

Introduction

Stonefish is the University’s e-Recruitment system. It is used to manage the recruitment of staff (including Research grant funded roles and Enterprise/KTP Associate roles) and to manage vacancies within the University

The following guidance describes the e-Recruitment system’s functionality and individual tasks that need to be undertaken by the panel chair (or chair assistant acting on behalf of the chair) in order to record the interview decisions and offer details.

Responsibilities

After interviews have taken place, it is responsibility of the Chair (or Assistant acting on behalf of the Chair) to ensure that interview decisions are recorded on the e-recruitment system along with uploading the panel commentary forms and the successful candidate’s right to work documentation. If the offer details is completed on behalf of the Chair, the Chair is still required to approve the offer prior to it being submitted to HR/Resourcing.

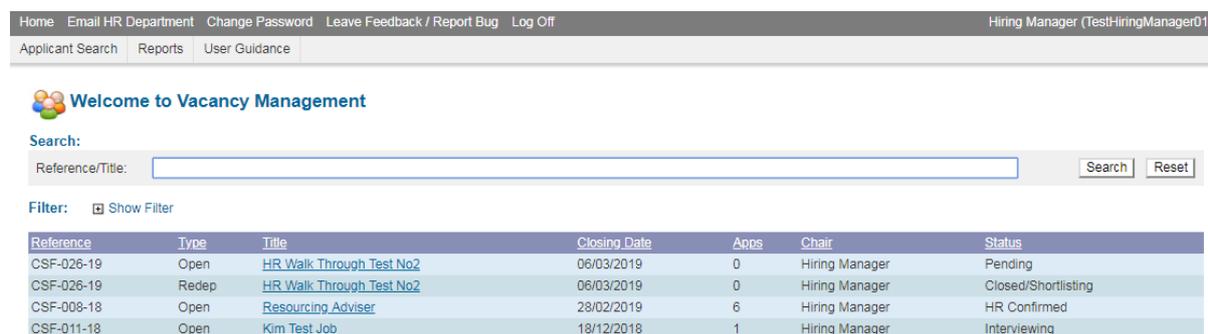
Vacancy Management

To record the decisions and offer details, you will need to logon to Stonefish and click **Vacancy Management**. The site can be accessed via any internet browser.

Reminder – to access the system and Vacancy Management you will need to use your University username and password.

Please note external panel members will be sent a link and details on how to login and access the system.

Once logged in and in Vacancy Management, you will be presented with the Vacancy Management page listing all vacancies for which you are involved.



The screenshot shows the top navigation bar with links: Home, Email HR Department, Change Password, Leave Feedback / Report Bug, Log Off. The user is logged in as Hiring Manager (Test:HiringManager01). Below the navigation bar are tabs for Applicant Search, Reports, and User Guidance. A welcome message reads "Welcome to Vacancy Management". There is a search field for Reference/Title with Search and Reset buttons. A filter section includes a "Show Filter" button. The main content is a table of vacancies:

Reference	Type	Title	Closing Date	Apps	Chair	Status
CSF-026-19	Open	HR Walk Through Test No2	06/03/2019	0	Hiring Manager	Pending
CSF-026-19	Redep	HR Walk Through Test No2	06/03/2019	0	Hiring Manager	Closed/Shortlisting
CSF-008-18	Open	Resourcing Adviser	28/02/2019	6	Hiring Manager	HR Confirmed
CSF-011-18	Open	Kim Test Job	18/12/2018	1	Hiring Manager	Interviewing

Interview Decisions

Click on the vacancy you wish to view – this will take you to the Job Summary Page.

Once the interview have been conducted, and a preferred candidate has been selected, an informal verbal offer should be made. This may be the Chair or Hiring Manager. Once the offer

has been made, the Chair (or assistant acting on behalf of the chair) will need to click on Make Interview Decisions in order to record the interview outcome on the system.

