Guidance for managers and selection panel members on recruiting and selecting staff using our online recruitment system

1. Introduction

UEL now provides a full-service electronic recruitment process via the new **Jobs at UEL** website: <http://jobs.uel.ac.uk/>

On the website applicants can find details of our current employment vacancies and how to apply for them. Additionally they can subscribe to the website and be automatically notified when new jobs matching their search criteria are advertised by UEL. Their details are stored for up to a year, making the application process quick, easy to use and less repetitive.

At the same time we have automated the tasks associated with managing the recruitment and selection process. *Vacancy Management* is a web-based programme that enables recruitment and selection panel members to view and shortlist job applications received on the website. Whether you are a UEL or external panel member, you will be able to access this information remotely and securely from any computer with internet access. Job applications can be viewed in real time as they are submitted by applicants, and shortlisting can be completed quickly and easily in parallel with this process.

We aim to reduce the burden of shortlisting and streamline the process at the same time. We hope you find the new system easy to use and would welcome your comments on the process.

For any operational queries regarding *Vacancy Management*, please contact:

The HR Manager or Assistant for your school or service or
Alison McGrand, Senior HR Manager (Policy and Operations)

2. New Terminology

Within the *Vacancy Management* system the Chair of the selection panel is known as the **Vacancy Owner** and the other members of the selection panel are the **Vacancy Users**. The Vacancy Owner is responsible for submitting the final shortlisting decision to HR Services via the system.

3. The Candidate Experience

The *Jobs at UEL* website presents a dynamic and interactive forum to potential job applicants. Online recruitment is fast becoming one of the most commonly used methods for attracting and recruiting new talent into an organisation. Many of them now use online recruitment tools and the majority of potential applicants expect to be able to apply for a vacancy online.

The use of an online recruitment tool presents UEL as a modern organisation, promotes our employer branding and identifies us as an employer of choice. It could also widen our potential talent pool by attracting a larger range of candidates and by streamlining the application process.

Using the *Jobs at UEL* website, applicants can undertake the following tasks:

- Learn about UEL as an employer
- Find out about our staff benefits
- Read about current staff and their experiences at UEL
- Search for vacant posts using a number of methods
- View and print all job-related information, including job descriptions and person specifications
- Access step-by-step help to apply for vacant posts
- Register a personal profile online for use in applying for multiple posts
- Apply for vacant posts 24 hours a day
- View and print his or her applications
- Register for regular email updates informing them of vacant posts in their chosen area
- Contact UEL and apply for a role through the traditional paper-based route, if he or she wishes

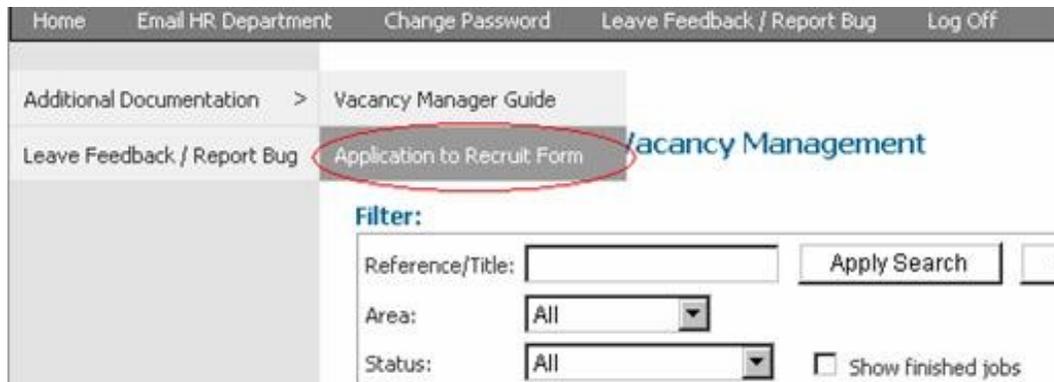
4. Preparation for Recruitment

A job vacancy provides a good opportunity for managers to reassess the requirements of a job and the skills, abilities and experience required to undertake the role. UEL's [Policy on Recruiting and Selecting Staff](#) outlines the procedure for establishing the need for a vacancy, preparing a job description, person specification and advertisement and the process for approving vacancies.

