

# Bangor University Talentlink User Guide

## Guide 3: Completing Requisitions

### Introduction

This guide provides an introduction to completing and submitting job requisitions for new posts or existing posts that need to be filled by advertising externally and/or internally.

Section A: Creating a Job Opening

Section B: Copying a Job Opening

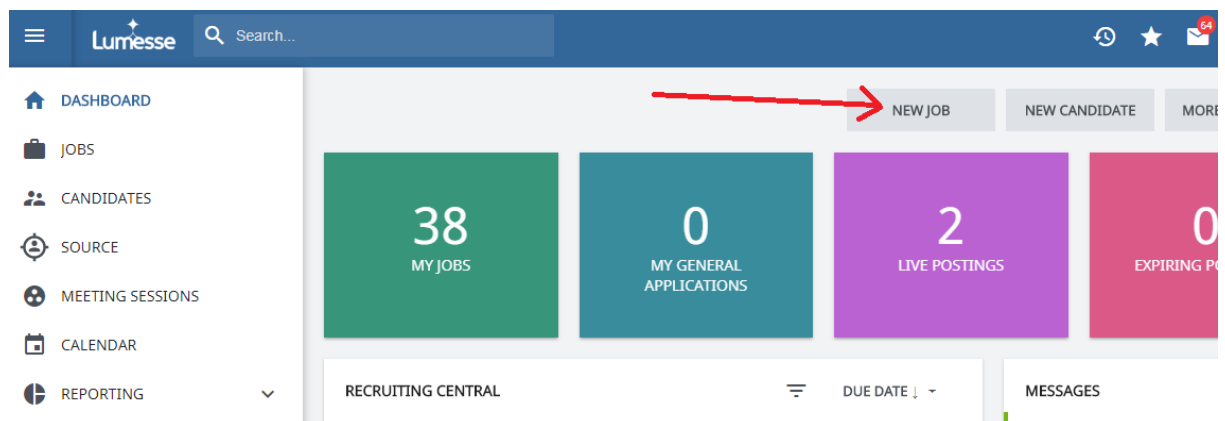
Section C: Editing a Job Opening

Section D: Editing a Job Description

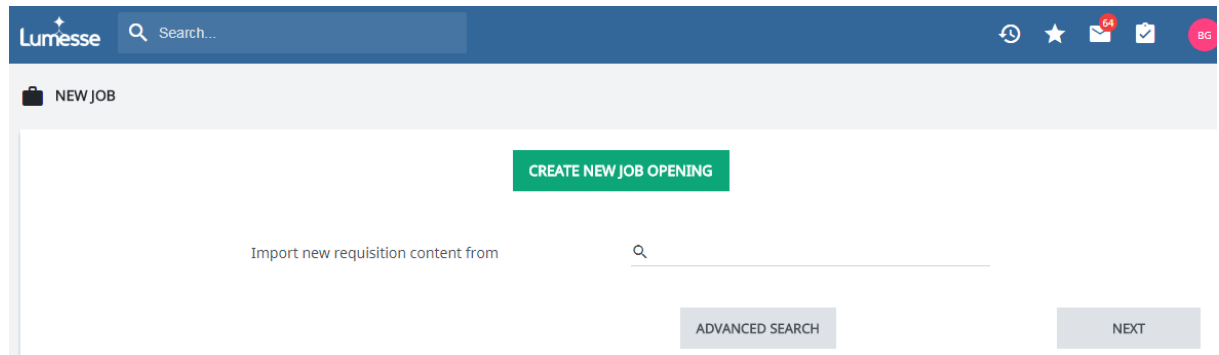
Section E: Adding logos to your advert

### Section A: Creating a Job Opening

- From the homepage (dashboard), click **New Job** – a pop up window will appear

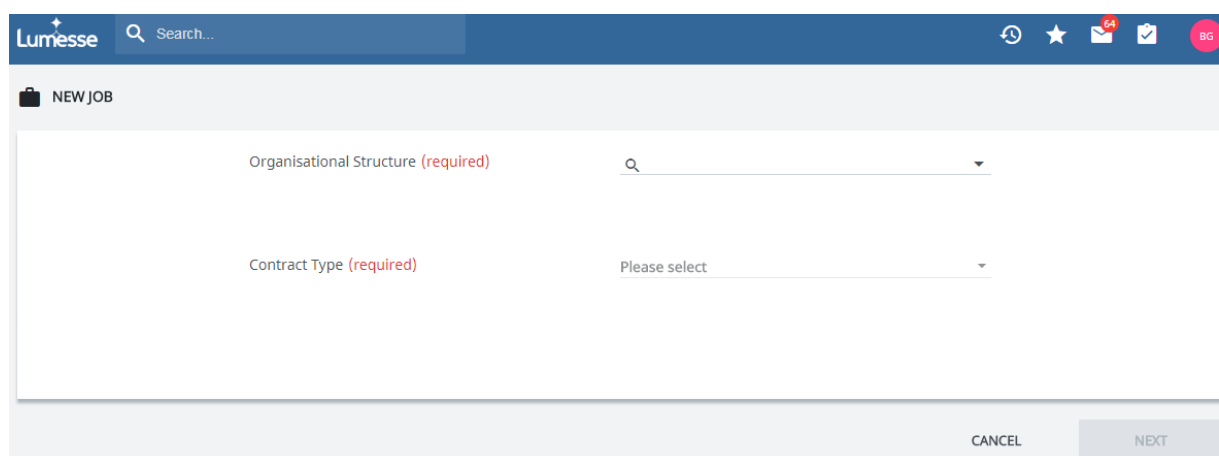


## New Job Page



- **If you have used a Microsoft Word template then you don't need to select a template, just click "Create New Job Opening"**
- If you have not used a Microsoft Word template, you will need to use a template in the system. Click in the box next to the magnifying glass and begin to type the role profile you are looking for.
  - If the role profile you are looking for does not have a template, a standard template is available which is called "General (Template)".
  - These can be viewed online at:  
<http://www.bangor.ac.uk/humanresources/systems/erecruitment.php.en>  
In each job description at this web address, there are guidelines on which text should be edited and which text should always stay in the job description. Please refer to these guidelines.

## Create New Job Opening Page 2



- Complete the required fields then click **Next**

- Organisational Structure – Use the drop down Menu to select the relevant College/Department/School
  - The options you have here will depend on your access.
