

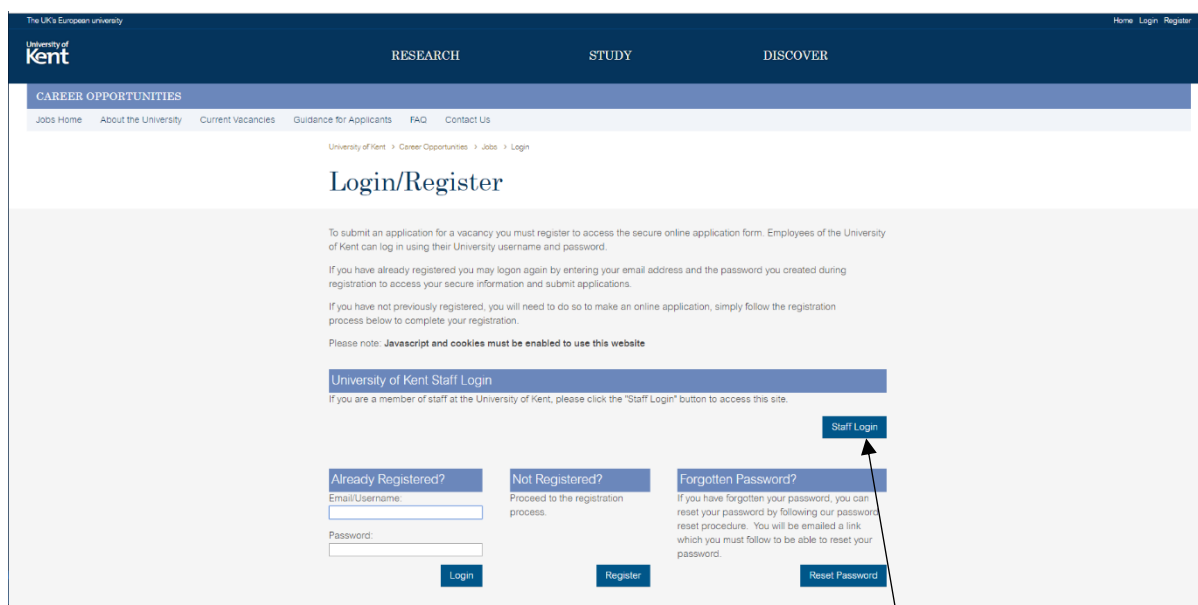
### Introduction

The following guidance shows you how to access the e-recruitment system (Stonefish) and provides an overview of the different areas within Stonefish.

### Accessing the System

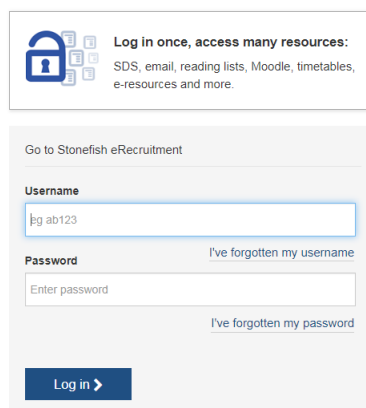
The link to the e-recruitment system is: <https://jobs.kent.ac.uk> and can be accessed via any internet browser at any location – a VPN connection is not required.

To access the system, click **Login** and this will take you to the login page.



As a member of staff, you will need to login by clicking the **Staff Login** button and use your University username and password (ie the same username and password used to access Staff Connect). When you click on the **Staff Login** you should be taken to the Kent IT Account login screen.

### Kent IT Account login



The screenshot shows the 'Kent IT Account login' screen. At the top, there is a lock icon and the text 'Log in once, access many resources: SDS, email, reading lists, Moodle, timetables, e-resources and more.' Below this is a section titled 'Go to Stonefish eRecruitment'. It contains a 'Username' field with the text 'bg ab123', a 'Password' field with the text 'Enter password', and a 'Log in >' button. There are also links for 'I've forgotten my username' and 'I've forgotten my password'.

**IMPORTANT: Please note**, as a member of staff if you do not use your University username and password to access the system, you will not be recognised as a member of staff and therefore will not be able to view (or apply) for internal only vacancies.

Once logged on, depending on your level of access (defined by what system security profile has been assigned), you will have different options available to you.

## Login Options

Please select from one of the following options:

[My Applications](#)

[View Redeployment Details](#)

[View Redeployment Jobs](#)

[Recruitment Authorisation Form](#)

[Vacancy Management](#)

- *My Applications* – any applications you make will be saved here. All staff will be able to view this section.
- *Recruitment Authorisation Form* is the area where any new authorisation requests are made and authorised. Those with the authority to submit authorisation requests and those who are Recruitment Approvers will have access.
- *Vacancy Management* is used for administering vacancies that are being advertised – submitted applications can be viewed, where the online scoring/assessment and shortlisting is carried out, and appointment decision and offers submitted. Only those involved in the interview and selection process will have access.

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

The following options will only be visible and accessible if you are on the University's Redeployment Register:

- *View Redeployment Details* – provides access to your details held on the system including the date you were added to the system and who your redeployment contact in HR is.
- *View Redeployment Jobs* – displays a list of all vacancies that are open to those on the redeployment register and for which you are eligible to apply for as a redeployee.

## Roles involved in the Stonefish Process

**Recruitment Manager** – responsible for the logistics of the recruitment process. Able to raise a recruitment authorisation request. Will have access to Recruitment Authorisation Form.

**Recruitment Approver** – able to approve the recruitment authorisation request. Will have access to Recruitment Authorisation Form.

**Vacancy Chair** – person responsible for chairing the shortlisting meeting, and interview. Will have access to Vacancy Management.

**Chair's Assistant** – person who has delegated authority to be involved in the logistics of the recruitment process and act on behalf of the Chair. They are able to submit scoring, shortlist and interview details on behalf of the Chair. The Chair's Assistant is also able to submit the Offer Details however, the Chair will still need to approve the offer prior to being received by HR/Resourcing. Will have access to Vacancy Management. As they will not be able to authorise vacancies.

Vacancy Panel Member – responsible for contributing to the selection decision. Able to assess/score applicants to produce a shortlist. Will have access to Vacancy Management.

Individuals can have more than one role and their system security profile will enable them to view and access the relevant areas.

## **Related Policies, Procedures and Guides**

- e-Recruitment Guidance: Recruitment Authorisation Form
- e-Recruitment Guidance: Approvals Process
- e-Recruitment Guidance: Shortlisting
- e-Recruitment Guidance: Interview Decision and Offers
- 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