RESOURCING /

e-Recruitment Guidance: Approval Process

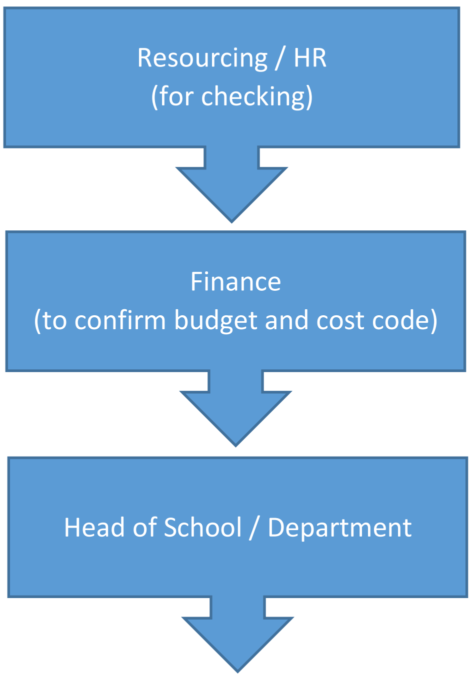
Introduction

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.

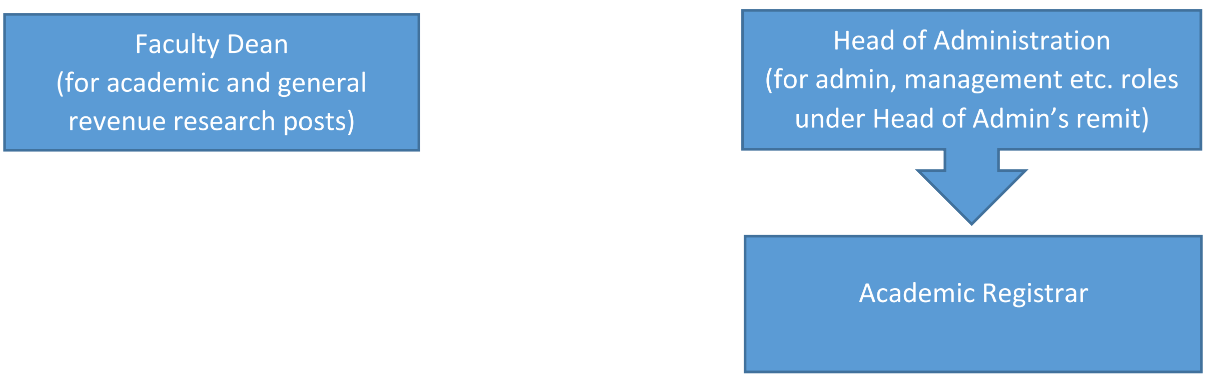
Before any role can be recruited to, authorisation to fill the vacancy must be sought and obtained via the e-recruitment system. The following guidance describes the system functionality and individual tasks that need to be undertaken by those involved in the approval process.

Approval Process

The approval process is a financial process and in general, follows the following route once the hiring manager completes the online authorisation form and submits:



Depending on the originating department/school, the vacancy will either be approved (Professional Services Departments) or move on to:



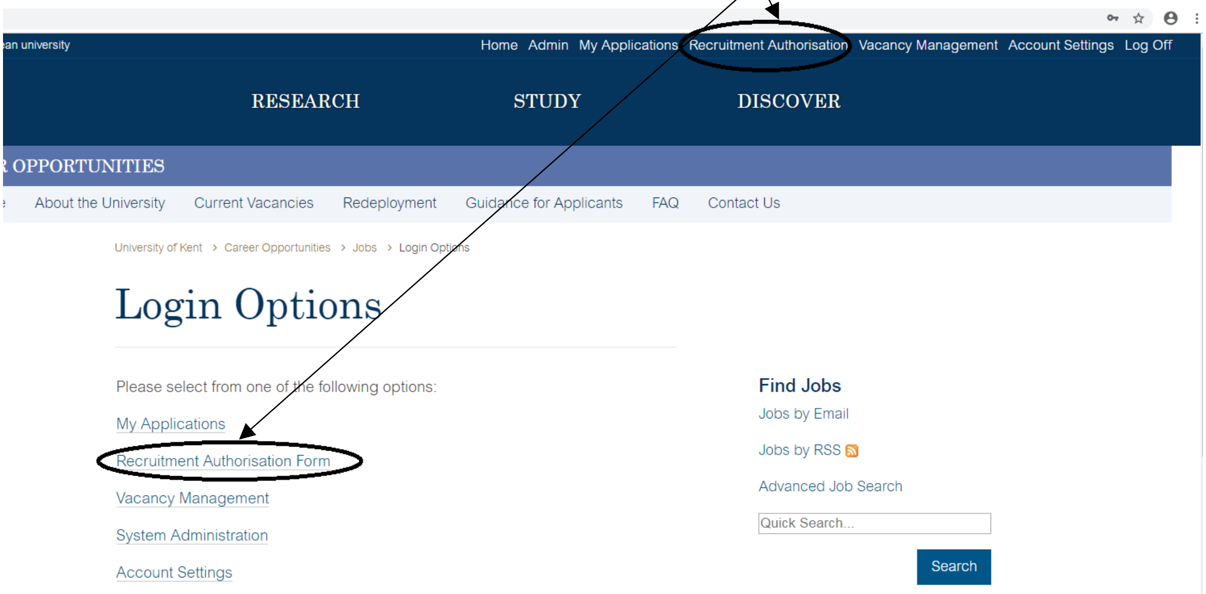
For externally funded roles (Research Grants/KTP Associates), the online form will be submitted to the Head of School and then either Research Services or KIE, depending on whether it is for Research or Enterprise / KTP Associate.

Accessing the Recruitment Authorisation Forms

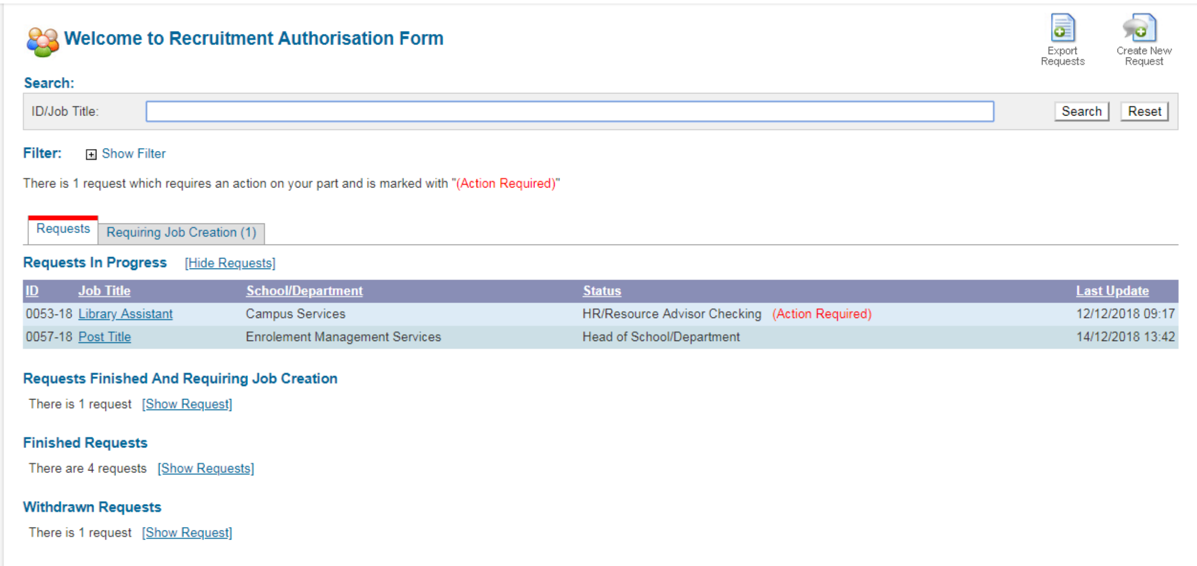
Approvers will receive an email notifying them that action needs to be taken against a specific request. Clicking the link within the email will take you to the e-recruitment system.