- Contract Type – Permanent, Fixed Term or Modular Hours (A number of hours over a fixed period)

➤ A third box will then appear

Request Type **(required)**

Please select

- Request Type – This field drives the approvals process and therefore needs careful consideration. Please select the value that matches the blend of funding for the entire duration of the post i.e. if the post is being funded by departmental monies at first followed by a research grant then Mixed Funded (Departmental & Research) should be used. The possible values are:

- Wholly Departmental Funded (Academic Depts)
- Wholly Research Funded
- Mixed Funded (Departmental & Research)
- Wholly Personal Account Funded
- Wholly Departmental Funded (Central Service Depts)
- HEFCW Restricted Funds (HEFCW Restricted Funds)
- Mixed Funded (Personal Account and Departmental)
- Mixed Funded (Personal Account, Research and Departmental)
- Mixed Funded (Personal Account and Research)

- Click **Next**

**You will now see a page with 4 tabs:**

The screenshot shows a web interface for creating a new job. At the top, there's a 'NEW JOB' header with a briefcase icon. Below it are four tabs: 'JOB OPENING \*' (active), 'JOB DESCRIPTION', 'TEAM MEMBERS', and 'CANDIDATE PROFILE'. The 'JOB OPENING' tab displays a form titled 'ADMINISTRATIVE DATA'. The form has four rows of input fields:

Field Name	Value / Status
Job Title (required)	[Empty text input field]
Organisational Structure (required)	Q Bangor Business School [Dropdown arrow]
Job number	Pending
Due Date	[Empty text input field]

The guide will now go through each of the first three tabs separately. **(There is nothing for you to do on the fourth tab)**

## **Job Opening Tab**

Complete all the fields. There is guidance below on fields which may not be obvious:

- Due date – the date that the job should be approved by (usually 5 working days)
- Reporting lines
  - Responsible to – enter the job title of the person who will be responsible for this post
  - Responsible to (Cymraeg) – enter the job title of the person who will be responsible for this post in Welsh (if known)
  - Responsible for – enter the job title(s) of the person(s) for which this post holder will be responsible for
  - Responsible for (Cymraeg) – enter the job title(s) of the person(s) for which this post holder will be responsible for in Welsh (if known)
  - Name of Line Manager for this post – enter the name of the line manager for this job
- Primary Location – select the primary location of the job from the drop-down menu
- Contract Duration
  - Duration – enter the duration of the post
    - e.g. 12 months or exact dates or fixed end date (until 31/10/2013)
  - Duration (Cymraeg) – enter the duration of the post in Welsh (if known)
- Salary Information
  - Text to appear in the advert – enter the salary or salary range as you wish it to appear in the advert
  - Text to appear in the advert (Cymraeg) - enter the salary or salary range (in Welsh) as you wish it to appear in the advert
- DBS Required – if you are unsure whether a DBS check will be needed, please refer to the guidelines at <http://www.bangor.ac.uk/humanresources/recruitpolicies.php.en>
- Welsh language competency level required –
  - The options you see in this field will depend on the Job Category for the job.
  - W1 Essential - The ability to communicate through the medium of Welsh is essential for this post
  - W2 - Essential or Commitment to Learn to a Specified level - The ability to communicate through the medium of Welsh or demonstrate a commitment to learn to a specified level is

essential for this post. ***This category is usually reserved for specialist posts where the number of qualified applicants may be limited. It is not expected that this category be used for the majority of support staff posts and Fixed-Term contract posts.***

- W3 – Desirable - The ability to communicate through the medium of Welsh is desirable for this post
- W4 - No specific Welsh language requirement
- Should this be advertised on jobs.ac.uk – select “yes” if you wish for this job to be advertised on jobs.ac.uk
- Where else should this job be advertised – enter the names of any other publications/newspapers etc. where you wish this job to be advertised
- Interview date – please enter the date which the interview will take place. If this is unknown, please try to organise this date before continuing. However, this can be amended at a later date
- Chair of the panel – please enter the name of the interview panel chair
- Candidate Enquiries to – enter the details of the person in the department that candidates should contact with any queries
- HR Only Section (Welsh Job Title and New p number)
  - Please leave these fields empty for HR to fill in
- Number available – the number of appointments you wish to make to this post. E.g.:
  - If you want to appoint three full time receptionists then type 3
  - If there is going to be an option of a job share for two people in 1 post, type 2 (to ensure you will have the option of appointing two people)
- Administrative Comments – enter other relevant details that would have been entered in the notes section on e-work
- Replacement information (if applicable)
  - Post number – enter the post number (P0\*\*\*\*) of the post that is being replaced
  - Person being replaced – enter the name of the person this post is replacing
- Recruitment from – Select whether you would like to recruit externally & internally or just internally
- Maximum Starting Point – select the maximum point which you would recruit somebody to
- Work hours/FTE – can be specified in hours per week, FTE or hours per contract. However, cannot specify in hours per week for Grade 7 and above. 100% FTE should be written as 100.00, 50% as 50.00 etc.
- Funding Information
  - Planning Model/Budget/FEC ref – enter reference number

- Primary Project Code – enter the cost code which will fund this post

Click **Next**

### **Job Description Tab**

**\*\*Ensure Plain text is selected NOT HTML\*\***

- If you have used a Microsoft Word template, copy and paste each section into the relevant sections on the system
- If you have used a template from within the system, edit the job description to reflect the post you are creating.

**Ensure that you do not delete any of the headings unless you are not using that section as they have been formatted.**

- Advert text – The text in this box will be the text used for external advertising (e.g. jobs.ac.uk, Times New Higher etc.) and will appear above the job description on the Bangor jobs pages.
- Overview – enter a brief overview of the college/school if appropriate
- The Project – enter brief details of the project which the post holder will be working on if appropriate
- General – You may edit this as instructed in the text but text must not be entirely deleted

Click **Next**

### **Team Members Tab**

The team members page is where all the people involved in the approval, recruitment and selection process are defined.

- Recruitment Team:

The team of people responsible for the administration of recruiting for the job. The Owner / Created By field is automatically populated with the currently logged in user and would not normally be changed. The HR Officer can be selected and would be the member of the HR Officer team normally responsible for posts in the department. The HR recruiter can be selected and would be the member of the HR Assistant team normally responsible for posts in the department.

