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Civil Service Resourcing Raising a Vacancy on the e-Recruitment System

Contents

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Introduction

If you have a vacancy to fill please consider the following key points:

Business/budget approval

If you raise a vacancy within Civil Service Jobs (CS Jobs) you must have obtained any necessary authorisation and funding to do so.

Civil Service Commission recruitment principles

Follow the priority order when filling vacancies and ensure the Civil Service Commission recruitment principles are adhered to;

Stage 1 - Internal, level moves

Stage 2 - Exclusive 10 day period for surplus staff in all departments at their current grade

Stage 3 - Vacancies advertised to all staff, regardless of grade or department within a region

Stage 4 - External recruitment

If you would like to bypass stage 2 you must seek approval from the Civil Service Resourcing Exemption Team first. They can be contacted by email: stage2exemptionrequests.csr@csresourcing.gsi.gov.uk

Access required enabling you to use the system

Ensure you register as an authorised user to enable you to raise the vacancy

Writing the advert

Work out what needs to be included in the advert to attract suitable applicants. Avoid jargon as many of your readers won't be familiar with departmental jargon or unexplained abbreviations and so won't understand what you are saying.

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Register as an authorised user

To register yourself on CS Jobs you will need to complete the Account Access Request form for Vacancy Holders and send to CS Jobs Product and Support Team (PST) at accounts.csjobs@csresourcing.gsi.gov.uk who will then email you your username and password. When you are registered you will be able to raise and advertise new vacancies.

The Account Access Request form can be found here**.**

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Raise a vacancy

Hints and tips when completing the online vacancy template:

Mandatory fields are indicated by an asterisk (*).

The 'people' icon denotes fields that will be displayed to applicants within the advert.

If you leave a field blank you will still be able to complete the rest of the vacancy template, but the advert cannot be activated until you complete all the mandatory fields.

You should not use the back button within this system or your intranet as the system may crash and you will lose the information you have entered.

The system has a 60-minute timeout built into the system for security purposes. If you are not able to complete the vacancy template within this time, you should save the vacancy details by clicking the 'confirm' button at the bottom of the template. You can then return to your vacancy template at any time and complete the outstanding fields.

Always use your mouse to 'click' on the relevant information when selecting from the drop-down options rather than the scroll button; this will ensure the correct value is selected.

It may be helpful to prepare information such as the job description using Microsoft Word and then copy and paste the information into the required fields. When pasting information from Microsoft Word it will overtype any information already entered in the existing field. To paste information into free text fields you will need to use the keyboard shortcut Ctrl+V as the ability to right click has been disabled for security reasons.

Further help:

If you experience any technical problems with the system contact CS Jobs Product and Support Team (PST) by email support.csjobs@csresourcing.gsi.gov.uk, their opening hours are Monday to Thursday 8:30am to 5:00pm and Friday 8:30am to 4:30pm.

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Follow the guidance to raise a vacancy:

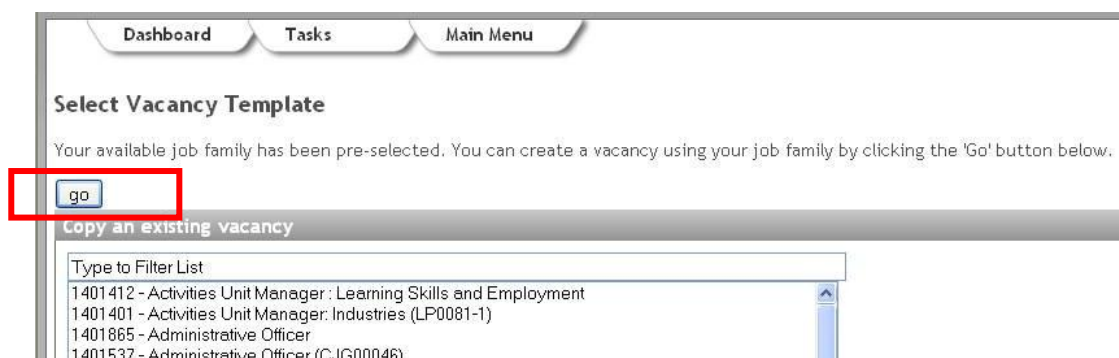To access CS Jobs please click here.

