REQUESTING TO RECRUIT:

A GUIDE TO SUBMITTING YOUR REQUEST TO RECRUIT USING THE SCHOOL'S E-RECRUITMENT SYSTEM.

1. Requesting to Recruit

Submitting a Request to Recruit using the School's E-Recruitment System, an Overview : Academic, Research, Teaching & Professional Services Staff

A request to recruit must be submitted using the School's e-Recruitment system. The request is comprised of three core stages, all of which take place within the e-Recruitment system:

1. Completion and submission of the request to recruit.

2. Approval of the request to recruit from your Financial, Planning & Analysis (FP&A) Manager.

3. Approval of the request to recruit from your HR Adviser.

Once these stages are completed, your HR Administrator will publish your role across the requested platforms.

Useful Information/Access Links:

To log into the e-recruitment system please click here.

To familiarise yourself with the Recruitment Journey review the recruitment infographic here.

To access the Recruitment Toolkit, please click here.

To see a list of your HR contacts, please click here.

To access the correct recruitment template documents, please click here.

Before progressing with your request, you will need to ensure that you have the following:

- An Advert, Job Description and Person Specification. It is your role to ensure that you have the most up to date template. Templates can be found here under the Advertising Templates tab.

- A correct budget code. If you are unsure of your budget code, you should contact your FP&A Manager.

Timescales:

- Your FP&A Manager has up to three working days to approve your request. Should you require approval sooner than this, you should contact them directly.

- Your HR Adviser has one working day to review your request. Should you require a review sooner than this, you should contact them directly.

- Your HR Administrator will publish your role within two working days.

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1 COMPLETING YOUR REQUEST TO RECRUIT USING THE E-RECRUITMENT SYSTEM:

Completion of information should be undertaken by the Hiring Manager (Chair of the Panel) or, their delegated authority (Vacancy Manager):

The Request to Recruit form should be completed using the School's e-Recruitment system and prior to any recruitment activity taking place.

Once you have submitted your request, your FP&A Manager will receive an automated email asking them to log-in to the system to review your request.

You will receive an automatic notification to confirm the outcome once it has been reviewed by your FP&A Manager.

What you need to ensure prior to submitting your request:

- You have included the full and correct budget code to which the post will be costed.

- You have prepared and reviewed all your advertising content and used the correct templates. Any queries regarding this should be discussed with your HR Adviser prior to engaging with the e-recruitment system.

- You have provided the correct details for your FP&A Manager and HR Adviser. This is essential to ensure that your request is sent to the correct person.

*Note: information which is incorrect and/or incomplete means that your request will be rejected. Once a request is rejected you will receive an email to notify you of this. You will need to click on the link in the email to go back to review your form and update the information required. Any errors will be confirmed to you in the rejection comments.

2 YOUR REQUEST HAS BEEN RECEIVED BY FINANCE, WHAT NEXT?

Once your FP&A Manager has received the automated system notification email of your request to recruit they will review the content of the request and the availability of funding.

This is known as the 'First Fund Check'. The First Fund Check is a check which is carried out by your FP&A Manager following you submitting your request to recruit and they are conducting a review to confirm the availability of monies to fund your post.

The FP&A Manager is notified of your request to recruit automatically via the e-Recruitment system. You do not need to do anything other than provide the correct information (as per page 4 of this document).

The FP&A Manager will then review the content on the e-Recruitment system and confirm confirm the availabilities of monies to hire and that you have provided the correct budget code.

Obtaining this approval ensures that you remain compliant with the School's Financial Regulations. No recruitment should be undertaken without approval from your FP&A Manager.

Timelines:

The FP&A Manager will review and confirm the outcome of your request within three working days. *Your HR Adviser will not be aware of the request until your FP&A Manager approves it in the system.*

POSSIBLE OUTCOMES:

- Approval – if your request is approved, you will receive an email from the e-Recruitment system to notify you of this. Following this, your HR Adviser will also receive an automated email asking them to log-in to the system to review your request. Information regarding this can be found below.
- Rejection – if your request is rejected, you will receive an email from the e-Recruitment system to notify you of this. Reasons for rejection may include: incomplete budget codes, incorrect budget codes, insufficient monies to support the hire, any other misinformation.

