



Online Staff Request Form

User Guidelines for Recruiting Managers

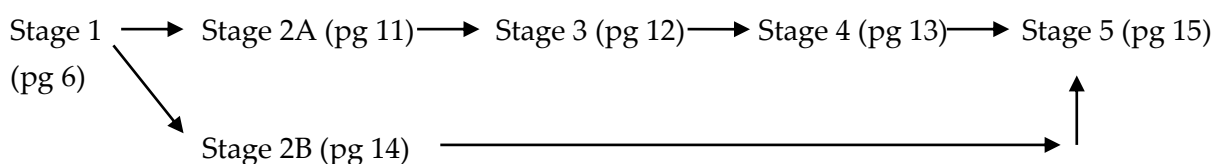
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1. Introduction

The Royal Veterinary College now provides the opportunity for managers to complete the Staff Request Form electronically via the Colleges e-Recruitment website :

<https://jobs.rvc.ac.uk/>

Using the OSRF, managers can create, edit and submit a staff request form which is then sent on the authorisation trail needed to process a request from pre-authorisation to advertisement as follows:



Please refer to the relevant page numbers for an explanation on what each stage relates to.

The system will allow managers to be kept fully up to speed with progress of the request and will shorten the time taken from initial request to final approval.

We hope you find the new electronic form easy to use and would welcome back any feedback you have. For feedback or help on using the system, please contact:

HR Recruitment

Extns 6969, 6447, 6986 or jobs@rvc.ac.uk

2. Preparing to recruit

A vacancy provides a good opportunity to reassess the requirements of a job. Therefore, several questions need to be addressed prior to recruiting:

- Do we want the same job to be done, or have there been changes to the tasks?
- Does the job need to be done at the same level as the previous incumbent?
- Do we anticipate any changes in the job in the foreseeable future?
- Are we going to reorganise the work of the section soon?
- Can the job be carried out on a job-share/part time basis?
- Do we need to fill the post at all?
- Have we got the money to fill this post?

By considering and answering these questions, the actual requirements of the job and how it fits into the overall department and organisational structures can be assessed and clarified.

3. Preparing the Documentation

3.1 The Job Description and Person Specification

Writing an accurate job description and person specification is probably the most important part of the recruitment process. This will enable the right candidates to apply for your vacancy and ensure the right calibre of applications are received. It will also speed up short-listing and enhance the interview process.

The Recruitment team can provide professional advice and guidance on how to write job descriptions and person specifications. Developed as part of Human Resources 'Management Toolkit' series, the Recruitment and Selection toolkit also provides guidance – this toolkit is available to download from the HR Intranet page.

To download job description and person specification templates, please visit the Recruitment section of the HR Intranet Page. The submission of these documents is incorporated in the process for submitting the OSRF – please refer to point 4.3.3

3.2 The Role Outline Form (for jobs that need to be evaluated prior to advertising).

Generally, all new posts should be scored via HERA (Higher Education Role Analysis) to determine the post grade. This scoring is undertaken by HR (Recruitment) following completion of the role outline form, which is available to download on the HR Forms section of the HR Intranet page. The submission of this form is incorporated in the process for submitting the OSRF – please refer to point 10 on page 16.

However, there may be occasions when new posts do not need to be scored using HERA. To determine whether this is the case, please consult with a member of the HR (Recruitment) team.

Direct replacement posts do not need to be scored using HERA and therefore do not need a role outline form to be completed

3.3 Advertisement

Advertising your vacancy in the correct publication or website is an important part of the recruitment process. This will ensure your vacancy reaches the most suitable target audience.

The HR (Recruitment) team can provide professional advice and guidance on where to advertise including discussing the costs involved. Developed as part of Human Resources 'Management Toolkit' series, the Recruitment Advertising toolkit also provides advice and guidance on how and where to advertise your vacancy - this toolkit is available to download from the HR Intranet page.

3.4 Other Useful Documents

It may also be useful to prepare any other documents you may wish to attach to the job description. For example, you may wish to provide more detailed information about the College or department or information which does not fit in with the job description template. An opportunity to attach these documents to the OSRF is available – see point 4.3.3

4. Online Staff Request Form (OSRF)

Once the above documents have been created, the process for receiving authorisation to recruit can be started.