4.1 Approval to Appoint

Once you have prepared a job description, person specification and advertisement, the next step is to send these - together with a completed Application to Recruit Form (available on the HR Services' website and within Vacancy Management) - to the HR Manager for your

school or service. In the case of new support roles, these will be evaluated using HERA to determine the appropriate grade. The HR Manager or HR Assistant for your school or service can help you with any of these tasks, and will also check all documentation before forwarding the advertisement for approval by the Director of HR Services (or nominee). Advertisements will not be approved until confirmation of budget for the post has been received from Financial Services. Once the advertisement has been approved, the HR Assistant for the school or service concerned will activate the vacancy using the online *Vacancy Management* system.



5. The *Vacancy Management* Process

Vacancy Management allows all Vacancy Users and the Vacancy Owner to access the applications for which they are members of a selection panel. You may view and score the applications as soon as they are posted to the website instead of having to wait until the closing date. There is also a space for making notes on each application. After the closing date, when the Vacancy Users have scored all of the applications, the scores are submitted electronically to the Vacancy Owner.

All applicant scores are automatically calculated and totalled so that the Vacancy Owner and Vacancy Users can view the applicant totals when agreeing the shortlisting decision. The Vacancy Owner then electronically submits the final shortlisting grid to HR Services.

The system helps to ensure that the recruitment and selection process is transparent and fair and that all documentation, including shortlisting notes, complies with our statutory obligations under the Data Protection Act 1998. UEL also operates under the 'Positive about Disabled People' symbol, whereby all applicants with a disability who meet the minimum selection criteria for a post will be guaranteed an interview. HR Services will check all shortlists to ensure compliance with this policy.

When HR Services have validated the shortlist, the Vacancy Owner should complete the online? Interview Selection Form, including details of any presentations or tests required.

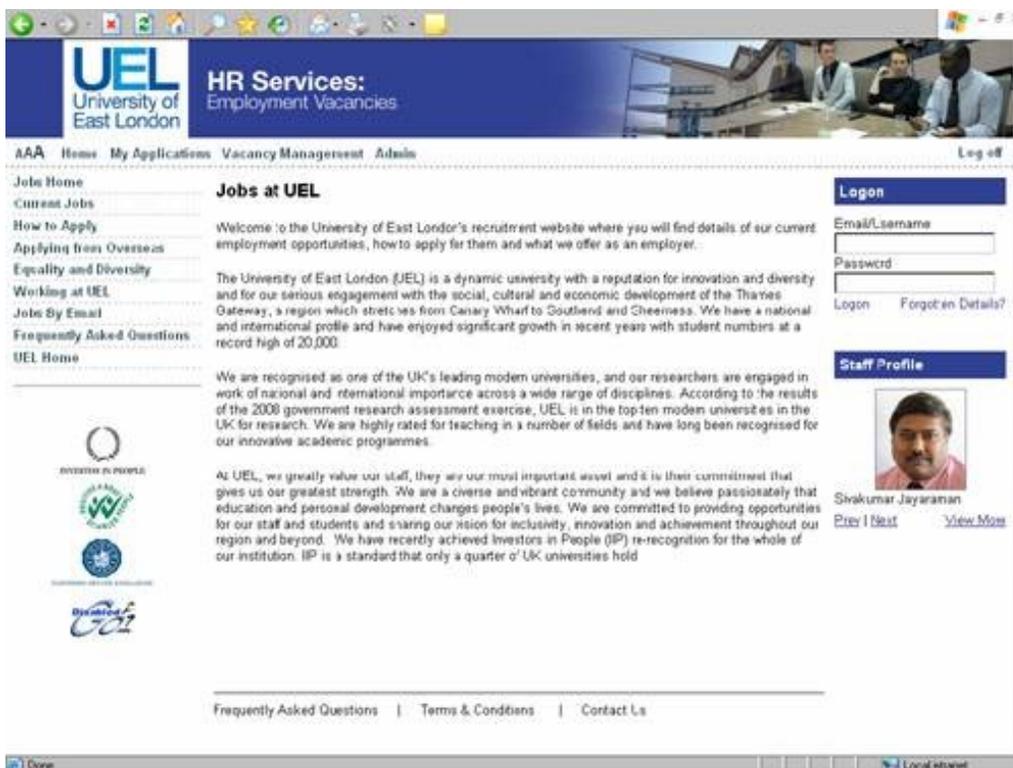
This can be downloaded from the additional documents menu on *Vacancy Management* and should be e-mailed to HR Services as soon as possible. The HR Assistant will then liaise with the shortlisted candidates to confirm interview times, tests (if applicable), venue etc.

The *Vacancy Management* process ends after the job interview, when the selection panel's final decision is entered into the system.

The following section describes the system's functionality and individual tasks that need to be undertaken by Vacancy Owners and Vacancy Users.

