

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 system's functionality and individual tasks that need to be undertaken in order to gain authorisation to recruit. This includes vacancies requiring authorisation via the Strategic Review Groups.

Before any role can be recruited to, authorisation to fill the vacancy must be sought and obtained via the recruitment system – Stonefish. **The online Recruitment Authorisation Form replaces the paper Recruitment Authorisation Form (RAF); RO1 and EO1 forms.**

This guide describes the e-recruitment functionality and individual tasks that need to be undertaken by those involved in creating and submitting the online Recruitment Authorisation Form for approval, including for Direct Hires. The approvals process is covered by separate guidance – *e-Recruitment Guidance Approval Process*.

Responsibilities

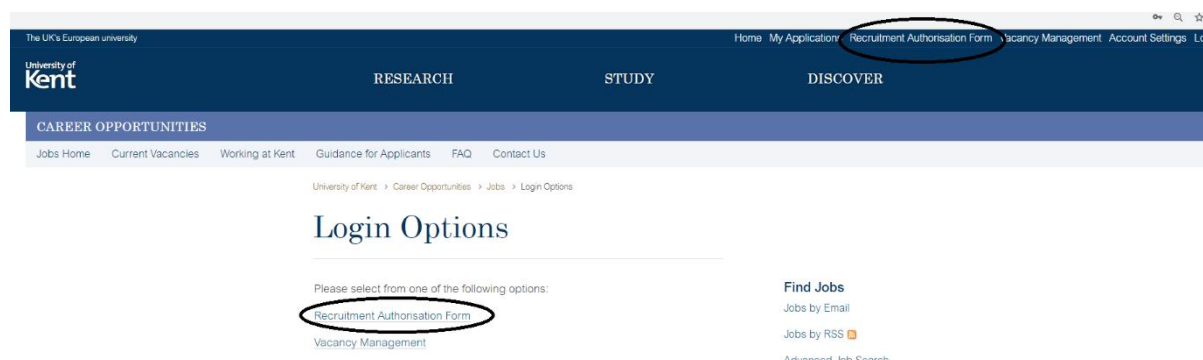
The hiring manager is responsible for completing the recruitment authorisation form online. Although this can be carried out on behalf of the hiring manager, the hiring manager is still responsible for ensuring that the correct information is input.

For Research (Grant Funded) and KTP Enterprise roles, the authorisation form will be completed by the Grant Holder or Principle Investigator (i.e. lead academic/academic supervisor for the project).

Once the vacancy has been approved, Resourcing/HR is responsible for creating the advert and making the advert live via the system.

Recruitment Authorisation Form Page

Log on to the e-Recruitment System (<https://jobs.kent.ac.uk>) and click **Recruitment Authorisation Form**. The site can be accessed via any internet browser.



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

Once logged in, you will be presented with the Recruitment Authorisation Form screen, listing all requests for which you are involved - either as the hiring manager (originator of requests) or approver.

Welcome to Recruitment Authorisation Form

Search: ID/Job Title: [input] Search Reset

Filter: [x] Show Filter

There is 1 request which requires an action on your part and is marked with "(Action Required)"

Requests Requiring Job Creation (1)

ID	Job Title	School/Department	Status	Last Update
0053-18	Library Assistant	Campus Services	HR/Resource Advisor Checking (Action Required)	12/12/2018 09:17
0057-18	Post Title	Enrolment Management Services	Head of School/Department	14/12/2018 13:42

Requests In Progress [Hide Requests]

Requests Finished And Requiring Job Creation

There is 1 request [Show Request]

Finished Requests

There are 4 requests [Show Requests]

Withdrawn Requests

There is 1 request [Show Request]

From this page, you can see all requests that have been created by you, 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* under status.

Creating a New Request

Click **Create New Request**  from the top right hand corner.

This will take you to the online form which you will need to complete and submit. You are able to save the request at any point and return to complete. If having saved a request, you do not wish to submit it, you can delete the request.