**NEW JOB**

JOB OPENING \*    JOB DESCRIPTION    **TEAM MEMBERS**    CANDIDATE PROFILE

**RECRUITING TEAM**

Owner/Created by	<input type="text" value="GSA Bangor (hr-systems@bangor.ac.uk)"/>
	<input type="button" value="ADVANCED SEARCH"/>
HR Officer	<input type="text"/>
	<input type="button" value="ADVANCED SEARCH"/>
HR Recruiter	<input type="text"/>
	<input type="button" value="ADVANCED SEARCH"/>

Administrative comments

➤ Operational Team:

These are the panel members who will be performing the shortlisting and will have access to view the applicants for this post once they have been pre-screened by HR. These can also be changed later on in the process if required. (If a panel member does not have a TalentLink account then they will not appear when you start typing their name – please email [hr-systems@bangor.ac.uk](mailto:hr-systems@bangor.ac.uk) to request an account to be created.)

OPERATIONAL TEAM

Panel Member 1	<input type="text"/> <input type="button" value="ADVANCED SEARCH"/>
Panel Member 2	<input type="text"/> <input type="button" value="ADVANCED SEARCH"/>
Panel Member 3	<input type="text"/> <input type="button" value="ADVANCED SEARCH"/>
Panel Member 4	<input type="text"/> <input type="button" value="ADVANCED SEARCH"/>

You can add extra panel members by clicking **Add Team Member**

➤ Approval Team:

Depending on the Request Type, 3, 4 or 5 approvers will be required for a Job requisition. There will always be the correct number of boxes for what you need – i.e. if the request type you chose requires four approvers, there will be 4 boxes for you to complete. Therefore, NO approver team box should be empty.

Exec Approval – Begin typing the name of your Executive approver and his/her name will appear

Job approval – the bracketed text specifies the approvals required – HR, Planning and Finance Resource Centre in the example below. An approver from each of the areas should be selected.



#### APPROVER TEAM

Exec Approval

Approver



ADVANCED SEARCH

Job Approval (HR, Planning, Fin RC)

Approver 1



ADVANCED SEARCH

Approver 2



ADVANCED SEARCH

Approver 3



ADVANCED SEARCH

- Click **Create**

### Confirmation Page

You will be presented with 4 options, choose **Go to requisition page**

Your job has not been sent for approval. See Guide 4, Section A for submitting your request for approval after you have saved it. See Guide 3, Section E if you need to attach logos to the advert before submitting for approval.

## SECTION B: Copying a Job Opening

You can copy the content of a previous Job Opening (Job Opening and Job Description).

- From the jobs page (Left-hand menu then choose jobs), click the radio button next to the job opening you want to copy.

**JOBS**

JOBS ▾ GENERAL APPLICATIONS

Filter by:  Contract Type ▾ Job Sta

JOB TITLE	CANDIDATES				POSTED	NU
	NEW	IN PROCESS	OFFERED	ALL		
<input checked="" type="radio"/> Academic Support & Events Officer (BU00723)	0	0	0	2	-	0
<input type="radio"/> Chair of Music (BU00080)	0	0	0	0	-	0
<input type="radio"/> Clerical Assistant Elevate Project (BU00559)	0	0	0	0	-	0
<input type="radio"/> Clerical Officer (BU00019)	0	0	0	3	-	0

➤ Click **Copy Job Opening** from ▾ menu

**JOBS**

JOBS ▾ GENERAL APPLICATIONS

Filter b

manities ▾ Contract Type

Academic Support & Events Officer (BU00723)  
 Chair of Music (BU00080)  
 Clerical Assistant Elevate Project (BU00559)  
 Clerical Officer (BU00019)