6. Accessing *Vacancy Management*

Using Internet Explorer or any other internet browser, type in the web address for Jobs at UEL; <http://jobs.uel.ac.uk/>. Alternatively, you can follow the link from UEL's external internet pages or the Systems/Reports tab within UEL Direct. You will be taken to the 'Jobs at UEL' website homepage.



HR Services will have set you up with an account for the vacancy which uses the same log-in details as your network account. Enter these details in the Login box on the homepage, and click on Login.

6.2 Welcome and Search

After logging into the website, click *Vacancy Management* on the top left menu, just below

the UEL logo. You will be presented with the *Vacancy Management* page listing all the vacant posts for which you are a selection panel member.



If you are shortlisting for a number of vacant posts, you can filter the jobs to search by title or job reference, area and job status. Results of the search are shown in the job table.

Filter:

Reference/Title:

Area:

Status: Show finished jobs

Reference	Title	Closing Date	Apps	Owner	Direct Link	Status
001M2009RM	Dean of School	28/01/2009	3	Rosalynd Milroy	No	Open
001M2009DD	Dean of School	28/01/2009	3	David Douglas	No	Open
001M2009TT	Dean of School	28/01/2009	3	Tisha Thomas	No	Open
001M2009RN	Dean of School	28/01/2009	3	Roxy Naz	No	Open
001M2009LR	Dean of School	28/01/2009	3	Liz Roy	No	Open
001M2009GP	Dean of School	28/01/2009	3	Greg Price	No	Open
001M2009PN	Dean of School	28/01/2009	3	Patricia Nisbett	No	Open

Clicking on a column header will sort the table by the appropriate column and clicking on a job title will take you to the Job Summary Page for that job, giving details and list of applications received.

6.3 Summary Page

The Job Summary Page shows the job details and a table of the applications for that post.

Home Email HR Department Change Password Leave Feedback / Report Bug Log Off Rosalynn Milroy (rosalynn)

Admin > **001M2009RM - Dean of School** [Return to Jobs](#)

Scores / Notes >

Additional Documentation >

Leave Feedback / Report Bug

Category: Management	Release date: 14/01/2009	Closing date: 28/01/2009
Department: School of Fish	Shortlist by date: 04/02/2009	Interview date: 11/02/2009
Chair: Rosalynn Milroy (rosalynn)	Submitted: 3	Pending: 0
Status: Open	Number of Hits: 3	Further Details: None

View

All

App Id	Name	Total	1	2	3	4	5
718	Gill, A.A. Mr.	1	1	0	-	-	-
725	Surgeon, William. Dr.	0					
732	Sharkey, Feargal. Mr.	0					

As applicants submit their applications online, they will appear in the table on this screen. You may view and score applications as they come in, but will be unable to submit final completed scores for shortlisting until after the closing date and all applications have been scored.

6.4 Shortlisting Applications

Applications are scored against predefined and post-specific selection criteria and scored numerically.

To view an individual application, click on the relevant person's row in the table to go to their Application Pages.

6.5 Application Pages

The Application Pages contain all of the information that each applicant has entered online and may also include additional documents he or she attached to support his or her application.

When you view the Application Pages, you will see that the main part of each page is taken up by two or more tabs of information about the application. The Application Form and Selection Criteria tabs will be present for all applications. If the candidate has attached further documentation to support his or her application, further tabs will appear. In the example below, the candidate has attached a CV.



Tab 1: Application Form

The first tab shows the Application Form. By clicking on the underlined navigation links down the left hand side of the screen, you may move quickly between the different sections of the application and, if necessary, print the form.

The screenshot shows the 'Application Form' tab selected. On the left is a navigation menu with links for: Print Application Form, 1. Personal Details, 2. Education/Training, 3. Present/Last Employer, 4. Previous Employment, 5. Supporting Statements (To enter scores use the "Selection Criteria" tab), 6. Additional Information, 7. Referees, 8. Equality and Diversity in Employment, and 9. Criminal Records Disclosure. The main content area features the UEL logo and application details: 'Application for the post of: Dean of School', 'Ref: 001M2009RM', and 'Submitted: 14/01/2009'. Contact information for HR Services at the University of East London is provided. Below this is 'Section 1 - Personal Details' with a table of applicant information.