3 HUMAN RESOURCES HAVE RECEIVED YOUR REQUEST TO RECRUIT, WHAT NEXT?

Requests to recruit will be sent to your HR Adviser once financial approval has been given from your FP&A Manager. Until your FP&A Manager approves the request, your HR Adviser will not receive the request.

Once your HR Adviser has received the automated system notification email of your request to recruit they will review the content of the request and ensure that it is compliant with legislation and using accurate recruiting template documents.

Timelines:

The HR Adviser will review and confirm the outcome of your request within one working day.

POSSIBLE OUTCOMES:

- Approval – if your request is approved, you will receive an email from the e-Recruitment system to notify you of this. Following this, the HR Administrator will publish your role within two working days.
- Rejection – if your request is rejected, you will receive an email from the e-Recruitment system to notify you of this. Reasons for rejection may include: incorrect recruitment template documents, advertising content which is not compliant with legislation, any other misinformation.

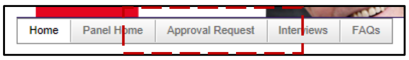
4 YOU HAVE RECEIVED FINANCE AND HR APPROAVL: YOUR ROLE IS READY FOR PUBLISHING

Once your role has passed the required approvals, your HR Administrator will publish your role within two working days.

Once your role has been advertised, you will receive an automatic email from the e-Recruitment system to advise you of this.

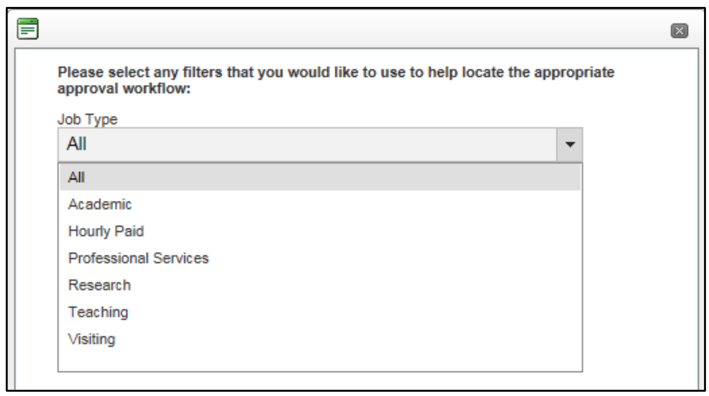
Getting Started: the following pages of this document provide a step-by-step guide for submitting your request to recruit.

STEP ONE: Select **Approval Request** from the top menu bar, followed by **Request to Recruit** which will appear in the drop down menu.



STEP TWO. Select **New Request** and choose from the list of job types displayed.

PLEASE NOTE: Each job type may have a different approval chain, so you need to ensure you select the correct one.



STEP THREE: Select the relevant **workflow definition** attached to the job type, followed by whether this is a new vacancy or a replacement vacancy.

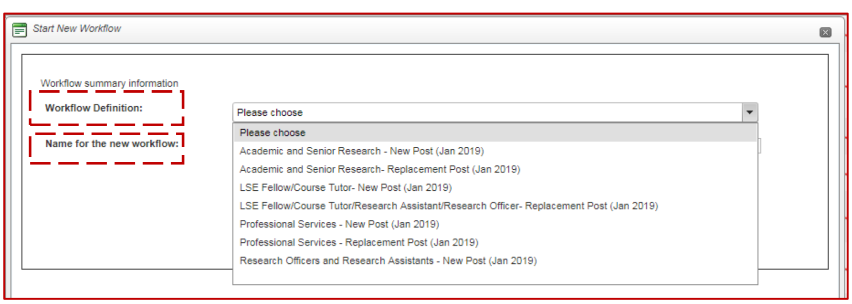
Once you have made your selection, you should press **start workflow.**

<u>DEFINITION/SYSTEM TERMINOLOGY:</u>

NEW POST: a role which has not previously existed within your DDCI and generally is used for new headcount.

REPLACEMENT POST: a post which is replacing existing headcount (even if this includes a change to job title)

If you are unsure which workflow definition to select, please contact your HR Adviser.



Workflow: A workflow is the path for which the vacancy should be associated with. It is important to select the correct workflow in order to ensure that your application form is reflective of the job role and type for which a candidate will be applying.