The first field requires you to indicate whether the request is an exemption request or not.


Online Staff Request Form

Exemption Request: Yes No


- Select YES if this is an exemption request to recruit to be considered by one of the Strategic Review Groups.
- Select NO if the role you are wishing to recruit to is considered "out of scope". Further details about the Strategic Review can be found on the Staff Recruitment webpages. Alternatively, speak to your Resourcing/HR contact if you are unsure.

Do not use this exemption request process for timesheet or HPL related recruitment.

The form is dynamic and the fields you will need to complete will depend on the request type:

Request Type:  New Position Replacement Position Cover for existing post holder Research Grant Funded Enterprise / KTP Associates

1. **New Position** – this should be selected if the position is new within your department.
This should also be selected if you want to replace but it is not ‘like for like’ and the post has changed significantly since it was last occupied (i.e. you are using the budget to fund a revised post / job description and title have changed, etc.), then New Position should be used.
2. **Replacement Position** – this is for ‘like for like’ replacements and should be selected when you have a post that is currently part of your establishment that needs to be recruited to due to the post holder leaving / left.
3. **Cover for Existing Post Holder** – this should be selected when you have a post that is currently part of your establishment and where you need to cover due to the current post holder going on either maternity leave, long term absence or secondment.
4. **Research Grant Funded** – this should be selected when you are looking to recruit or appoint to an externally funded research grant (i.e. when an RO1 would have been completed)
5. **Enterprise / KTP Associate** – this should be selected when you are looking to recruit or appoint to an externally funded enterprise project (i.e. when an EO1 would have been completed).

To complete the form, use drop down menus where available. All fields should be self-explanatory, however you can hover over the Help bubble  to bring up more help text.

IMPORTANT: Before you start completing the form, you will be required to enter a **Cost Centre** (for pay) and the **post number(s)** of the replacement post and/or the vacancy’s line manager post number. Post numbers can be found in Staff Connect from two sources – reports and My People. (See separate guide “Where to find post numbers in Staff Connect”)

The online form is divided up into a number of sections. At any point, you are able to save the request and return later to either complete or submit once finished.

Online Staff Request Form

This first section captures the post information. If it is a new post, it will provide sufficient information for the HR Systems team to create a new post within Staff Connect once approved.

Field	Description	Request Type
Number of Vacancies	Select how many vacancies you are wishing to recruit to with the same job title and conditions of service.	All types
Post Number	Post number of the vacant post. Post numbers can be found in Staff Connect from two sources – reports and My People. (See separate guide “Where to find post numbers in Staff Connect”)	Replacement Cover for Existing Post Holder
Post Title	Job title of the post. If it is replacement or cover for existing postholder, by inputting the Post Number, this field will be populated by the information held in Staff Connect	All types
Manager Post	Whether this vacancy will have line management responsibility or not	All types
Reporting Manager Post Number	Post number of the post into which the vacant post reports into.	New Position Research Grant Funded Enterprise/KTP Associates

Named Appointment	Only to be selected (i.e. Yes) if the authorisation is for a Direct Hire appointment and you have a named person to appoint or is a named person on a Grant	All types
Appointment Name	Full name of the named person (named appointment)	All types
Appointment email	Email address of the named appointment	All types
Grant / Project Title	Title of the grant or project	Research Grant Funded Enterprise / KTP Associates
Category	<p>This field will also drive how applicants search the vacancy list and set up job alerts e.g. may only be interested in Academic roles.</p> <p>Select the appropriate category from the drop down list. If you are unsure which category to select, refer to Appendix 1 (page 9).</p> <ul style="list-style-type: none"> Academic Administrative Apprenticeships Clinical Academic Operational Professional/Managerial Research Senior Management Technical 	All types
Pay Scale	<p>Select from the drop down list the relevant pay scale</p> <ul style="list-style-type: none"> Single Pay Spine Professorial and Senior Management Clinical Academic Apprenticeships Paris Brussels 	All types
Job Grade	<p>Select from the drop down list the relevant grade of the post.</p> <p>Where the grade of the post is across grades (Lecturer is Grade 7/8), select the lower grade in the From drop down and the higher grade in the To drop down list.</p>	All types
KTP Supplement	Enter the amount of the supplement	Enterprise / KTP Associates
Location	<p>Select from the drop down list the main location the post will be based.</p> <p>Note: due to Jobs.ac.uk not recognising Medway as a location, Chatham needs to be selected</p>	All types
Building	Select from the drop down list the main building in which the post will be based.	All types
Faculty / Professional Service	Select from the drop down list the high level faculty or professional services section	All types
School / Department	Depending on what has been selected at Faculty / Professional Service level, a	All types