Where did you learn of this vacancy? THES	
Surname: Sturgeon	Forenames: William
Title: Dr	
Home address: 7 Easy Street Woolwich London SE18 2WS	Correspondence address:
Telephone: 020 8223 3000 Mobile: Work:	Email: WilliamSturgeon@uel.ac.uk
Permission required to work in the UK: No	Related to UEL employee or Governor: No
Worked at UEL before: No	Could start: ASAP

Section 2 - Education/Training

Tab 2: Selection Criteria

The second tab is the Selection Criteria. It is here that the application is scored. Each panel member - including the Vacancy Owner- must view and score each application.

The screenshot shows the 'Selection Criteria' tab. A link 'Set unscored criteria to "Not Scoring"' is visible in the top right. The main content is a table with two rows of criteria. The first row is marked as 'Essential to the job' and describes a requirement for a doctorate or extensive research. The applicant's response is: 'I carried out extensive research in electrical engineering and have numerous ground breaking inventions to my name. Most notably I built the first electromagnet and invented the commutator.' A 'Score:' dropdown menu is open, showing options: 0 - Does not meet criterion, 1 - Meets criterion, 2 - Exceeds criterion, 3 - Significantly exceeds criterion, and Not Scoring. The second row of criteria is partially visible, marked as 'Essential' and related to higher education.

The Selection Criteria (derived from the Person Specification) are shown in a numbered table along with the applicant's response to each criterion. Some criteria are marked as 'Essential' to the job and others are marked as 'Desirable'. A drop-down scoring list allows you to score each answer. Choose from the list to indicate how well the applicant's response matches the criterion.

The possible scores are:

0 - Does not meet criterion

1 - Partially meets criterion

2 - Meets criterion

3 - Exceeds criterion

Shortlisting (or interviewing) panels **should not** use the 'exceeds criterion' score except on an exceptional basis. In other words candidates should be scored as having not met, partially met or met a particular criterion in most circumstances. The 'exceeds criterion' score **should not**, for example, be used where the essential requirement is a degree and a candidate has a Master's degree. In this case the candidate should be scored as having met the criterion. Similarly, if the requirement for the post is A levels (or equivalent) and a candidate has A levels and a degree that candidate should be scored as having met the criterion.

The circumstances where the 'exceeds criterion' score may be used will usually be when there a large number of applicants for a post and it is legitimate in these circumstances for shortlisting panels, for example, to consider whether candidates exceed a criterion or criteria in order to be able to derive a shortlist of 5 or 6 candidates.

Examples:

Support post: one of the criteria is substantive administrative experience in a large, complex organisation There are likely to be a number of candidates who demonstrate that they meet this criterion because they have relevant administrative experience and undertake their work effectively using existing processes/systems without reference to others and can demonstrate in their application how this is relevant to the post in question. A number of candidates may exceed this criterion because their experience is such that they have developed administrative systems or processes and use judgement and initiative to resolve problems and can demonstrate this in examples they provide.

Academic post: one of the criteria is a proven track record of research and knowledge transfer. There are likely to be a number of candidates who meet this criterion but there may be a few candidates who can demonstrate that they exceed it because, for example, they can cite a large number of publications in refereed journals of standing in that discipline and conference papers, have published a book that is regarded as pre-eminent in its field and/or

have successfully bid for a number of large research grants or have a number of major KTPs.

If chairs of panels or panel members are in doubt as to whether to score a candidate as having exceeded a criterion, please contact your HR Manager for advice.

While scoring an application, you may find an 'Essential' criterion that is not met by the applicant. You may stop the shortlisting process with this applicant and move onto the next applicant. To do this, mark the specific 'Essential' criterion as "0 - Does not meet criterion". The system will ask if you would like the remaining unscored criteria to be set to "Not Scoring".



This option is very useful when you are viewing numerous applications, as it allows you to stop evaluating an application at the point where a criterion marked as 'Essential' to the job is not met, thereby speeding up the selection process by eliminating those applicants without the essential attributes at the outset of the process.

If you choose this option, the system will mark all the remaining criteria as "Not Scoring" and zeros will be calculated in the overall average when added to scores given by the other Vacancy Users. You may also choose to carry on marking further items, but decide at a later point to stop evaluating this application. You may then choose to click on the link at the top right, "Set unscored criteria to Not Scoring" to complete your review of the application.

Note: It is not possible to submit your scores until each criterion for every application has been scored or has been marked "Not Scoring".

Additional tabs: Additional Supporting Documentation

Applicants have the opportunity to submit extra documentation with their application, such as a CV, a covering letter or information about his or her research or publications. Any documents submitted will be displayed as extra tabs after the Application Form and Selection Criteria. In the example below, the applicant has also submitted a CV as a WORD document. This will open in a new window if you are using Mozilla Firefox, or in the same window if you are using Internet Explorer.