Step	Action

1. Logon to CS Jobs using your username and password – the homepage will appear

2. Click on the 'Raise Vacancy' icon.

   Select the 'Raise Vacancy' link and you will be taken to the vacancy template page.

3. Simply select 'Go', you will be taken to the vacancy edit page.

   Copy Selected Vacancy – Or you can copy an existing vacancy if it is the same or similar to your vacancy. For further information go to page 14.

4. **Job Title**: Choose a descriptive job title to ensure applicants understand the role they are applying for.

5. **Department**: This will automatically default to your own business.

6. **Business Area**: Select the Business Area from the drop-down list. If additional detail is required then complete the **Business Area – detailed** field.

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7. **Post Identifier:** If required enter a position identifier number. If more than one post is being filled, only enter the number for one of the positions.

   The position identifier is the number of the vacancy within your business structure/hierarchy.

8. **Cost Centre**: If required enter the vacancy unit Cost Centre.

9. **Business & budgetary approval to recruit**: Ensure all relevant approval to recruit has been granted prior to raising your vacancy.

   If approval has not been granted refer to your own departmental guidance on how to proceed.

   Select 'yes' or 'no'

10. **Number of Jobs Available**: Using the drop-down menu select the required number of posts.

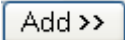11. **Location Region**: Using the drop-down menu select the applicable Region.

    If advertising for vacancies across multiple sites, in multiple regions select **National** in the drop-down menu.

12. **Location City/Town**: Use the filter list option, by typing the City/Town name(s) or use the scroll bar to find the required location(s).

    Double left-click on City/Town or select the City/Town and the click the [›] to move it to the Selected Values list.

    You have the ability to select more than one City/Town per advert.

    Location: Building / Site and Postcode: Enter the site name (e.g. Government Building, High Road etc.)

13. Enter the postcode and click the [Add >>] button. The postcode must be entered with a space e.g. AB12 3CD.

    Please ensure that the correct post code is used as applicants will be able to search vacancies by post code.

14. **Grade:** Select the applicable grade from the drop-down menu.

15. **Equivalent Departmental Grade:** Only complete if the grade does not align to any standard Civil Service grading in the 'Grade Field'.

16. **Type of Role:** Use the filter list option by typing the type of role or use the scroll bar to find the required role.
    Double left-click on type of role or select the role type and the click the [›] to

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move it to the Selected Values list.

You have the ability to select more than one type of role per advert.

17. **Job Description:** Enter the job description giving sufficient information regarding the vacancy and duties.

   A 200 word limit is recommended. You should include any desirable and/or essential criteria.

   Avoid any department-specific acronyms or jargon.

   It is recommended that you draft your job description in Microsoft Word first and copy and paste it into the free text box, using the keyboard shortcut – Ctrl+V.

18. **Reserved & Non-Reserved**: Select the appropriate option.

19. **Security**: Select the appropriate security level from the drop-down menu.

20. **Disclosure and Baring Security (DBS) Check**: Select the appropriate option

21. **Medical**: Confirm if the post requires a medical.

22. **Working Pattern**: Select the appropriate working pattern from the drop-down menu.

   Note: vacancies should be open to full-time/part time/job share applicants. If the post cannot be filled by part time employee or job share arrangement due to operational commitments, exemption may need to be sought from your department.

23. **Employment terms: Post Type**: Select from the drop-down menu.

   If the post type selected is a non-permanent option a further drop-down box will appear requesting the length of employment.

24. **Employment Terms: Hours**: Enter the number of hours per week e.g. 37 or detail of the working pattern in the free text box.

25. **Relocation Allowance:** If a relocation allowance is available, brief details should be entered in the free text box.

26. **Allowances**: Provide detail if allowances are available e.g. pager allowance.

27. **Benefits**: Enter details of any additional benefits in the free-text box e.g. onsite parking, restaurant facilities, on-site gym, flexi hours, childcare vouchers, etc.

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28. **Are competencies required for this post?** Use the radio button to select 'yes' or 'no'.