	filtered drop down list of schools / departments will be available to choose from	
Section	Depending on what has been selected at Faculty / Professional Service level, and School/Department, a filtered drop down list of schools / departments will be available to choose from	All types


Note: the lists that appear in the Faculty/Professional Service; School/Department and Section above are taken from the structure as it appears in Staff Connect (albeit a condensed version). If you think it is incorrect, contact the HR Systems Team.

Contract Details

The second section covers details relating to the employment contract.

Field	Description	Request Type
Contract type	Select whether the contract to be offered is Ongoing or Fixed Term	All types
Reason (for fixed term contract)	Free text box to type in the reason for the contract being fixed term	All types
Contract Length	Where contract is fixed term, state either the length of the contract (in months) OR the contract end date.	All types
Start Date	Not mandatory but if have a required start date, can enter the date	All types
Project End Date	Confirmation of the end date of the Grant / Project	Research Grant Funded Enterprise/KTP Associates
Post Type	Select from the drop down whether Full Time, Part Time, Term Time	All types
Working Hours	If Part Time is selected, the number of hours per week needs to be entered	All types

Budgetary Information

Field	Description	Request Type
Cost Code	It is the cost centre for pay that needs to be entered. Where the cost is split over more than one code, add another line by clicking  and entering the % split. When entering the code, the system will undertake a check to see if the code currently exists within Staff Connect. If the code is not recognised, the system will not prevent the submission of the request.	All types
Externally Funded	Select whether post is externally funded or not	All types
Source of Funding	If Yes is selected to the above, a free text box will appear to enter details of the funding	All types
Notes	Free text box to state how the vacancy is being funded (if not externally funded). If funds from a vacancy are being used (i.e. not like for like replacement), then the post number of the vacancy being used to fund the new post should be entered.	All types

Business Case

Field	Description	Request Type
Recruitment Justification	Free text box to state the basis on which the recruitment should be approved; the impact if not approved and non-hiring considerations that have been taken into account. If the appointment is a Direct Hire, then the justification needs to include the rationale for the Direct Hire (refer to Direct Hires Guidance).	All types

Special Conditions

Field	Description	Request Type
Special Conditions	Where you can indicate whether the post requires a DBS check or Other check e.g. government checks / overseas travel visas for work (not to be confused with Tier 2 sponsorship)	All types

Advertising Information

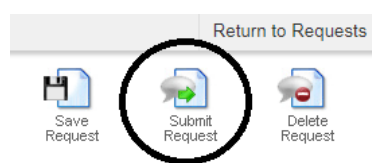
Field	Description	Request Type
Internal Only	Select 'Yes' if the vacancy is closed to University staff only (i.e. not open to external applicants). By default, all vacancies are open to external applicants and are advertised on the University's web site and Jobs.ac.uk	All types
Advertise Elsewhere	Select 'Yes' if you want the advert to appear in a journal, specialist job board, etc. Note: the costs will be borne by the hiring department. There is no central budget to pay for such advertising.	All types

Supporting Documents

You are required to upload an agreed, evaluated Job Description. More than one document can be uploaded and therefore if you have a separate business case you wish to attach, this can be uploaded.