Name for the new workflow: The name given to the workflow should be the name of the role to which you are recruiting.

Submitting a Request to Recruit using the School's E-Recruitment System, an Overview :

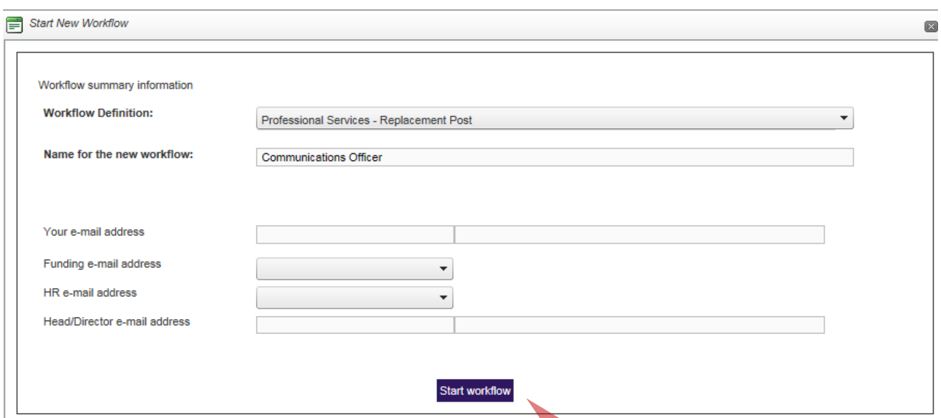
STEP FOUR: Complete the required information in the following screen:

Name of the workflow: Please insert the post title. The name of the workflow will be used to locate the post at a later date and so random names are not encouraged.

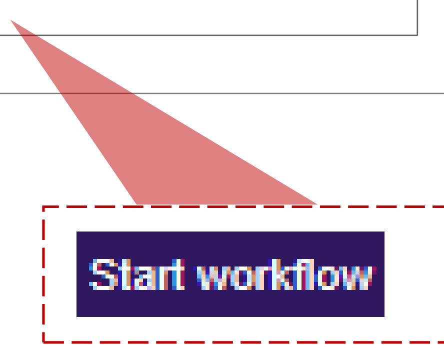
Funding email: This is your funding approver, they will be in the Finance or Research Divisions, depending on the workflow definition selected in Step Three.

HR email: Select your HR Adviser. If you are unsure who this is, please click here.

Head / Director email: Please enter the email address. An automatic email notification will be sent from the e-recruitment system, informing them of your request to recruit.



STEP FIVE: Once the fields are complete, select **Start Workflow**.



STEP SIX: You will now be taken to the **Vacancy Approval Form**. Complete the Vacancy Approval Form with the following details:

- **Section 1:** Details of Post
- **Section 2:** Funding
- **Section 3:** Advertising Information
- **Section 4:** Interview Information
- **Section 5:** Pre-screen Questions

Vacancy Approval Form:
The vacancy approval form must be completed in order that the role can be approved financially, advertised correctly and the School can gather meaningful recruitment data.

SECTION ONE: Details of Post

Details of Post

Only to be used for replacing an employee who has changed positions, on long term leave or has left the School. Please use the New Post workflow if you are requesting a New Post.

Job Title *		
Post Number *		Please use the Post Number of the outgoing employee that you are replacing
Name of the employee this post is replacing *		
Area *	Please Select	
Sub -Area	Please Select	
Salary Range *	Please Select	If other, please specify
Additional Salary Options	Please Select	
Is the post being replaced on a like for like basis? *	Yes No	
If no, please clarify the changes you wish to make to the post		e.g. Job title change, Grade
Is this a full-time post? *	Yes No	
If part-time, please state hours of work each week		
Is this post fixed term? *	Yes No	
If Yes, please state the reason for fixed term contract	Please Select	

The reason should be a legitimate reason for using a fixed term contract. Contact your HR Adviser to confirm

If Yes, please state the length of the fixed term appointment	
If yes, please state the end date of the appointment	
Estimated start date of the post *	01-03-2019
Please provide any additional information that may assist the approval process	

NOTE: If the post is fixed term you will need to justify the need for the role on a fixed term basis. If you are unsure, please contact your HR Adviser.