    If you select 'yes' you will need to specify how many competencies are required for the post.

    Once you select the number use the drop-down options to select your competencies/behaviours.

    If you select 'Non-core competency' then a free text box will appear asking you to input further information regarding this competency.

29. **Qualifications**: This field is only appropriate for vacancies which have specific qualification requirements e.g. BEng - Quantity Surveying, HND – Information Technology.

    If 'Yes' is selected a free text box will appear giving you the opportunity to detail the qualifications required.

30. **Licences**: This field is only appropriate for vacancies which have specific licences requirements e.g. full UK driving licence.

    If 'Yes' is selected a free text box will appear giving you the opportunity to detail the licences required.

31. **Memberships**: This field is only appropriate for vacancies which have specific membership requirements e.g. Government Operational Research Service.

    If 'Yes' is selected a free text box will appear giving you the opportunity to detail the memberships required.

32. **Languages**: This field is only appropriate for vacancies which have specific language requirements e.g. Chinese, Spanish.

    If 'Yes' is selected a free text box will appear giving you the opportunity to detail the languages required.

33. **Sift & interview/selection dates and Location**: Provide applicants with sift dates and also dates and location for any interview/assessment that forms part of the selection process.

    Please supply a full address and postcode if possible.

34. **Selection process details:** This is not a mandatory field. If an assessment or test is required for this post (such as a typing test or presentation), please include details, date and location

35. **Contact point for applicants:** Enter the contact details of the vacancy holder for potential applicants to contact regarding questions specific to the vacancy.

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36. **Further Information:** Enter any other additional information i.e. explain what the application process is or outline a working pattern if twilight shift is required.

37. **Further information URL**: This can be used to provide further information relating to the vacancy or department. You may wish to enter the web address if your department has an <u>external</u> website.

   Note: If advertising a vacancy at Stage 2, 3 or 4 then please do not include a link to your department's intranet site.

38. **Salary scale for job search:** Applicants are able to search for vacancies by salary range. It is important to choose the correct value to ensure suitable applicants can easily find your vacancy on the CS Jobs website.

   Double left-click on the selected salary range or select the salary range and the click the [>] to move it to the 'Selected Values' list. You can add more than one value to ensure you cover the entire salary range.

39. **Follow link to apply:** If the application process is online insert a link directing applicants to the application form.

40. **Current Stage:** Select the stage your vacancy will be advertised at.

41. **Preferred Stage (to be confirmed by Recruiter):** Select the advertising stage from the drop-down list.

   Note: If you select stage 1 or 3 an additional box will appear '**Is a non-standard eligibility statement required**' towards the top of the advert template. You are required to select 'yes' or 'no'. If 'yes' you are required to enter a statement e.g. This vacancy is open on level transfer and promotion within this department only.

   Note: If you select stage 2, 3 or 4 a '**salary minimum**' and '**salary maximum**' box will appear above, which you must complete.

42. **Preferred live and closing date:** Enter dates here if you need to inform a recruitment team of your preferred advertising period.

43. **Current stage closing date:** Enter the vacancy closing date.

   Note: This field must be updated when the vacancy progresses through the stages.

44. **Stage 1 open date or initial stage live date:** Input the go live date irrespective of the vacancy being advertised at stage 1.

45. **Stage 1, 2, 3 or 4 numbers of posts available, closing date and opening date:** Complete the fields that correspond with your advertising stage.
   Stage 2 override: If you have been granted approval to bypass stage 2 or

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advertise stages 2 and 3 concurrently select 'yes'.

46.   **Grade Entry Qualifications:** This field is only appropriate for vacancies which have specific entry qualification i.e. 5 GCSE's

If 'Yes' is selected a free text box will appear giving you the opportunity to detail the qualifications required.

47.   **Publication Source:** Applicants are able to select where they saw this vacancy advertised. Select all sources from the list.

Double left-click on the selected publication source or highlight and then click the [›] to move it to the 'Selected Values' list. You can add more than one value.

48.   **Terms and Conditions**: If you select 'yes' a free text box will appear for you to enter further information.