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

Alternatively, if you do not use the link in the email, log on to the e-recruitment system and access the recruitment authorisation area by selecting either:



You will then be taken to the page where all recruitment authorisations sit.

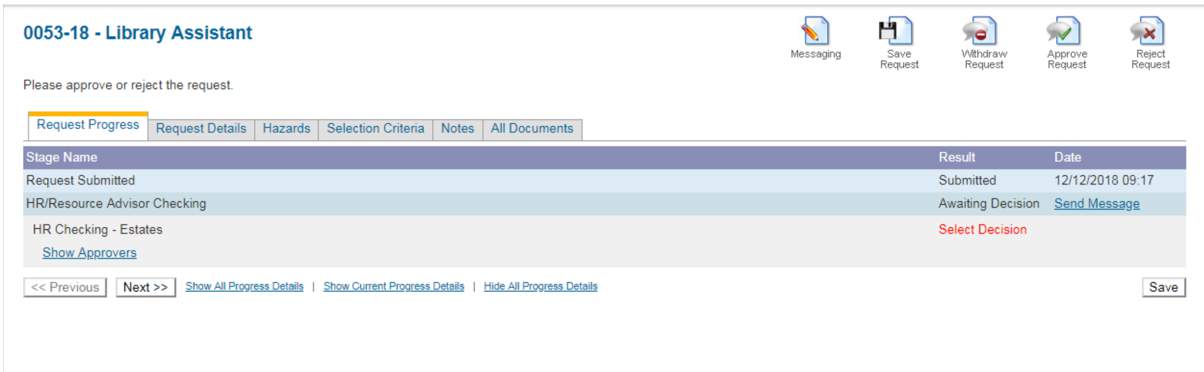


In this area all requests that have been sent to you can be viewed categorised by *Active Requests* or *Finished/Withdrawn Requests*. Any request currently sitting with you and needing action will be highlighted with the words *Action Required*.

From this screen, the hiring manager/originator of request, will also be able to view all requests they have submitted and track what stage in the approval process they are.

Approving / Rejecting Requests

Select the request you need to action by clicking on the job title - you will be taken to the following screen:

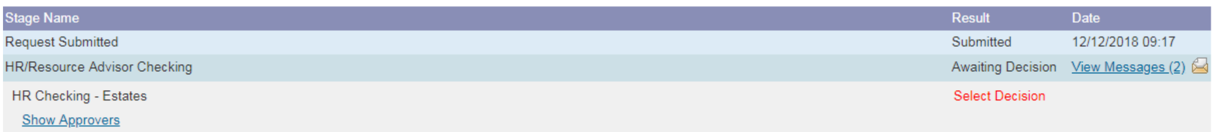


To enable you to make a decision, select *Request Details* tab for further information about the post and *All Documents* tab to view the attached Job Description. The *Request Details* tab contains information relating to whether it is a new or replacement role, number of vacancies, Grade, FTE, contract details, budgetary information (including justification for the need to recruit) etc.

Having reviewed the information, the following options available to you:

Messaging

If you have a query about the request, you can send a message to the originator by clicking on the *Messaging* icon. Messages and any replies, will be sent via email and can also be seen and viewed in the system:



Withdraw Request

If the request is no longer needed, you can withdraw it at this stage by clicking on the *Withdraw Request* icon. You will be asked to provide reasons for withdrawal before confirming the action to withdraw the request.