CSF-008-18 - Resourcing Adviser

Category: Professional/Managerial	Release Date: 18/12/2018	Closing Date: 28/02/2019
Section: Human Resources	Shortlist By Date:	Interview Date: 08/04/2019
Chair: Hiring Manager	HR Contact: Michelle Scott	Submitted/Pending: 6/0
Status (Type): Interviewing (Open)	Hits/RSS: 14/0	Further Details: Show Advert

View **Options**

All Total Scores Select All | None Print Selected View Job History

App Id	Name	Next/Last Visit	Ref	Decision	Final decision
1033	Michelle Scott	08/04/2019	0	Shortlisted	Interview Accepted
1036	Harriet Monday	08/04/2019	0	Shortlisted	Interview Accepted
1046	Kim Kerr	08/04/2019	0	Shortlisted	Application Withdrawn
1048	Fran Brown	08/04/2019	0	Shortlisted	Interview Accepted



This will take you to the Interview Decisions page.

CSF-008-18 - Interview Decisions

Please ensure you provide detailed feedback as this will be relied upon should an unsuccessful candidate request feedback.

If an applicant is to carry through to a subsequent interview, leave them with a blank decision. Clicking Submit will lock all applicants who have been given a decision.

App Id	Name	Interview Decision
1033	Michelle Scott	<input type="text"/>
1036	Harriet Monday	<input type="text"/>
1048	Fran Brown	<input type="text"/>

Interview Documents

Please scan and upload any notes made during the interview process.

[Upload new document](#)

(Please note, the uploading and deleting of documents will take place immediately. It is not necessary to Save or Submit.)

Against each candidate, select the agreed decision from the drop down list. When selecting the decision, a Notes box will appear for each candidate to allow brief summary notes to be added.

REMEMBER: any notes input should be objective and defensible. Notes are disclosable.

CSF-008-18 - Interview Decisions

Please ensure you provide detailed feedback as this will be relied upon should an unsuccessful candidate request feedback.

If an applicant is to carry through to a subsequent interview, leave them with a blank decision. Clicking Submit will lock all applicants who have been given a decision.

App Id	Name	Interview Decision
1033		Reject after Interview
Notes: Not appointable - did not demonstrate at interview that met all the essential criteria. Examples provided were weak and not always relevant to the question. Refer to panel commentary forms for more detail.		
1036		Reject after Interview
Notes: Not appointable - did not demonstrate at interview that met all the essential criteria. Answers were vague and did not always answer the questions. Refer to panel commentary forms for more detail.		
1048		Offer
Notes: Appointable. Strong candidate. Gave clear examples of how they met the essential criteria.		

Interview Documents

Please scan and upload any notes made during the interview process.

[Upload new document](#)

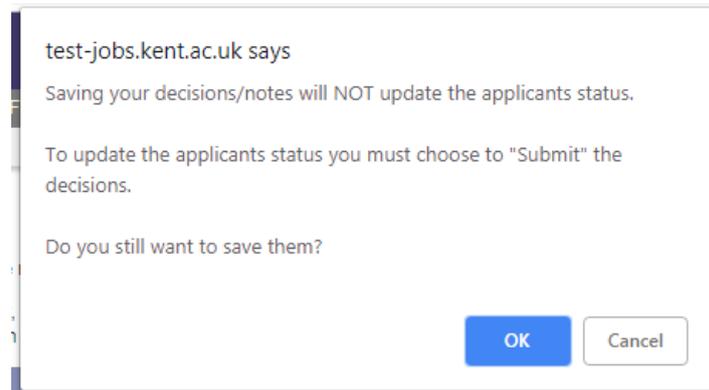
(Please note, the uploading and deleting of documents will take place immediately. It is not necessary to Save or Submit.)

The drop down decision options are as follows:

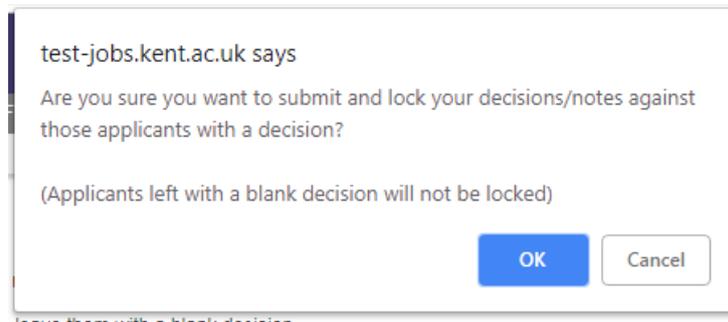
- Reserve after interview (to be used when the candidate was strong but not the first choice for an offer to be made to).
- Reject after interview
- Offer
- Did not attend
- Withdrawn

Once the decisions have been input and the interview notes scanned and uploaded, the decisions can be either saved or submitted.