To access the online staff request form, please visit <https://jobs.rvc.ac.uk/>

4.1 Logging in

There are two ways to access the system.

Existing Users¹

To log into the system, please click on the link above and enter your RVC email address and registered password into the sign in box. If you have forgotten your password, please click on the link above and follow the Reset Password procedure.

¹ This includes those who have been given access by HR (Recruitment) to view job applications online

New Users

To sign up and access the system, please visit the web address above and register using the sign up/registration link. You must enter your full RVC email address as your email/username.

Depending on how you login, you may either land on the OSRF homepage or land on the Jobs@RVC homepage. If you land on the jobs@RVC homepage, please click on the Online Staff Request Form link to access the OSRF.

Changing password/forgotten password

Your login password can be changed by visiting the OSRF homepage and clicking on Change Password. If you have forgotten your password, you can click on the reset password link from which the system will email you a new password. This link is available on the sign in page <https://jobs.rvc.ac.uk/>

4.2 OSRF Homepage

The homepage contains a number of options:

- The ability to return to the jobs@RVC homepage
- The ability to email the HR (Recruitment) team
- The ability to change your login password
- The ability to leave feedback/report any bugs with the system
- The ability to complete and submit the OSRF


4.3 Completing the OSRF (Stage 1)

4.3.1 Creating a request

To create a request, click on the Create New Request link. You are now in the main OSRF. Here you are given some basic guidance notes as well as the ability to complete the form.

It is important to note that the job description/person specification and draft advert are ready to attach to the form when you are ready to submit. The system will not allow you to submit the form without these documents.

4.3.2 Completing the request

There are a number of fields which need to be completed on the form. Each field has some basic guidance attached to it – to access the guidance, hover over the question mark  to find out the information needed to complete the relevant field – see point 4.3.3 for detailed guidance on each field.

Please also remember to save the request by clicking on the Save Request link – you will need to have entered the job title as a minimum to save the request.

4.3.3 OSRF Fields

The following details the fields which need to be completed – those in section 1 are mandatory prior to submission to the relevant Head of Department for approval – those in section 2 can be completed at a later stage (prior to submission to HR once the authorisation trail has been completed):

Field in OSRF	Description
Section 1 – this section is mandatory and must be completed before submission can be made	
Post Title	Post title as it should appear in the job advert
Location	Pick-list detailing the campus where the successful applicant will be situated
Department	Pick-list detailing the name of the recruiting department

Section	The area in the department, the post-holder will work in
Reason for Request	<p>Is the post a direct replacement or is it a new post which will need to be graded via HERA. Note, not all new posts need to be graded via HERA – please contact HR (Recruitment) for further details.</p> <p>If it is a replacement, please tick on replacement - the name of the employee who is leaving should be entered and the grade of the post.</p> <p>If the post is new and needs to be graded via HERA, please tick on New Post (HERA) and attach a completed role outline form (see page 15)</p> <p>If the post is new and does not need to be graded via HERA, please tick on New Post (Non HERA). See page 15</p>
Employment Type	<p>Please specify whether the post is Full Time, Part Time or Term Time.</p> <p>If part time please enter the anticipated hours to be worked</p> <p>If term time, please specify the number of weeks to be worked – if also part-time, please specify hours in need for post field</p>
Tenure of Post	<p>Please specify if the post is permanent or fixed term.</p> <p>If fixed term, please specify the anticipated start and finish date of the contract</p>

Outside the EEA	Please confirm if there will be a possibility of recruiting an individual from outside the EEA to this post – if yes, the advertising process is different – contact HR for further guidance
Is this an Academic (Board) post	<p>Please confirm if this is an Academic (Board) post – by ticking yes, you are also confirming that the job description and person specification has been approved by the Vice Principal – Teaching and Vice Principal – Research</p> <p>If this is an Academic (Board) post, HR will contact you to discuss interview dates.</p>
Requires CRB checking	Please confirm if this post requires CRB checking – contact HR for further guidance
Requires Animal Rights Check	Please confirm if this post requires Animal Rights checking – contact HR for further guidance
Office/Laboratory Space	Once the form has been submitted and successfully approved at Stage 2, Estates will access the form to make a decision relating to space management – note, this is not an authorisation stage and therefore will not stop the form from being progressed
Need For Post	Please provide a statement on why the post is needed, including confirming how many posts with the same job title are required