Note: After the final shortlisting decision has been made, you will want to print the applications of shortlisted candidates to take with you to the interview.

Note: If the applicant submitted a paper-based application form, this will have been scanned electronically into the system by an HR Assistant and will show as a tab labelled 'Offline Application' as opposed to 'Application Form'. The tab 'Selection Criteria' will appear, but will not contain the applicant's responses. A copy of the actual application form will show on a different tab, so you can browse the application form and score the responses under 'Selection Criteria'.

6.6 Candidate Notes

As you read each application, you may make notes in the box at the top left of the screen to support scoring decisions or to print out as a prompt to take with you to the interview.

These are particularly useful if needed to justify your shortlisting decisions. You should *always* note why you have decided to discontinue scoring an application, as this could eliminate the applicant from the process and must be legally defensible. It is important to remember when making notes that under the Data Protection Act 1998, all applicants are entitled to request access to documentation relating to their application, which includes emails, shortlisting materials and any form of shortlisting and interview notes.

You may edit or amend your notes up to the point that you submit your scores to the Vacancy Owner. Once your scores have been submitted electronically, your notes are 'locked' electronically and cannot be changed. To make a note, click into the Candidate Notes box at the top left of the Application page and start typing.



6.7 Saving Changes

By default, any changes made to notes and scoring against the Selection Criteria are automatically saved.



6.8 Navigation Between Applications

Once an application has been scored, click on the link to return to the Job Summary Page to find the next application to score or switch between the next and previous applications using the controls at the top of the page:

[Return to Job Summary](#)

[Previous Applicant](#) [Next Applicant](#)

6.9 Viewing and Printing Scores for Applications

Scores for applications that have already been entered appear in the table on the Job Summary Page. The scores on the darker background indicate criteria that are essential to the job. The scores on the light background indicate desirable criteria. Hovering over the number in the column header will show the text of that criterion and clicking on a column header will sort the table based on the scores in the column.

AppId	Name	Total	1	2	3	4	5	6	7	8	9
207	Hood, Robin, Mr	11	3	1	2	0	1	2	1	0	1
208	Tank Engine, Thomas, Mr	11	1	2	2	0	1	1	2	2	0
209	Piper, Billie, Ms	27	3	3	3	3	3	3	3	3	3
210	Testperson, Another, Miss	0	0	0	0	0	0	0	0	0	0

Use the 'View Your Score/Notes' link at the top left of the page to get a review or a printout of scores and notes.

[Print Report](#)

Job Title: Dean of School

Job Ref: 001M2009RM

[Show All Notes](#) | [Hide All Notes](#)

ID	Name	Total	1	2	3	4	5
718	Gill, A.A. Mr	3	1	0	1	1	0

No Notes Provided

725	Sturgeon, William. Dr	7	2	2	1	1	1
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Very strong history of research

732	Sharkey, Feargal. Mr	0	0	-	-	-	-
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Not scoring - no doctorate and no experience in HE.

6.10 Submitting Scores

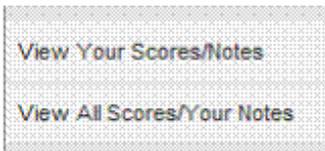


Once you have scored all applications, click on the 'Complete Scores' icon in the top right hand corner of the page to complete the process. This icon will only be available after the closing date for the vacancy. Clicking this

icon makes your scores available to view by the Vacancy Owner and the other Vacancy Users on the selection panel (once they have also completed their scoring).

Note: It is not possible to submit your scores until each criterion for every application has been scored or has been marked "Not Scoring".

When scoring is complete, a new option becomes available at the top left of the page, allowing users to view the scores of other members of the selection panel as they complete and submit their scores. The Vacancy Owner can also see the notes of all panel members.



Note: Scores are only available to the Vacancy Owner and selection panel members after they have completed their own scoring, to make the process as impartial as possible.

The table on the Job Summary Page now shows the rounded up average of all completed scores.

(Showing average scores for all completed users)

App Id	Name	Total	1	2	3	4	5	6	7	8	9
207	Hood, Robin, Mr	13	2	1.5	2.5	0.5	1	2	2	0.5	0.5
208	Tank Engine, Thomas, Mr	10	1	1.5	1.5	0.5	1	1	1.5	1.5	0.5
209	Piper, Billie, Ms	23	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5
210	Testperson, Another, Miss	7	1	1.5	0.5	0	0.5	1	1.5	0	0.5

At this point, the members of the selection panel have completed their shortlisting processes. It is now for the Vacancy Owner to complete the shortlisting.