Section 2: Funding

Funding

There must be sufficient funds for the duration of the contract and the % must total 100%

If the post is split coded, please provide budget code & % below

Budget Code 1 *	test000000	
Budget Code 1 % *	100	
Source of Funding 1 *	Cash Staffing Budget	If other, please specify
Budget Code 2		
Budget Code 2 %		
Source of Funding 2	Please Select	If other, please specify
Budget Code 3		
Budget Code 3 %		
Source of Funding 3	Please Select	If other, please specify
If the budget codes to support the post exceed 3, please complete the additional details here		

Please provide additional information to explain where the funding is coming from for this post. Please upload any additional documentation, for examples emails, business cases etc if you have it.

Funding documentation
Funding documentation

Next

NOTE: It is essential the funding information is completed in its entirety and correctly. If you are unsure, you should contact your FP&A Manager directly who are responsible for the funding process at the School.

SECTION THREE: Advertising Information

Advertising Information

Planned Advertising Date * 06-02-2019

Planned Closing Date * 07-02-2019

Reason for Advertising * New post due to funding

Place of Work * Houghton Street, London | If other, please specify

Is this post subject to a Disclosure and Barring Service (DBS) check * Yes / No

Name of the person this post reports to * Mohammad Rehman

Where would you like to advertise this post?
- Jobs.ac.uk
- Guardian Online
- LSE Internal Only
- LSE External Website
- LinkedIn
- If other, please specify

Please confirm the budget code for any additional adverts

Please confirm the maximum spend for any additional adverts

Please confirm the budget holder for the additional adverts

Is HERA Required? * Yes / No

HERA Grade

If you are unsure what information to include in the **Advertising Information** section you can review the [Recruitment Toolkit]() for more guidance.

Alternatively you can contact your HR Adviser for support.

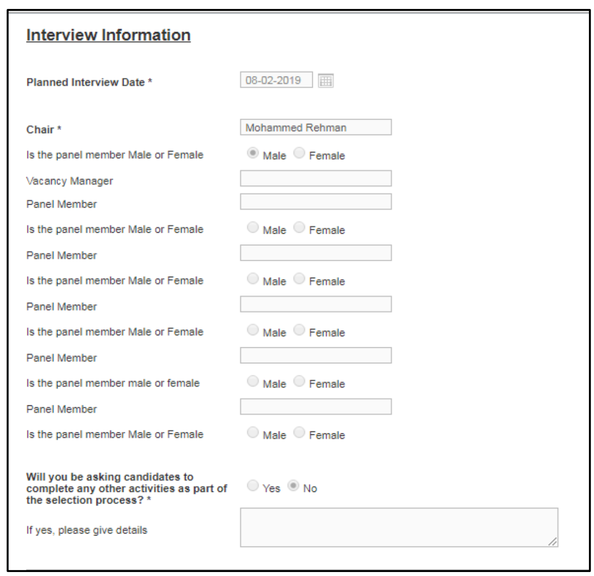
If you are **recruiting to a new post, or if you have made changes to the Job Description**, you must HERA the role prior to advertising. Should your role require HERA analysis, please contact your HR Adviser.

SECTION FOUR:
Panel Access to the Vacancy and Interview Information

Information should be completed as fully as possible.

All fields marked with * are **mandatory.**

The vacancy approval form may differ slightly, depending on which workflow you have chose in Step 3.