Funding cost centre/code	<p>Please enter the funding cost code for the vacancy, with the relevant percentage split. You may enter up to 4 cost codes – the percentage split must add up to 100%.</p> <p>The format for the cost codes is:</p> <p>2***.*.**** or ***.****(departmental money)</p> <p>B2***.**** or B2***.***** or B2***.****.**** or B2***.*****.**** (grant funded)</p> <p>These cost codes will be available from your departmental administrator (departmental codes) or the Research Office or the Finance Office (grant codes)</p> <p>If the post is funded by a research grant and the grant code is unavailable at the time of completing the request, you may enter B2000.0000 – the Research Office will allocate a code accordingly.</p>
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Heads of Department	<p>Please specify who will authorise the request. You may enter up to 4 Heads of Department. If the post is split funded through 2 or more departments, you must select each head of department who needs to authorise the request.</p> <p>If the post is to be funded by a grant, there is no need to specify Research Office details – the form will automatically be sent to the Research Office upon submission</p>
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<p>Cost of Filling the Post</p>	<p>Please confirm whether the costs of filling the post are within/not within the departments agreed staffing budget.</p> <p>If not within, please ensure detailed notes are available in the Need for Post field</p>
<p>Supporting Documents</p>	<p>Please upload the Job Description/Person Specification and Draft Advert by clicking on attach documents and selecting which document you wish to upload from your computer</p> <p>You must save the form prior to uploading any document by clicking on the save icon</p> <p>The ability to delete and attach revised documents is available at any stage of the process up until the form has been fully approved.</p> <p>To review the uploaded forms, click on the All Documents link</p>

Section 2 (this section can be completed following final approval at Stage 4 – see page 13)	
Suggested Media For Publication of Advert	Please specify which publication you would like the advert to appear in – guidance can be sought from the HR (Recruitment) team
Preferred Date of Advert (only available if No is ticked in the Academic - Board Post field)	Please specify the preferred date the advert should appear in the relevant media - guidance can be sought from the HR (Recruitment) team. Please allow at least 10 days from the submission of the completed paperwork to meet publication deadlines
Preferred Closing Date (only available if No is ticked in the Academic - Board Post field)	Please specify the preferred closing date of the advert Please allow at least 14 days after the date of publication
Preferred Short-listing Date (only available if No is ticked in the Academic - Board Post field)	Please specify the preferred short-listing date Please allow at least 3 days after the closing date
Preferred Interview Date (only available if No is ticked in the Academic - Board Post field)	Please specify the preferred interview date Please allow at least 10 days after the short-listing date
HR Presence Required	Please confirm if HR presence is required on the interview panel – if yes, please contact HR (Recruitment) before setting any interview dates

Name of Chair of Panel (only available if No is ticked in the Academic - Board Post field)	Please confirm who will be the chair of the panel
Names of other panel members (only available if No is ticked in the Academic - Board Post field)	Please confirm the names of the other panel members Whenever possible, panels should be drawn up to be representative in terms of gender

4.3.4 Submitting the OSRF

Once the above fields have been completed with accurate data (note, section 1 fields need to be completed as a minimum), the OSRF is ready for submission.

It is recommended that requesters regularly save their form by clicking on the save icon, prior to submission.

To submit the form to the next stage, click on Submit Request. The form will now enter the authorisation trail as discussed from pages 11 to 15.

4.3.5 Printing the OSRF

To print, click on the request you wish to print and click on the print icon by hovering over the request form link (available in the left hand menu).

4.3.6 Hiding Finished Requests

Requesters can hide finished requests by clicking on the hide button on the OSRF homepage. Requests which are at the finished stage can only be hidden from the main view. To view hidden requests, click on the hide button.