IMPORTANT: Please ensure in all cases you use the correct JD format. If it is in the incorrect format, the request will be rejected by HR/Resourcing and will not continue with the approval process. You may therefore wish to discuss the Job Description with your resourcing contact before uploading, to avoid delays which may occur if your request is rejected because of the Job Description.

Once you have completed all the required fields, click **Submit Request** at the top right of the screen to start the authorisation process.



If there are any errors on the form, the system will flag these up before it lets you submit.

Approvers within the authorisation chain will be notified by email which includes a link to the site to enable them to review the request and take the necessary action. Details of the approval process are outlined in a separate guide – Approval Process.

Once a vacancy has been submitted for approval, if you change your mind, the only way to then cancel it is to **Withdraw Request**

Stage Name	Result	Date
Request Submitted	Submitted	13/03/2019 16:33
HR/Resource Advisor Checking	Approved	13/03/2019 16:35

Recruitment Details and Hazard Information

Once the request form has been submitted for approval, the following tabs will appear:

Stage Name	Result	Date
Request Submitted	Submitted	08/03/2019 10:10
HR/Resource Advisor Checking	Awaiting Decision	Send Message

Whilst the vacancy is going through the authorisation process, you can start completing the **Recruitment Details** and **Hazards** tabs or wait until the request has been authorised.

Please note that by inputting the information whilst the vacancy is being authorised ensures that the groundwork has been done and once approved, allows for a quicker turnaround to advert. You will not be able to submit the vacancy to HR/Resourcing to progress until a) vacancy is authorised and b) the Recruitment Details and Hazard tabs have been completed.

Recruitment Details Tab

Within this section, initial information about dates (shortlist and interview) are requested along with how long you want the advert to be live (including whether you need to meet the Resident Labour Market Test for the role), details of the panel and whether a Positive Action Statement should be used on the advert.

IMPORTANT: When indicating how long you wish to advertise for, please take into account that all vacancies are put out to redeployment in the first instance for 7 calendar days. So, if you want your advert to be advertised for 2 weeks, you need to allow for 3.

Your request is awaiting a decision.

Note: * next to the surname denotes Recruitment Panel Trained

Market Test: Yes No Not Applicable

Weeks to Advertise: 2

Proposed Shortlisting Date: dd/mm/yyyy

Proposed Interview Date: dd/mm/yyyy

Panel Composition

Panel Chair: [Search] [Select Myself]

Assistant: [Search] [Select Myself]

Panel Members: [Search]

Name and Email of Panel Members Not Listed:

Positive Action Statements: *

- We particularly welcome applications from female candidates as they are under-represented at this level in this area
- We particularly welcome applications from male candidates as they are under-represented at this level in this area
- We particularly welcome applications from black and ethnic minority candidates as they are under-represented at this level in this area
- We particularly welcome applications from female and black and ethnic minority candidates as they are under-represented at this level in this area
- We particularly welcome applications from male and black and ethnic minority candidates as they are under-represented at this level in this area
- None

<< Previous Next >> Save

Panel Information - a panel chair and members of the panel need to be selected. If the name of a panel member or chair cannot be found, enter the name and email address in the free text box, and access will be provided.

The Assistant allows for the Chair to delegate tasks and for the Assistant to act on behalf of the chair for scoring, shortlisting and interview decision purposes.

Hazards

The University's Hazard Identification Form (HIF) has been placed online for you to complete. When an offer is made, the information provided will be sent securely to Occupational Health.

Please complete the following details as fully as possible

In order for Occupational Health to determine whether health surveillance is required under legislation we need to have knowledge of the hazards that staff may be exposed to in their role.

Each department may have hazards unique to that area and the specific role and as such these need to be assessed on an individual or group basis. It is important therefore for the relevant hiring manager to identify the potential hazards of the roles within their area and ensure there is an associated risk assessment held within the department/school.