49.   **Nationality statement:** If you select 'yes' a nationality statement will appear and be visible to applicants.

50.   **Northern Ireland vacancy:** If you select 'yes' a drop-down list will appear asking you to select which community you are encouraging to apply.

51.   Click 'confirm' and you will be taken to the vacancy overview page.

A vacancy reference number has now been allocated.

From the vacancy overview page you can attach a document, view a copy of your advert, edit your vacancy or advertise.

If you do not wish to attach a document or review your advert you can click **'Approve/Activate Vacancy'**. You will be alerted to the fact your vacancy does not have an application form attached, click on **'click to confirm that you would like to activate your vacancy'**. Your vacancy will be published on the go live date.

On the go live date it is recommended that you log onto CS Jobs as a candidate to confirm your vacancy is live at the right stage and the advert content is correct.

If some mandatory fields have been left incomplete you can not advertise your vacancy and the vacancy status will read '**Vacancy Information Incomplete**'. You will need to click on 'Edit Vacancy' to input the missing information.

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Follow the guidance to view your vacancy:

Step	Action

1. From the vacancy overview page click on 'view' and select 'view vacancy' from the drop-down.
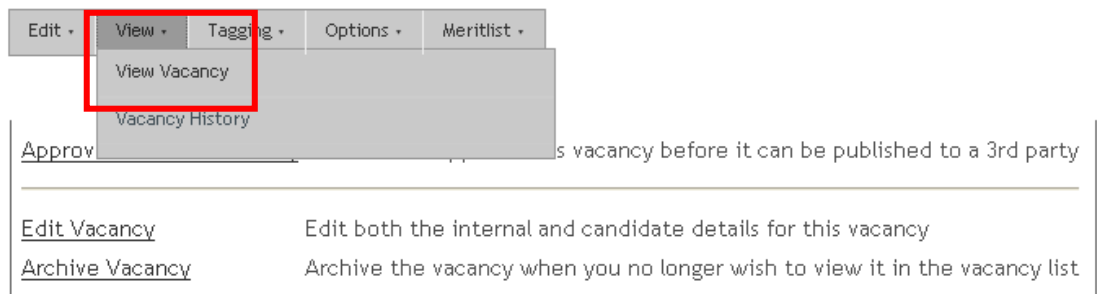

2. Your advert will open in another window. Once you have reviewed your vacancy close this window down and you will return to the vacancy overview page.

Documents can be uploaded to your vacancy and made visible to applicants.

Follow the guidance to attach a document:

Step	Action

1. From the vacancy overview page click on 'options' and select 'attach file' from the drop-down.
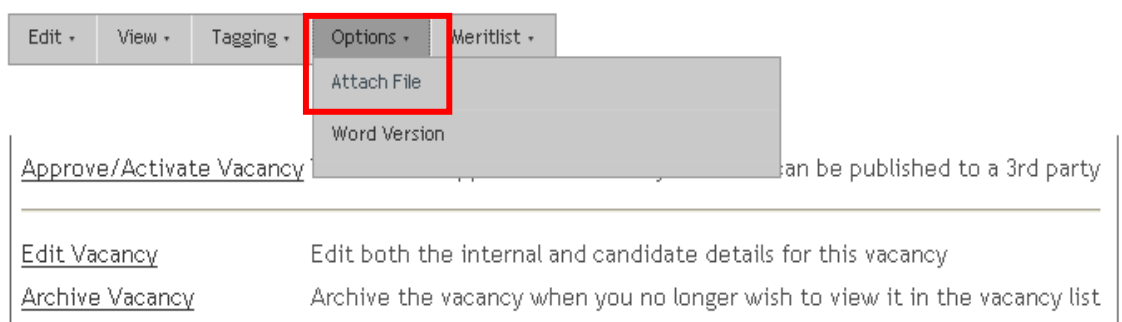
2. Select the file you wish to upload by using the 'browse' button.

   Enter a tick next to 'candidates' and 'recruiter' to ensure the document is visible.

   Click on 'submit form'.

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Confirmation that the attachment has been uploaded successfully will appear.

To upload more than one attachment repeat step 2.