5 Head of Department or Research Office authorisation (Stage 2A)

If the vacancy is departmentally funded or part department/part grant funded, the OSRF will enter the authorisation trail at Stage 2 (Head of Department and Research Office). If the vacancy is fully funded by a grant, the OSRF will enter the authorisation trail at Stage 2 (Research Office only) – see page 14

5.1 Head of Department and Research Office authorisation (Stage 2A)

Once the OSRF is submitted, an automatic email is generated to the relevant Head(s) of Department(s) and the Research Office (if applicable) asking them to login to the system to view and either authorise or reject the request.

5.1.1 OSRF Approved at Stage 2A.

If the OSRF is approved at this stage, an email is generated to the Finance Office to request authorisation (see point 6). The requesting manager will also receive an email confirming the OSRF has been approved at stage 2A.

5.1.2 OSRF Rejected at Stage 2A.

If the OSRF is rejected at this stage, an email is generated to the requesting manager, confirming non-approval and asking the requesting manager to re-submit the request, making the relevant changes.

To do this, the requesting manager will need to log into the OSRF using the link available in the email and make any relevant changes before re-submitting.

If authorisation is required from more than one Head of Department and the Research Office, an email will be sent to the Head of Department(s) who have not made a decision and the Research Office confirming who has rejected the OSRF and why, and therefore a decision is not required.

5.1.3 Re-submission following OSRF rejection at stage 2A.

To re-submit the request following non-approval at this stage, the requesting manager will need to log into the original request, using either the link in the email or by logging into the system and re-submit the request accordingly.

The OSRF will now re-enter the authorisation trail as per point 5.1

6 Finance Office authorisation (Stage 3)

If the vacancy is departmentally funded or part department/part grant funded, and following authorisation at Stage 2A, the OSRF will progress through the authorisation trail to Stage 3 (Finance Office).

6.1 Finance Office (Stage 3)

Once the OSRF is submitted, an automatic email is generated to Finance Office asking them to login to the system to view and either authorise or reject the request.

6.1.1 OSRF Approved at Stage 3

If the OSRF is approved at this stage, an email is generated to the Principals Office to request authorisation (see page 13). The requesting manager will also receive an email confirming the OSRF has been approved at stage 3. . If there is more than one approver at this stage, the other approver is sent an email confirming approval.

6.1.2 OSRF Rejected at Stage 3

If the OSRF is rejected at this stage, an email is generated to the requesting manager, confirming non-approval and asking the requesting manager to re-submit the request, making the relevant changes. . If there is more than one approver at this stage, the other approver is sent an email confirming rejection.

To do this, the requesting manager will need to log into the OSRF using the link available in the email and make any relevant changes before re-submitting.

6.1.3 Re-submission following OSRF rejection at stage 3

To re-submit the request following non-approval at this stage, the requesting manager will need to log into the original request, using either the link in the email or by logging into the system and re-submit the request accordingly.

The OSRF will now re-enter the authorisation trail as per point 5.1

7 Principals Office authorisation (Stage 4)

If the vacancy is departmentally funded or part department/part grant funded, and following authorisation at Stage 2A and Stage 3, the OSRF will progress through the authorisation trail to Stage 4 (Principals Office).

7.1 Principals Office (Stage 4)

Once the OSRF is submitted, an automatic email is generated to Principals Office asking the Principal to login to the system to view and either authorise or reject the request.

7.1.1 OSRF Approved at Stage 4

If the OSRF is approved at this stage, an email is generated to the requesting manager to login and complete any missing details. If there is more than one approver at this stage, the other approver is sent an email confirming approval.

7.1.2 OSRF Rejected at Stage 4

If the OSRF is rejected at this stage, an email is generated to the requesting manager, confirming non-approval and asking the requesting manager to re-submit the request, making the relevant changes. . If there is more than one approver at this stage, the other approver is sent an email confirming rejection.

To do this, the requesting manager will need to log into the OSRF using the link available in the email and make any relevant changes before re-submitting.

7.1.3 Re-submission following OSRF rejection at stage 4

To re-submit the request following non-approval at this stage, the requesting manager will need to log into the original request, using either the link in the email or by logging into the system and re-submit the request accordingly.