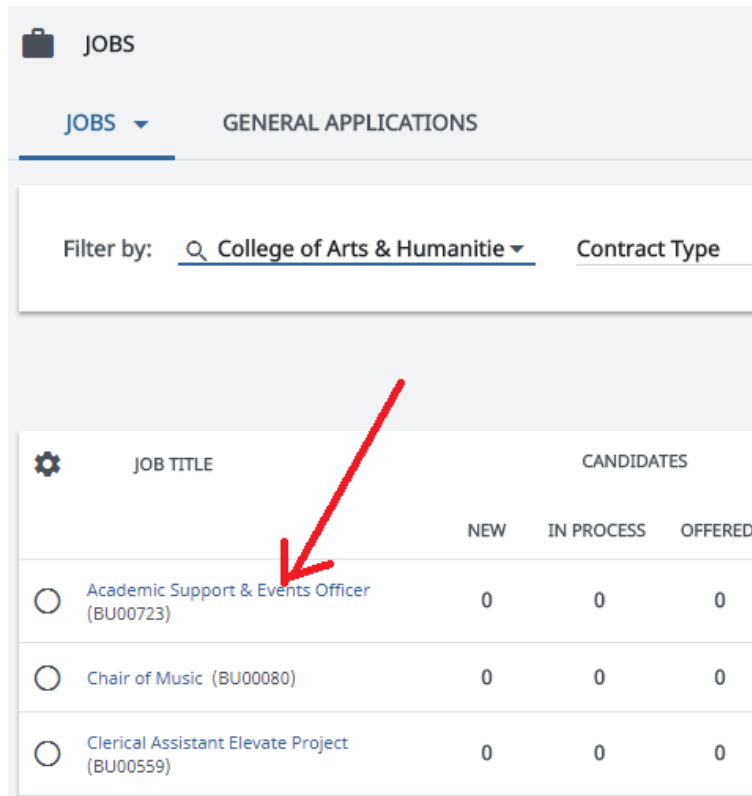
Search  
 Clear All Search Criteria  
 Create New Job Opening  
**Copy Job Opening**  
 Restore  
 Delete Job Opening  
 Job Ad Templates  
 Rate Card Templates  
 Team members templates  
 Live Listing of Applications  
 Live Listing of Job Openings

JOB TITLE	CANDIDATES				POSTED	PC
	NEW	IN PROCESS	OFFERED	ALL		
<input checked="" type="radio"/> Academic Support & Events Officer (BU00723)	0	0	0	2	-	0
<input type="radio"/> Chair of Music (BU00080)	0	0	0	0	-	0
<input type="radio"/> Clerical Assistant Elevate Project (BU00559)	0	0	0	0	-	0
<input type="radio"/> Clerical Officer (BU00019)	0	0	0	3	-	0

The title of the new Job Opening contains the word “Copy”. You can change it by editing the Job Opening (see section C).


## Section C: Editing a Job Opening

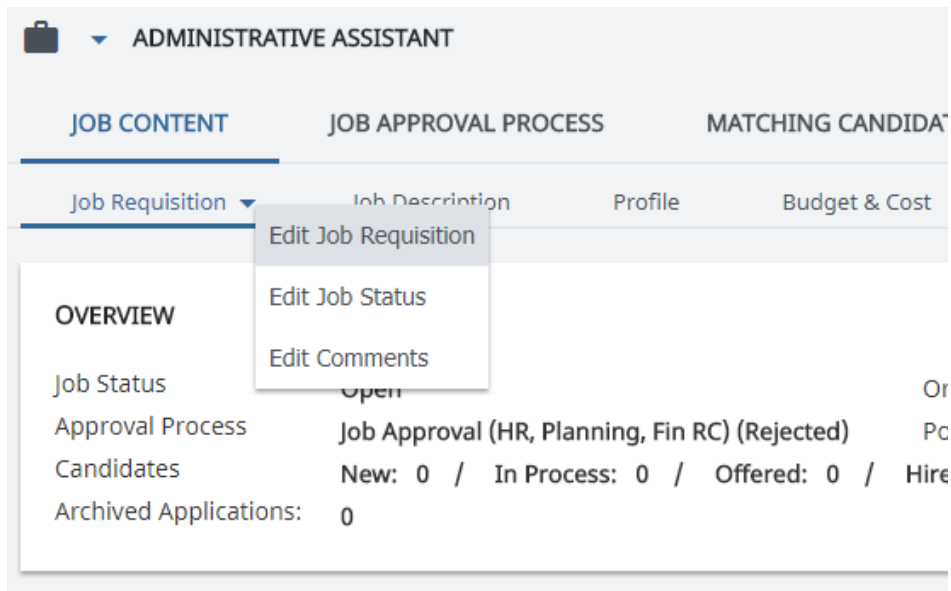
- Select the job you want to edit by clicking on the Job Title



The screenshot shows a web interface for managing jobs. At the top, there's a 'JOBS' header with a dropdown menu. Below it, there are tabs for 'JOBS' and 'GENERAL APPLICATIONS'. A filter bar shows 'Filter by: College of Arts & Humanitie' and 'Contract Type'. The main content is a table with columns for 'JOB TITLE' and 'CANDIDATES' (subdivided into 'NEW', 'IN PROCESS', and 'OFFERED'). A red arrow points to the first row of the table.