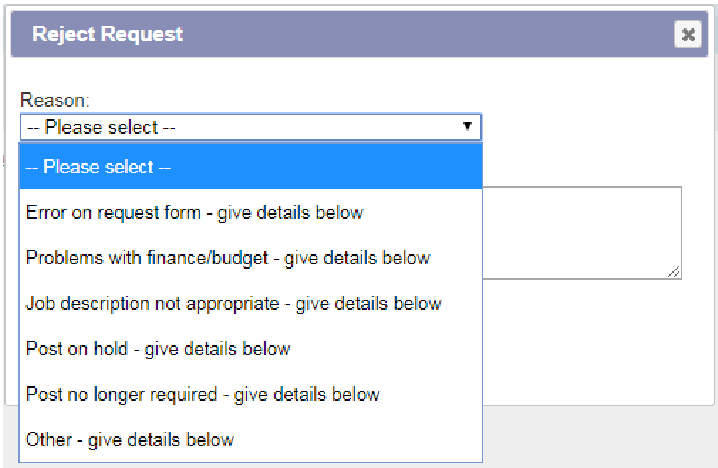
Approve Request
To approve the request, click on the *Approve Request* icon. You will be given the option to enter any comments in the Notes field. This is not mandatory.

The request will then be sent to the next stage in the approval process or if you are the final approver, will be returned to the originator to confirm that the request has been approved.

Reject Request
To reject the request, click on the *Reject Request* icon.

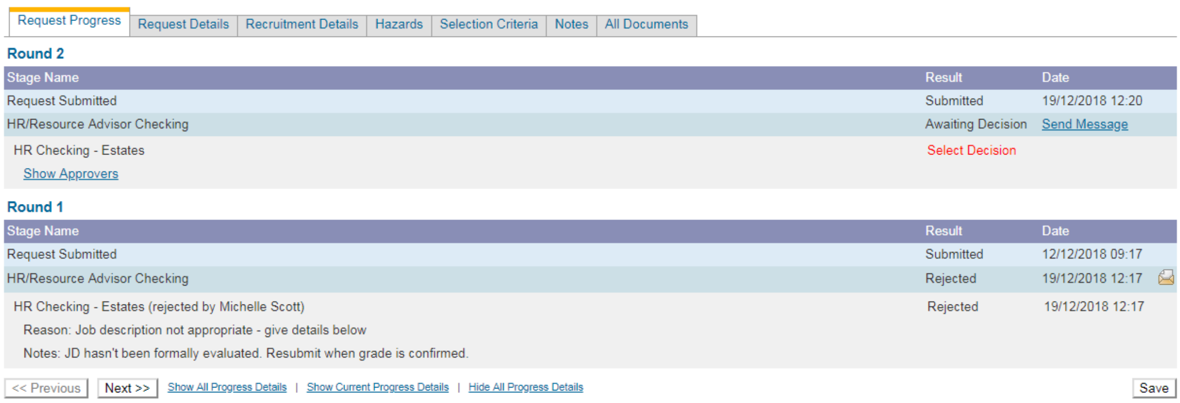
PLEASE NOTE: if something needs to change in the request (e.g. cost code, job description, etc.) you will need to reject the request, to enable the originator to make the necessary change and then resubmit through the approval chain.

When you reject a request, you will be asked to select a reason and enter your comments.



Once submitted, the request will go back to the originator.

Any previous rejected requests, that have been resubmitted (e.g. due to a change needing to be made), will appear as below. Round 1 having been rejected, the amended request is being considered again as Round 2.



Approval Received – Next Steps

When final approval has been given, the originator will receive an email notifying them that it has been approved. They will then need to complete (if they have not already) the Recruitment Details tab and Hazard tab before submitting the vacancy to their Resourcing contact to action.

Related Policies, Procedures and Guides

- e-Recruitment Guidance: Accessing the System
- e-Recruitment Guidance: Recruitment Authorisation Form
- 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