The OSRF will now re-enter the authorisation trail as per point 5.1

8 Research Office only authorisation – for positions fully funded by a grant (Stage 2B)

If the vacancy is fully grant funded, the OSRF will enter the authorisation trail at Stage 2B (Research Office). If the vacancy is either fully departmentally funded or part department/part funded by a grant, the OSRF will enter the authorisation trail at Stage 2A (Head of Department/Research Office) – see point 5

8.1 Research Office authorisation (Stage 2B)

Once the OSRF is submitted, an automatic email is generated to the Research Office asking them to login to the system to view and either authorise or reject the request.

8.1.1 OSRF Approved at Stage 2B.

If the OSRF is approved at this stage, an email is generated to the requesting manager confirming approval and asking the requesting manager to complete the request with missing details before submission to HR. If there is more than one approver at this stage, the other approver is sent an email confirming approval.

8.1.2 OSRF Rejected at Stage 2B

If the OSRF is rejected at this stage, an email is generated to the requesting manager, confirming non-approval and asking the requesting manager to re-submit the request, making the relevant changes. If there is more than one approver at this stage, the other approver is sent an email confirming rejection.

To do this, the requesting manager will need to log into the OSRF using the link available in the email and make any relevant changes before re-submitting.

8.1.3 Re-submission following OSRF rejection at stage 2B

To re-submit the request following non-approval at this stage, the requesting manager will need to log into the original request, using either the link in the email or by logging into the system and re-submit the request accordingly.

The OSRF will now re-enter the authorisation trail as per point 8.1

9 Requester to complete missing details

After the form has been approved at the Principal stage or at the Research Office stage (for 100% grant funded positions), the OSRF will be sent back to the requester to review the form and complete/update any details prior to submitting the form to HR. Requesters must log in to the system and click on submit – this will ensure the form is progressed to HR (Recruitment).

10 HR Completion (Stage 5)

Once the OSRF has been authorised at Stage 4 or Stage 2B, and the manager has completed any missing details (i.e. advertising/interview dates), the OSRF will be automatically sent to the HR (Recruitment) team for processing.

11 New Posts

Generally all new posts need to be scored via HERA (Higher Education Role Analysis Job Evaluation). However, this may not be the case for all new posts.

To determine whether a post needs to be scored via HERA, please contact the HR (Recruitment) team on extns 6969, 6447 or 6986.

If a post does need to be scored using HERA, tick the New Post (HERA) box and attach a role outline form, which can be downloaded from the site or the HR Intranet site. Complete the remaining relevant fields in the OSRF and submit as normal. The form will now be sent to the HR (Recruitment) team who will score the post and contact the recruiting manager to confirm the grading. Once the grading has been confirmed, the OSRF will enter the authorisation trail as per page 11.

If a post is new and does not need to be scored (following discussion with the HR Recruitment team), tick the New Post (Non HERA) box and complete the OSRF. The OSRF will now enter the authorisation route as per page 11.

12 Space Management

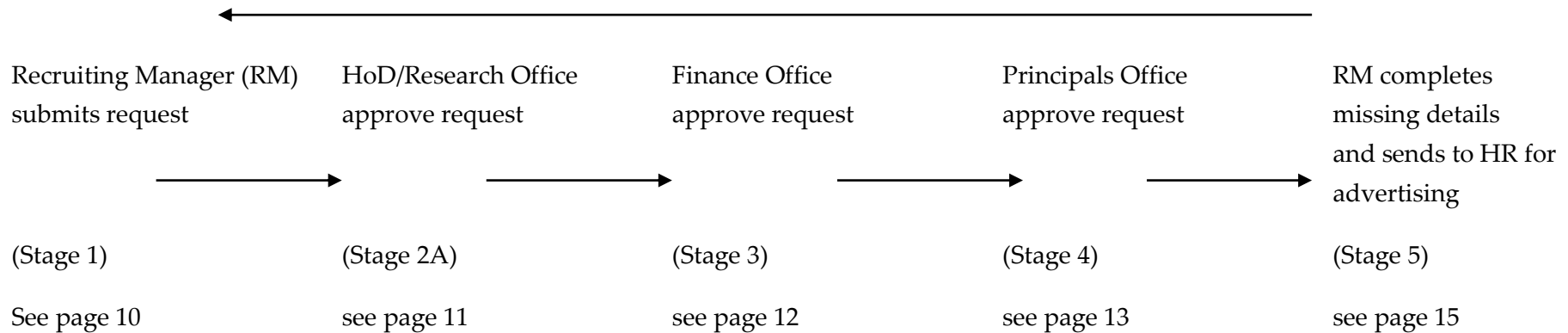
Once the OSRF has successfully progressed beyond the Head of Department or the Research Office stage, the OSRF will be sent to the Deputy Director of Estates (Campus Services) to confirm the availability of space. Note, this stage will not delay the progress of the form, the form will progress to the next stage as identified on pages 13 to 17 – once a decision is made, an email will be generated to the requester and their Head of Department confirming the decision. Alternatively, requesters can log in at any time to review whether a decision has been made by clicking on Request Details.