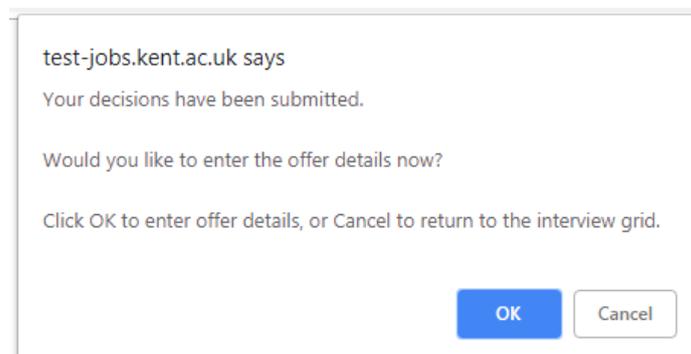
You can click Save at any time to save your progress and return at a later stage. When you save, the system will remind you that by saving you are not submitting.



Once you are ready to proceed, click Submit. You will be asked to confirm your decision.



The system will ask whether you want to enter the offer details yet. If the verbal offer has already been made and accepted, click OK, if the offer has not yet been made or accepted, click Cancel. You will be able to return to complete the Offer Details once you are in a position to do so.



When you are ready to complete the offer details form, it can be accessed by returning to the job, going to the job summary page and clicking on “make offer”

The screenshot shows a recruitment system interface. At the top, there are job details: Category: Professional/Managerial, Section: Human Resources, Release Date: 10/12/2018, Closing Date: 18/12/2018, Shortlist By Date: Interview Date: 26/12/2018, Chair: Hiring Manager, HR Contact: Michelle Scott, Submitted/Pending: 1/0, Status (Type): Interviewing (Open), Hits/RSS: 2/0, and Further Details: Show Advert. Below this is a 'View' section with a dropdown menu set to 'All' and buttons for 'Select All', 'None', 'Print Selected', and 'View Job History'. A navigation bar includes 'Interview Arrangements', 'Interview Slots', 'Interview Questions', 'Application Grid', 'Show All Details', 'Hide All Details', and 'View Interview Decisions'. The main table lists candidates, with the first row for 'Kim Kerr' (App Id: 1035, Next/Last Visit: 26/12/2018) having a 'Make Offer' button circled in red. Other columns include 'COS Ref', 'Decision' (Shortlisted), and 'Final Decision' (Offer).

Only once the offer details are submitted will HR/Resourcing send out rejection emails to those who were not appointable.

Offer Details

This online form replaces the paper offer details form, RO2 and EO2. Information will be pulled through from the recruitment authorisation form to save re-typing information. The information of the Offer Details form relates to the successful candidate and what their offer. The information will form the basis for generating the conditional contract of employment and will also be uploaded into Staff Connect. If the information pulled through from the authorisation form has changed, you will be able to update the information.

Field	Description
Job Reference	This will automatically pick up the job reference code
Job Title	Title will pull through from the authorisation form
Post Number	Post number will pull through. If there were multiple vacancies being recruited to, you will be presented with a drop down list and you will need to select the post number.
Location	This will pull through from the authorisation form
Building	This will pull through from the authorisation form
Type of Contract	This will pull through from the authorisation form. This field can be updated if the offer is different (ie post is an ongoing post, but the offer is for a Fixed Term contract)
Academic Contract Type	Select from the options – Teaching & Research; Teaching & Scholarship or N/A
Proposed Start Date	Enter the proposed start date (if known) or select TBC if still to be confirmed.
Contract End Date	This field will show if the offer is for a fixed term. Enter the end date of the contract.
Reason	This field will show if the offer is for a fixed term. Enter the reasons for the fixed term contract (ie fixed funding; maternity cover)
Is this to be offered as a secondment	Select “yes” if the successful candidate is already a member of staff and the offer is for a secondment.
If this a Research Grant funded role or KTP/Enterprise role	Select either Yes or No
Title of Project/Grant	This field will show if the post is Research Grant Funded or KTP/Enterprise
Grant Start Date	This field will show if the post is Research Grant Funded or KTP/Enterprise