JOB TITLE	CANDIDATES		
	NEW	IN PROCESS	OFFERED
Academic Support & Events Officer (BU00723)	0	0	0
Chair of Music (BU00080)	0	0	0
Clerical Assistant Elevate Project (BU00559)	0	0	0

- The Job Opening details page is displayed. Click  to display the dropdown and select **Edit Job Requisition**



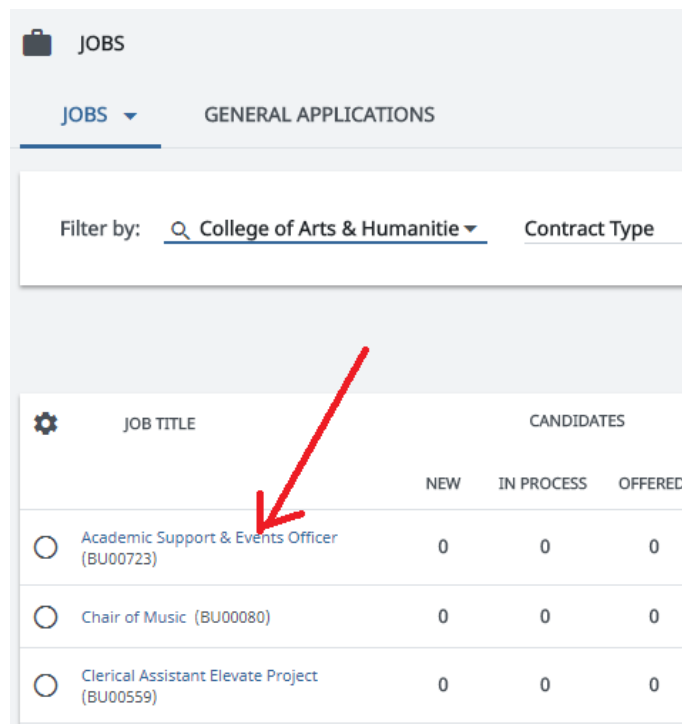
The screenshot shows the details page for an 'ADMINISTRATIVE ASSISTANT' job. There are three main tabs: 'JOB CONTENT', 'JOB APPROVAL PROCESS', and 'MATCHING CANDIDATES'. The 'JOB CONTENT' tab is active, and a dropdown menu is open under 'Job Requisition'. The dropdown menu has three options: 'Edit Job Requisition', 'Edit Job Status', and 'Edit Comments'. Below the dropdown, there's an 'OVERVIEW' section with fields for 'Job Status', 'Approval Process', 'Candidates', and 'Archived Applications'.

Job Requisition	Job Description	Profile	Budget & Cost
Open	Job Approval (HR, Planning, Fin RC) (Rejected)		
	New: 0 / In Process: 0 / Offered: 0 / Hire		
	Archived Applications: 0		

- Make your changes and press **Save**

## Section D: Editing a Job Description

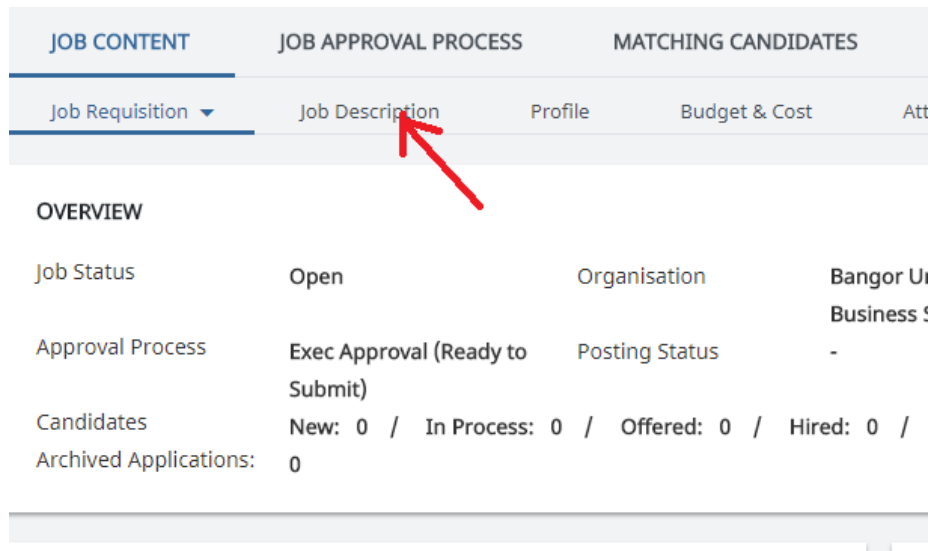
- Select the job you want to edit by clicking on the Job Title