11 OSRF Flow Diagrams

OSRF approval at all stages

Departmental money or part departmental/part grant funds

Emails are sent back to RM following approval at Stages 2A, 3, and 4 confirming approval

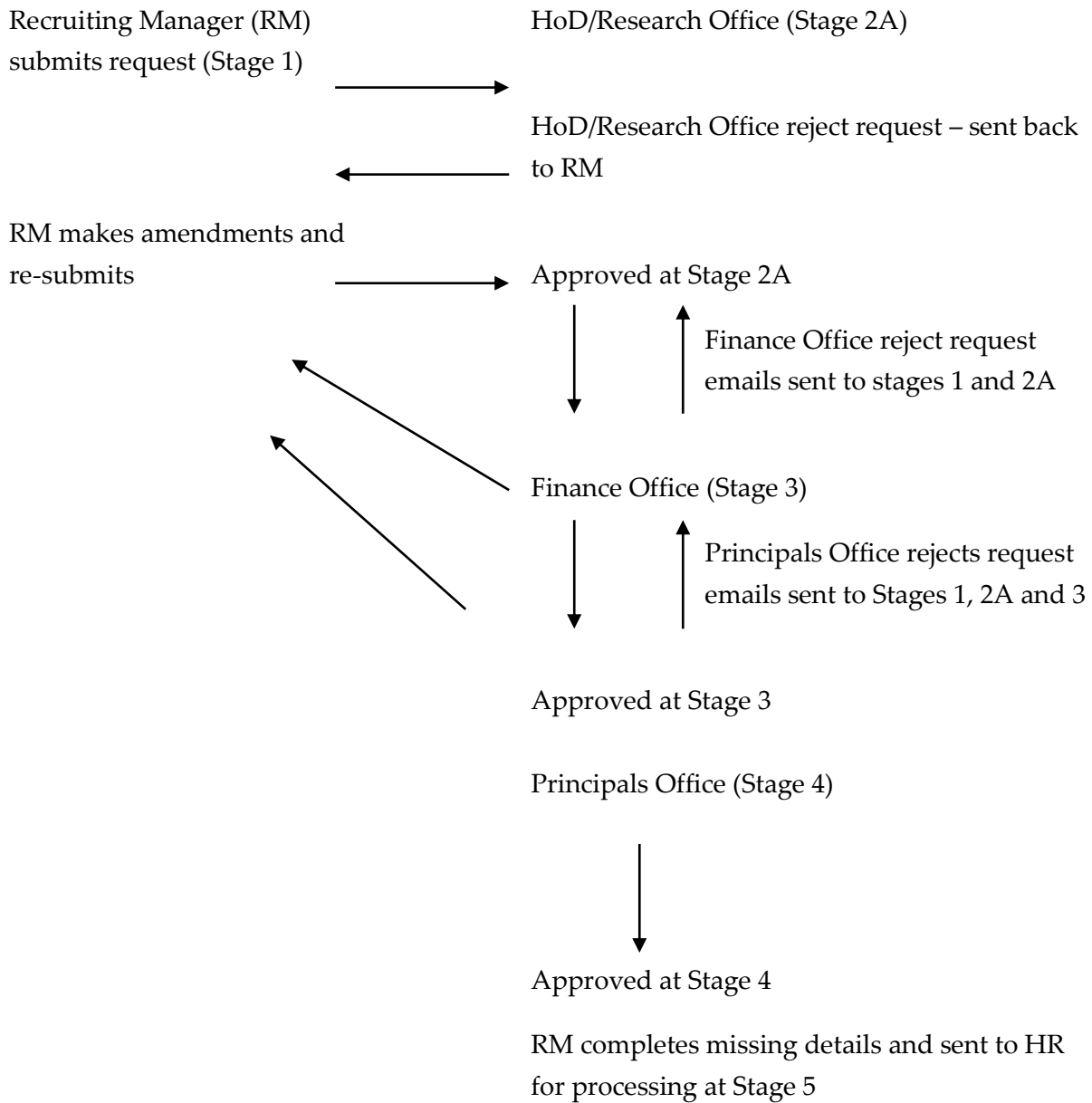


Fully grant funded

Email are sent back to RM following approval at Stage 2B confirming approval



OSRF rejection at stage following submission



The same process is followed for grant funded positions, apart from Stages 2A, 3 or 4 are not required.

12 Frequently Asked Questions (FAQs)

How do I access the form?

You can access the form by visiting <https://jobs.rvc.ac.uk/> or by visiting the HR Intranet homepage and entering your login details.

What fields in the form need completing?

Most of the fields are mandatory – the system will warn you if you try to submit a form without the required fields fully completed. This is so that the form can be processed by the relevant signatories in a timely manner without having to refer back to you for further information. The fields in section 2 (see page 9) can be completed after Stage 4 authorisation (see page 13).

Why do I need to attach the advert and job description/person specification?

This is so that the form can be processed by the relevant signatories in a timely manner without having to refer back to you for further information.

What happens if this is a new post?

Most new posts will need to be evaluated using HERA (see page 15). However, on some occasions some new posts may not need to be evaluated using HERA. For further guidance please contact the HR (Recruitment) team. If the post is to be evaluated using HERA, please complete the form as per the guidance on page 7 and tick the New Post (HERA) in the Reason for Request field. You will be asked to upload a completed role outline form which will be sent to the HR (Recruitment) team for evaluating. Once the grading has been confirmed, the form will enter the authorisation route as discussed on page 11. If the post is new but not to be evaluated using HERA, then please tick New Post (Non HERA).

Why I cant I submit the form?

There could be a number of reasons as to why you cannot submit the form, have all the mandatory fields been completed? Have you attached the required documents? If you have, then please contact HR (Recruitment) for further advice.