6.11 Submitting a Shortlist

The Vacancy Owner uses the drop-down Decision List to indicate if an application will be shortlisted, rejected or made a reserve. Once the Vacancy Owner has made the decisions the applications table looks like this:

(Showing average scores for all completed users)

App Id	Name	Total	Decision	Notes	1	2	3	4	5	6	7	8	9
207	Hood, Robin, Mr	13	Shortlist	<input type="checkbox"/>	2	1.5	2.5	0.5	1	2	2	0.5	0.5
208	Tank Engine, Thomas, Mr	10	Reject	<input type="checkbox"/>	1	1.5	1.5	0.5	1	1	1.5	1.5	0.5
209	Piper, Billie, Ms	23	Shortlist	<input type="checkbox"/>	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5
210	Testperson, Another, Miss	7	Shortlist	<input type="checkbox"/>	1	1.5	0.5	0	0.5	1	1.5	0	0.5

Notes can be added to justify a decision by clicking on the icon in the Notes column of the

table. Notes can be typed into the box that appears.

Once a note has been added by the Vacancy Owner the symbol changes to an  icon. To assist the Vacancy Owner, a breakdown of individual selection panel member's scores and notes becomes available by clicking on the total score for each applicant in the 'Total' column of the table. The total rounded average of all scores submitted is shown at the top of the table, and the individual selection panel member's scores with their notes are shown below. In the example below, you can see that selection panel member Isabel Smith has not submitted her scores, so they are not included in the average.

Job Title: Test Job One
Job Ref: TESTONE

[Show All Notes](#) | [Hide All Notes](#)

ID	Name	Total	Decision	1	2	3	4	5	6	7	8	9
207	Hood, Robin. Mr	13.5	Shortlist	3	1.5	2.5	0.5	1	2	2	0.5	0.5
No Notes Provided												
	Fred Bloggs	16		3	2	3	1	1	2	3	1	0
His CIS experience would be invaluable.												
	Isabel Smith	0	Scores not completed									
	John Brown	11		3	1	2	0	1	2	1	0	1
Great candidate, I think we should pay particular attention to Robin's leadership skills.												



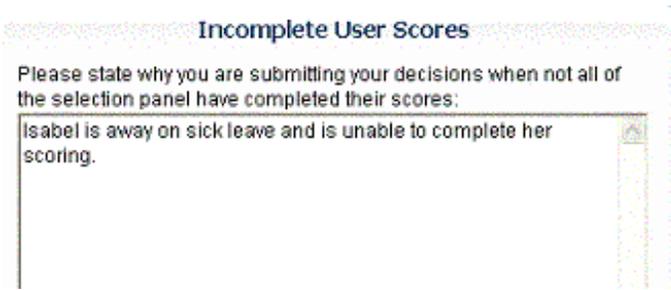
When the Vacancy Owner has completed shortlisting, the decision is submitted by the Vacancy Owner by clicking on the submit icon on the top right of the page.

A shortlist cannot be submitted until a decision has been made on all the applications.

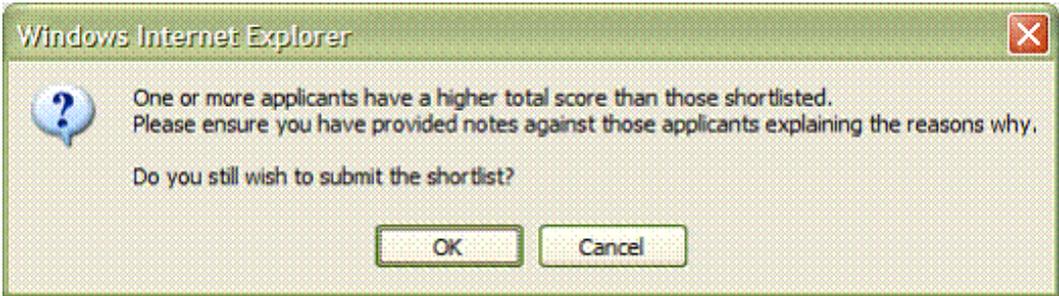
If not all of the selection panel members have completed their scoring when the Vacancy Owner chooses to submit the shortlist, the following warning will appear:



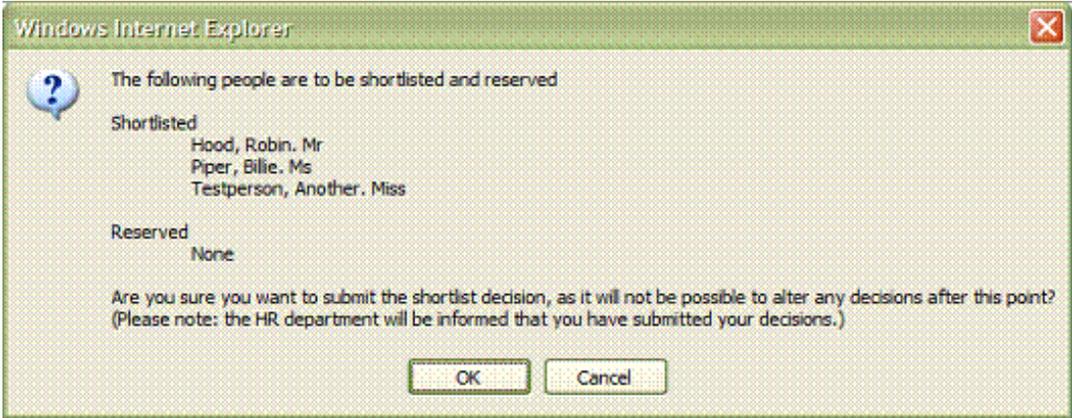
If at this point the Vacancy Owner chooses to continue and clicks OK, a reason must be given.



The system also checks all application scores against the shortlisting decision and warns the Vacancy Owner if an applicant with a lower score has been shortlisted over an applicant with a higher score. This is permitted, however we recommend that you discuss this with your HR Manager and provide notes on the system to explain your decision



Finally, once all the checks are complete, the Vacancy Owner is shown a summary of the decision and asked to confirm the



The shortlisting decision is immediately electronically submitted to the HR Assistant. Once the Vacancy Owner has submitted the shortlist, the table then displays the shortlisting decision so that the other members of the selection panel can view it.

(Showing average scores for all completed users)

App Id	Name	Total	Decision	1	2	3	4	5	6	7	8	9
207	Hood, Robin. Mr	13	Shortlist	2	1.5	2.5	0.5	1	2	2	0.5	0.5
208	Tank Engine, Thomas. Mr	10	Reject	1	1.5	1.5	0.5	1	1	1.5	1.5	0.5
209	Piper, Billie. Ms	22	Shortlist	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5
210	Testperson, Another. Miss	7	Shortlist	1	1.5	0.5	0	0.5	1	1.5	0	0.5

Note: Although the shortlist has now been submitted, it may still need to be confirmed by the

HR Manager. It is possible that, after consultation with the Vacancy Owner, the final shortlist will be altered.

7. Arranging Interviews and Testing for Shortlisted Candidates

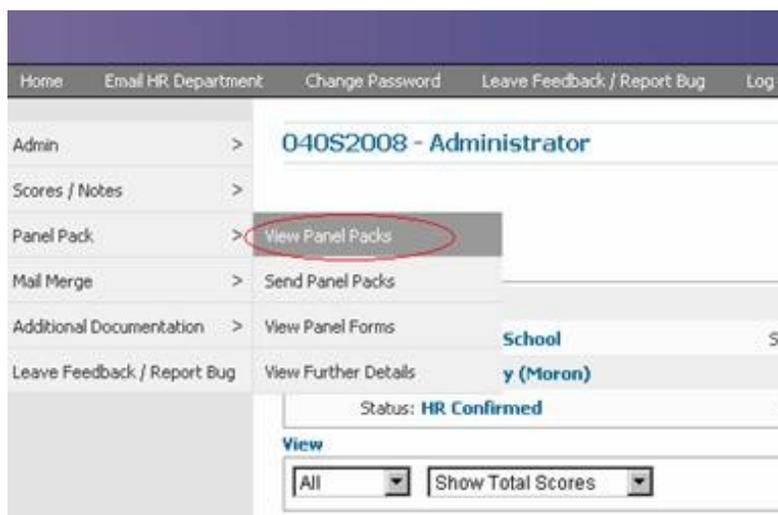
Once the shortlist has been approved by HR Services, e-mail notification will be sent to the Vacancy Owner. This will act as a prompt to complete the Interview Selection Form, which should be completed and returned electronically to HR Services as soon as possible. This will enable the HR Assistant to arrange interview times, any visits, and - if applicable - testing for the role in accordance with the information previously supplied by the Vacancy Owner.