The screenshot shows a web interface for managing jobs. At the top, there's a 'JOBS' header with a dropdown menu. Below it, there's a search filter for 'College of Arts & Humanitie' and a 'Contract Type' dropdown. The main content is a table with columns for 'JOB TITLE' and 'CANDIDATES' (subdivided into 'NEW', 'IN PROCESS', and 'OFFERED'). A red arrow points to the first job title: 'Academic Support & Events Officer (BU00723)'.

JOB TITLE	CANDIDATES		
	NEW	IN PROCESS	OFFERED
Academic Support & Events Officer (BU00723)	0	0	0
Chair of Music (BU00080)	0	0	0
Clerical Assistant Elevate Project (BU00559)	0	0	0

- The Job Opening details page is displayed. Click the **Job Description** tab to view the job description



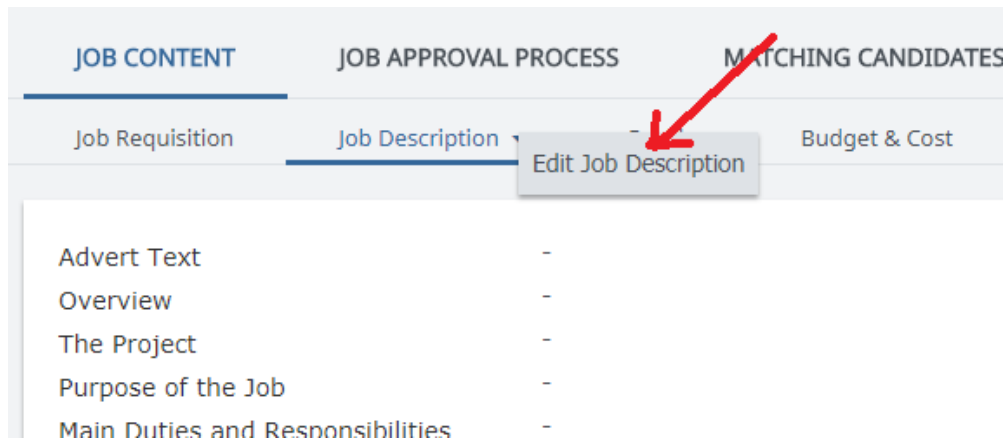
The screenshot shows the 'Job Opening details' page. At the top, there are three tabs: 'JOB CONTENT', 'JOB APPROVAL PROCESS', and 'MATCHING CANDIDATES'. Under 'JOB CONTENT', there are sub-tabs: 'Job Requisition', 'Job Description', 'Profile', 'Budget & Cost', and 'Att'. A red arrow points to the 'Job Description' sub-tab. Below the tabs, there's an 'OVERVIEW' section with a table of job details.

JOB CONTENT	JOB APPROVAL PROCESS	MATCHING CANDIDATES
Job Requisition	Job Description	Profile
Budget & Cost	Att	

OVERVIEW			
Job Status	Open	Organisation	Bangor U Business !
Approval Process	Exec Approval (Ready to Submit)	Posting Status	-
Candidates	New: 0 / In Process: 0 / Offered: 0 / Hired: 0 /		
Archived Applications:	0		

- Click  to display the drop-down and select **Edit Job Description**



- Make your changes and press **Save**

## Section E: Adding Logos to your advert

If you are required to include external logos in the advert (e.g. for funding purposes), please send the logo to your HR recruiter via normal email stating the reference number of the post