Do the cost codes need to match the format specified in the form?

It is important the cost centre codes are written as specified in the form. This is to ensure the form is sent to the correct department when it enters the authorisation route.

Why do I need to enter the name of a Head of Department?

This information is needed to ensure the form is sent to the correct Head of Department for authorisation. If the post is fully funded by a research grant, then the Head of Department details are not required as the form will be sent to the Research Office automatically.

The form I submitted has not been approved – why is this?

There could be a number of reasons why the form you submit has not been approved at any of the stages following submission – please login to the system and relevant request to find out further details as to why this is the case. You will be given the opportunity to change the details as required and re-submit.

What happens after the form has been fully approved?

Once the form has been approved at all stages and you have completed any missing fields, it will be sent automatically to the HR (Recruitment) team who will process the form.

How do I print the form?

To print, click on the request you wish to print and click on the print icon by hovering over the request form link (available in the left hand menu). You can print the form at any stage.

I submitted a form but cannot find it when I log in?

Submitted forms which have been fully approved will move to the Finished section – to view forms in this section, please click on the Hide/Unhide button.

Submitted forms which have been fully approved will be removed from the system 6 months after they have been processed by HR. Forms which you start but not submit will be removed from the system 6 months after you first start completing the form.

If you wish to keep a record of the fully approved form, it is advisable to print a copy for your records.

If you cannot find the answer to your query here, then please contact a member of the HR (Recruitment) team who will be more than happy to help. They can be contacted on extns 6969, 6986, 6037 or 6447 or by email at jobs@rvc.ac.uk.

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