Grant End Date	This field will show if the post is Research Grant Funded or KTP/Enterprise
Job Type	The information will pull through from the authorisation form.
Actual Working Hours	Select the appropriate hours. If part time or term time, select Other and enter the number of hours per week.
	If Other is selected you will be required to specify the hours If Part Year is selected under Job Type, you will also be asked to specify the weeks worked per year
Typical Working Pattern	Enter an indicative working pattern.
Notes	If the working pattern is based on a shift/rota – enter the details of the shift/rota. If part time work pattern has been agreed, indicate what has been agreed.
FTE	Enter the FTE
Grade; Point; Salary	This will pull through from the authorisation form. Where the authorisation and advert were for eg Lecturer or Reader/Professor – the grade pulled through by default will be the lower grade. This can be changed by selected the correct grade and spine point from the drop down list. Note: if the spine point above the bottom is selected, a free text box will appear and ask for the justification IMPORTANT: Offers made outside of policy need to be discussed and agreed with HR prior to offers being made. Refer to the Recruitment and Selection Policy and appropriate Recruitment Procedure for more information.
Cost Code	This information will pull through from the authorisation form. If a holding code was entered at the authorisation stage, this needs to be changed and the correct cost code for pay needs to be entered on the offer form.
Post Reports To:	This information will pull through from the authorisation form.
Special Conditions	This information should pull through from the authorisation form.
DBS required / Other	
Probation	Select appropriate probation – Academic, 6 months, Exempt or Not required. If Academic selected – additional information will appear If Exempt – you will be required to upload exemption documentation. This also applies if PGCHE exemption or reduction applies.
Is this a critical project role that requires an extended notice period	Select Yes or No. If yes selected, need to enter the notice period required.
Are there any issues discussed with the successful candidate or agreements made as part of the offer which HR should be aware of:	Select Yes or No. Selecting yes will open up a free text box. Yes should be selected if any conditional agreements were made as part of the offer and entered into the free text box.
Eligibility to work in the UK checked at Interview:	Select Yes or No. Selecting yes will open up a free text box to enter the name of the person who undertook the right to work check. The right to work document should be scanned and uploaded.

Certificate Sponsorship required	of	Select Yes or No.
Confirmed Start Date	This field will be completed by HR	

Documents such as right to work checks and probation/PGCHE exemptions need to be scanned and uploaded.

At any point the form can be saved and returned to later.

When the form is completed, it can be submitted to HR by clicking on the Submit to HR button. This will trigger HR/Resourcing to process the offer. HR will therefore use the information from the offer details form to send the successful candidate a conditional contract of employment and start the process of collecting references.

HR/Resourcing will also send the successful candidate an email confirming the verbal offer and informing them that they will be sent a conditional contract of employment. They will also be asked to login to the system and complete the necessary onboarding forms (next of kin/emergency contact; personal details)

If, after the interview process a preferred candidate has not been chosen or the offer has been turned down, please speak to HR/Resourcing. Re-advertising is a straightforward process.

Related Policies, Procedures and Guides

- e-Recruitment Guidance: Accessing the System
- e-Recruitment Guidance: Recruitment Authorisation Form
- e-Recruitment Guidance: Approval Process
- e-Recruitment Guidance: Shortlisting
- e-Recruitment Guidance: Interviews – Panel Packs
- Guide: Where to find post numbers in Staff Connect
- Recruitment Policy
- Redeployment Policy
- Recruitment Procedure: Grades 1 to 10
- Recruitment Procedure: Academic
- Direct Hires
- Single Person Appointment