7.1 Informing unsuccessful Applicants

All unsuccessful ('Rejected') candidates will be sent an automatic email once HR Services have validated the shortlist, advising them that they have been unsuccessful. Any candidates who have been marked "Reserve" will not receive a notification until after interviews have taken place, as they may still be invited to replace shortlisted candidates who withdraw or are otherwise unable to attend the interview.

7.2 Conducting the Interview

Once the shortlist is confirmed by HR Services, the Vacancy Owner and Panel members should each print out a panel pack. This includes the Interview Schedule, Selection Panel Record Form, Interview Assessment Form and Application Forms for all the candidates. Attached documents will have to be printed separately.



For more guidance on interviews and testing of candidates, please speak to your HR Manager or see the Policy for the Recruitment and Selection of Staff on HR Services' web

pages.

7.3 After the Interviews

Once the interviews have been conducted, and a preferred candidate has been chosen, please return all the contents of the Interview Pack to the HR Assistant in the internal mail by sealed envelope. Please speak to your HR Manager regarding making a verbal offer to the preferred candidate.

The HR Assistant will confirm the selection decision in *Vacancy Management*, and will contact the successful candidate in writing through the *Vacancy Management* system with the appropriate information.

All unsuccessful ('Rejected') candidates will be informed either orally or in writing as soon as possible (not more than five working days after receipt of the Selection Panel Record Form in HR Services), normally by the Vacancy Owner (Chair). Any candidates who were marked "Reserve" during the shortlisting process (and who were not contacted for an interview) will also be notified at this stage advising them that they were unsuccessful.

If, after the interview process, a preferred candidate has not been chosen, please speak to your HR Manager for advice. Re-advertising a vacancy is straightforward, and the above processes can be repeated.

8. Glossary of Terms

Application: A submission for a vacant role from a person either internal or external to UEL.

Application Form: The online (<http://jobs.uel.ac.uk/>) forms consisting of 9 pages, which an applicant must fill out to be considered for a role. A manual application form can also be obtained from the HR Assistants, which is then scanned by them into the *Vacancy Management* system.

Application Pages: Pages on the *Vacancy Management* system containing all of the information that each applicant has submitted and may also include additional documents attached to support the application (such as a CV or covering letter).

E-recruitment: (Electronic Recruitment/Online Recruitment) The use of a web-based system to streamline the recruitment of staff into an organisation. Includes both a forum for potential applicants to find out about and apply for vacancies, and a method for UEL to process applications.

Job Closing Date: The date after which the vacant role ceases to be advertised on our website and applications cease to be accepted.

Job Summary Page: A page on the *Vacancy Management* system that shows the details of a particular job vacancy and a table of the applications for the job.

Job Table: A table on the Welcome Page of the *Vacancy Management* system that shows all of the job vacancies for which you are a selection panel member.

Password: A confidential word required for access by all users of the *Vacancy Management* system.

Selection Criteria: Components of the Person Specification (knowledge, skills and abilities that are required of the jobholder to carry out the role to an acceptable standard of performance) that have been adapted into statements or questions for applicants to respond to.

Selection Panel: The group of people whose task it is to select a suitable applicant for a role. This group consists of a Vacancy Owner (Chair) and a number of Vacancy Users (Panel).

Shortlist: A list of applicants for a role who meet the minimum criteria and who will be invited for an interview.

Shortlisting: The process of selecting a list of applicants for a role who meet the minimum criteria and who will be invited for an interview, and eliminating the applicants who do not meet the minimum criteria. This process is carried out online by the Selection Panel using the *Vacancy Management* system.

Supporting Statement: An applicant's response to the selection criteria.

Username: A name (usually an email address) required for access by all users of the *Vacancy Management* system.

Vacancy Management: A web-based program that enables selection panels to view and shortlist job applications received, enables Vacancy Owners to enter details of interviews and selection decisions, and enables the Recruitment Administrator and HR Assistants to facilitate all recruitment tasks online. In other words, this is the 'back-office' functions of the e-recruitment system.

Vacancy Owner: The hiring manager in charge of the recruitment to a vacant post

otherwise known as the Chair of the Selection Panel. S/he is responsible for raising a recruitment request and for the final submission of shortlisting details and recruitment decision to HR Services.

Vacancy User: Other members of the Selection Panel are responsible for assisting with the shortlisting of applications, attending interviews and contributing to the final selection decision.

This training manual can be made available in large print; please contact the Senior HR Manager (Policy and Operations).

HR Services - 03 March 2009