3.   To return to the vacancy overview page click on the vacancy reference number/job title.

You can now click on **'Approve/Activate Vacancy'**. You will be alerted to the fact your vacancy does not have an application form attached, click on **'click to confirm that you would like to activate your vacancy'**. Your vacancy will be published on the go live date.

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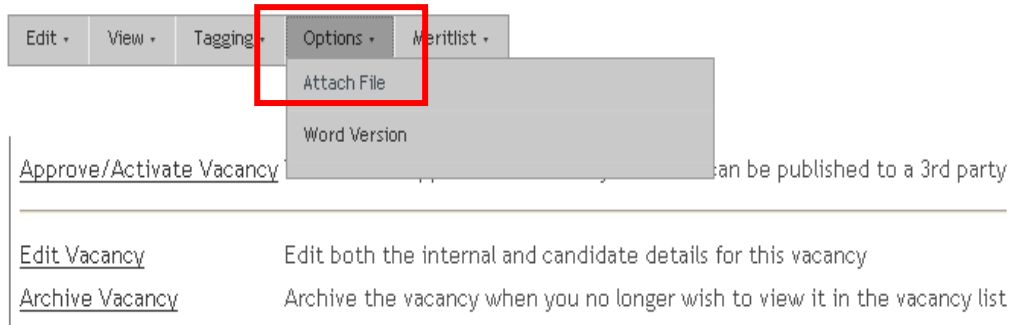
Follow the guidance to remove an attachment:

Step	Action

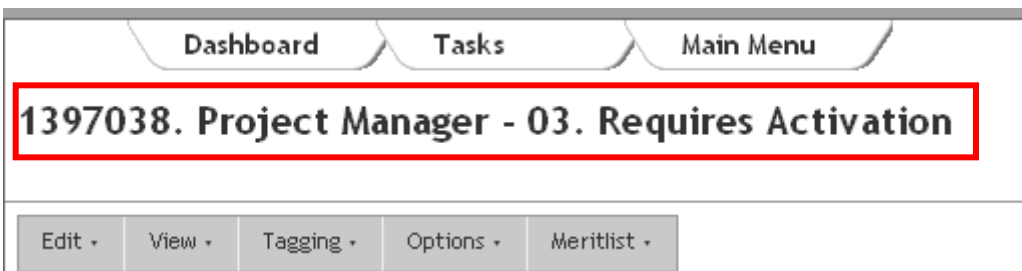1. From the vacancy overview page click on 'options' and select 'attach file' from the drop-down.

2. Click on 'delete' next to the document you wish to remove.

3. To return to the vacancy overview page click on the vacancy reference number/job title.

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Copying an existing vacancy

You can copy an existing vacancy if it is the same or similar to your vacancy.

Please ensure that you DO NOT copy a profile vacancy.

If you copy a vacancy please be aware that all information from the previous advert will copy across to your advert including sift/interview dates, contact numbers etc.

Please notify your HR team/CS Resourcing if you have copied a vacancy so they can ensure all information is correct before go live.

Step	Action
1.	Logon to CS Jobs using your username and password – the homepage will appear Click on the 'Raise Vacancy' icon. Select the 'Raise Vacancy' link and you will be taken to the vacancy template page.
2.	Select the vacancy you wish to copy by using the filter list option and type the vacancy reference or job title into the box or use the scroll bar. Click to highlight/select your chosen vacancy. Click on 'copy selected vacancy'
3.	Click to highlight/select your chosen vacancy. Click on 'copy selected vacancy'
4.	Choose a descriptive job title to ensure applicants understand the role they are applying for. **Select a vacancy template:** The original template will copy across to your vacancy. You should not de-activate the copy pre-screen tick. Click on 'Create Vacancy' and you will be notified on screen if your vacancy has copied successfully. Click 'view vacancy summary'.

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5. **A vacancy reference number has now been allocated**

   From the Vacancy Overview page you can now edit your vacancy.

   Click the 'Edit Vacancy', which will take you into the vacancy template.

6. Review the advert content and make any necessary amendments e.g. closing date.

   You should also check to see if any documents have copied as they are likely to need removing / updating. Guidance on how to remove / attach documents can be found on pages 12 - 14.