Please indicate all potential hazards of the role, giving examples of tasks or equipment used and frequency of exposure:

✓	✗	
<input type="radio"/>	<input checked="" type="radio"/>	Repetitive limb movements
<input type="radio"/>	<input checked="" type="radio"/>	Display Screen Equipment User
<input type="radio"/>	<input checked="" type="radio"/>	Working with machinery (please specify any vibration hazards)
<input type="radio"/>	<input checked="" type="radio"/>	Working with chemicals (including requirement to wear latex gloves and including work with CO2 or N2 gases)

Approval Tacking

You will be notified via email as your request progresses along the approval chain and you can also login at any time to view the progress. When final approval has been given, the originator will receive an email notifying them that it has been approved.

You will also be able to view progress (under status) via the Recruitment Authorisation Form screen, including any that require action from you.

Requests Requiring Job Creation (3)

Requests In Progress [\[Hide Requests\]](#)

ID	Job Title	School/Department	Status	Last Update
0231-19	Resourcing Adviser	Human Resources	Approved (Action Required)	05/03/2019 09:24
0247-19	Resourcing Adviser	Human Resources	Head of School/Department	10/04/2019 16:48
0241-19	PA to the Director	Human Resources	HR/Resource Advisor Checking	11/03/2019 10:48

Approval Received – Next Steps

When final approval has been given, the vacancy can be submitted to HR/Resourcing to action. This can only be done if the Recruitment Details and Hazard Information tabs have been completed.

Stage Name	Result	Date
Request Submitted	Submitted	26/02/2019 15:01
HR/Resource Advisor Checking	Approved	26/02/2019 15:35
Central Finance & Planning	Approved	26/02/2019 15:35
Head of School/Department	Approved	26/02/2019 15:35
Request Approved		
Request For Information	Awaiting Details	

<< Previous Next >> [Show All Progress Details](#) | [Show Current Progress Details](#) | [Hide All Progress Details](#) Save **Submit**

HR/Resourcing will be in contact to discuss the recruitment campaign including:

- the advert;
- the appropriate application form to be used;
- whether to use Killer Questions as part of the process. (Killer questions are short Yes/No questions asked at the very beginning of the application process to deter candidates who do not have key essential criteria.)
- confirm the selection criteria to be used.

Once both parties are happy with the advert, killer question (if used) and selection criteria, HR/Resourcing will confirm the request and the position will be advertised.

Related Policies, Procedures and Guides

- e-Recruitment Guidance: Accessing the System
- e-Recruitment Guidance: Approval 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

Appendix 1

Categories

Academic	Roles in this category include: Lecturer, Senior Lecturer, Reader, Professor
Administrative	Roles in this category are engaged in the provision of administrative support roles to University staff and students, and sometimes to the wider public. The work might involve clerical or administrative support.
Apprenticeships	Roles in this category are apprenticeships.
Clinical Academic	Roles in this category are academics who are also doctors and spend part of their time treating patients and part of their time undertaking research and teaching.
Operational	Roles in this category are concerned with operating and running the facilities of the University. They involve direct or indirect service provision for students and staff, through residential, catering, cleaning and other site services or sport or sporting activity.
Professional/Managerial	Roles in this category are engaged in the provision of professional and managerial support services to University staff and students and sometimes to the wider public. The professional work might involve developing and implementing policy, specialist advice or project management.
Research	Roles in this category are wholly focused on research.
Senior Management	Management roles within this category would be at M&P grade.
Technical	Roles in this category provide technical, specialist IT and/or scientific support to research, teaching and support services. They offer research support to academic staff and students, for example by setting up and operating equipment, running analyses and tests, providing technical design services and giving technical advice. They support teaching, meetings, lectures and seminars, by setting up and operating equipment, and providing technical input to teaching programmes. Roles may provide specialist technical/IT support to management functions and support services.