Interview Information

Planned Interview Date * 08-02-2019

Chair * Mohammed Rehman

Is the panel member Male or Female: Male / Female

Vacancy Manager

Panel Member

Is the panel member Male or Female: Male / Female

Panel Member

Is the panel member Male or Female: Male / Female

Panel Member

Is the panel member Male or Female: Male / Female

Panel Member

Is the panel member male or female: Male / Female

Panel Member

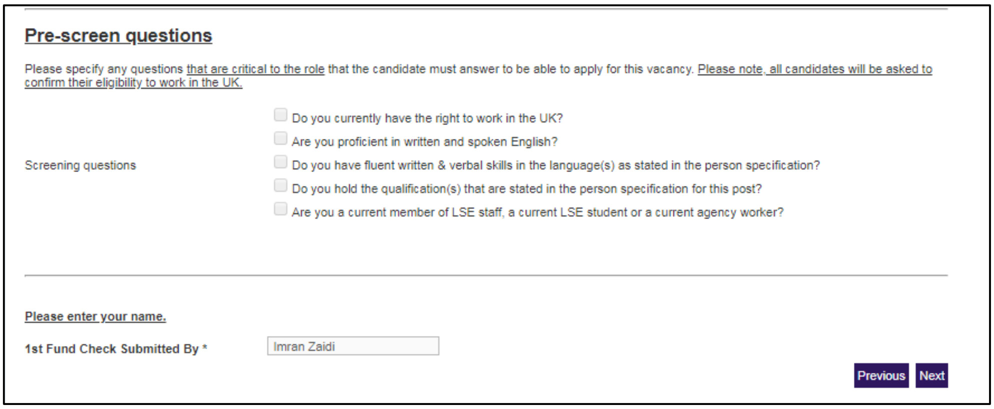
Is the panel member Male or Female: Male / Female

Will you be asking candidates to complete any other activities as part of the selection process? * Yes / No

If yes, please give details

SECTION FIVE: Pre-screen Questions

Pre-screen questions are an essential part of the recruitment process. Questions selected here will be included for candidates to respond to when commencing their application form. If you are unsure which questions to select or, have questions, please contact your HR Adviser.



Pre-screen questions

Please specify any questions that are critical to the role that the candidate must answer to be able to apply for this vacancy. Please note, all candidates will be asked to confirm their eligibility to work in the UK.

Screening questions

- Do you currently have the right to work in the UK?
- Are you proficient in written and spoken English?
- Do you have fluent written & verbal skills in the language(s) as stated in the person specification?
- Do you hold the qualification(s) that are stated in the person specification for this post?
- Are you a current member of LSE staff, a current LSE student or a current agency worker?

Please enter your name.

1st Fund Check Submitted By * Imran Zaidi

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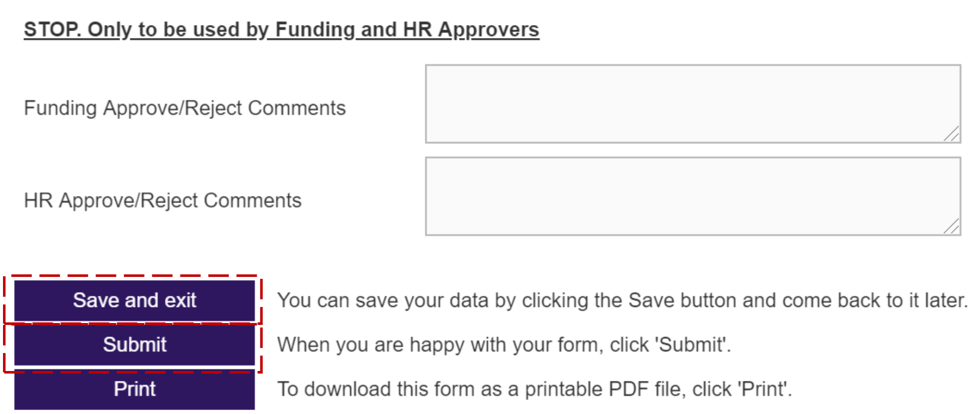
SECTION SIX: Submitting your request to recruit

You are now ready to submit your request to recruit. You will note that above the submit button, there are comments boxes. These are for your FP&A Manager and HR Adviser to complete. You should not enter any text into these boxes as they are used for auditing purposes.

Now you have finished completing your form, you can select the ‘Submit’ button. This will trigger the next stage of the process in preparation for your advert going live.

In the instance that you do not wish to submit at this stage, you can select save and exit. You can then re-access the system to continue your request at a later date.



STOP. Only to be used by Funding and HR Approvers

Funding Approve/Reject Comments

HR Approve/Reject Comments

Save and exit — You can save your data by clicking the Save button and come back to it later.

Submit — When you are happy with your form, click 'Submit'.

Print — To download this form as a printable PDF file, click 'Print'.

You have now completed your request. If you are unsure on next steps, please refer to page 2 and 3 of the document which confirm this for you.