7. Once you have finished editing your vacancy click 'Confirm' and you will return to the vacancy overview page.

You can now click on **'Approve/Activate Vacancy'**. You will be alerted to the fact your vacancy does not have an application form attached, click on **'click to confirm that you would like to activate your vacancy'**. Your vacancy will be published on the go live date.

On the go live date it is recommended that you log onto CS Jobs as a candidate to confirm your vacancy is live at the right stage and the advert content is correct.

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Re-advertise a vacancy

If your vacancy has closed with no successful applicants or insufficient applicants you can re-advertise your vacancy at the next stage in the selection process.

Follow the guidance to re-advertise:

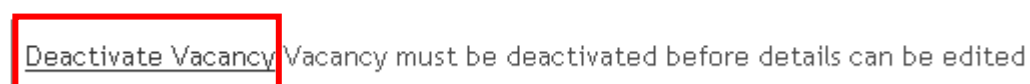| Step	Action
1.	Logon to CS Jobs with your username and password – the homepage will appear
2.	Select the vacancy you wish to re-advertise and click on the vacancy title.

Vacancy	Status
1397061 - Administrative Officer	07. Closed for Applications
1397038 - Project Manager	03. Requires Activation
1397060 - Recruitment Advisor	03. Requires Activation
1397054 - Traffic Officer	01. Vacancy Incomplete

Step	Action
3.	Click on 'Deactivate Vacancy'

A box will appear asking you to confirm 'Do you wish to deactivate this vacancy' select 'OK'. |

| ▾ | Edit ▾ | View ▾ | Tagging ▾ | Options ▾ | Meritlist ▾ |

Vacancy has been activated

Deactivate Vacancy Vacancy must be deactivated before details can be edited

Step	Action
4.	You now have the opportunity to edit/update your vacancy and change the advertising dates.

Click on 'Edit Vacancy', which will take you to the advert template where you can make any necessary changes.

Select the new advertising stage. |

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Take care when changing the advertising dates. Complete the following fields:

- Current stage closing date
- Stage open date
- Stage number of posts available
- Stage closing date

Click 'Confirm' at the bottom of the advert once you have finished.

You can now click on **'Approve/Activate Vacancy'**. You will be alerted to the fact your vacancy does not have an application form attached, click on **'click to confirm that you would like to activate your vacancy'**. Your vacancy will be published on the go live date.

On the go live date it is recommended that you log onto CS Jobs as a candidate to confirm your vacancy is live at the right stage and the advert content is correct.

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Archive a vacancy

Once your vacancy has closed and all positions filled you **must** archive your vacancy.

Follow the guidance to archive a vacancy:

Step	Action

1. Logon to CS Jobs with your username and password – the homepage will appear

2. Select the vacancy you wish to archive and click on the vacancy title.

 | Vacancy | Status |
   |---------|--------|
   | 1397061 - Administrative Officer | 07. Closed for Applications |
   | 1397038 - Project Manager | 03. Requires Activation |
   | 1397060 - Recruitment Advisor | 03. Requires Activation |
   | 1397054 - Traffic Officer | 01. Vacancy Incomplete |

3. You may need to deactivate your vacancy first by clicking on 'Deactivate Vacancy'.

   Edit ▾   View ▾   Tagging ▾   Options ▾   Meritlist ▾

   Vacancy has been activated

   Deactivate Vacancy Vacancy must be deactivated before details can be edited

4. Click on 'Archive Vacancy'.

   Edit ▾   View ▾   Tagging ▾   Options ▾   Meritlist ▾
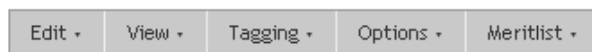
   Vacancy has been deactivated

   Approve/Activate Vacancy You need to approve this vacancy before it can be published to a 3rd party

   Edit Vacancy   Edit both the internal and candidate details for this vacancy

   Archive Vacancy   Archive the vacancy when you no longer wish to view it in the vacancy list

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5. Next to your vacancy reference number/job title you will see your vacancy has been archived.

1397061. Administrative Officer - 08. Archived

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