Introduction
This guide explains how recruiting managers use Business World to request the advertising of a vacancy. The job posting itself, and the applicants are managed and tracked outside Business World, in a third party system called the Recruitment Portal.

Audience
Recruiting managers.

Process
This diagram shows the high-level recruitment workflow. It assumes you already have approval to recruit, a job description in place and have determined with HR that the job requires advertising. The instructions in this guide cover what you do at step 1.

Positions should be advertised in accordance with the Recruitment and Selection Policy.

Steps to complete the “Request to advertise” form in Business World

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>From the main menu select Forms then Forms&gt;Request to advertise form. The Request to advertise form window opens.</td>
</tr>
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</table>
2. In the Request to Advertise Form section enter a description.

3. Complete the Request to advertise tab

   In the Request to advertise section enter the Position number provided by your HR administrator or press spacebar to display and select from the drop-down list of vacant approved positions.

4. In the Position details section complete the editable fields:
   a. Contract type – can be open ended, fixed term or atypical (e.g. recruiting fixed-term maternity cover for a full-time position).
   b. Mode – can be full-time, job share or part-time.
   c. Hours – enter the number of hours per week.
   d. Working pattern – enter the typical working pattern
   e. Location – enter the location
5. Complete the Advertising details tab:
   a. **Internal ad only** - indicate if the job is for internal advertising only and enter the proposed advertising start and end dates. Note: these dates are subject to amendment by HR.
   b. **Advert Summary** – tweet-size marketing “hook”
   c. **Advert Text** – enter job ad details (up to 550 characters).
   d. **Salary Text** - amend, following the guidance in the box above.
   e. **Benefit Text** - amend if required, following the guidance in the box above.
   f. **Equalities Text** - amend if required, following the guidance in the box above.
   g. **Enquiries Text** - add details.
   h. **Where to advertise** – by default, all jobs are advertised in jobs.ac.uk. If additional advertising is required enter the details here. Note: costs will be charged to the business area.

Save the form as draft at any time.
6. Complete the Shortlist details tab

In the **Shortlist details** section:
- **Short list panel chair** - enter the name or hit spacebar and select from the drop-down.
- **Short list panel members** - enter the names of up to five panel members.
- **Completion date** - date by which the shortlisting should be complete.
- **Short list method** - can be **As we go** or **After closing date**.
- **Key criteria to assess on** - enter 5-6 key criteria from the job description.

7. If relevant, enter details for up to two external panel members (typically required for senior academic positions).
8. Complete the **Interview details** tab.

In the **Interview details** section:
- Pre-interview arrangement - enter details if required (e.g. Skype interview, pre-test).
- Academic references - indicate if these are required prior to interview.

9. Complete the **Interview shortlist** and **External panel** sections.
- **Interview panel chair** - this may or may not be the same person as the shortlist panel chair.
- **Interview panel members** - enter the names of up to five panel members.
- **External panel 1, 2** - enter details if relevant (typically required for senior academic positions).
10. Use the **Interview timetable** section to indicate your availability. For each interview slot click **Add** then fill out the details:
   a. Select a **Candidate**
   b. Select a **Date**
   c. Enter the **Start time** – in format HH.MM
   d. Select a **Duration** from the drop-down
   e. Enter the **Total duration** (in mins) - adds break-time between interviews if back-to-back.
   f. Select a **Presentation/Test** format from the drop-down.
   g. Enter **Details/Arrangements** – e.g. room, who to ask for at reception.

11. When you have finished entering all the information click **Submit form**. The request is assigned a number (e.g. RTR100001)

See Appendix for how to set up the interview timetable for typical interview formats. The information is used by HR as a guide to schedule the interviews.

**Find the Request to advertise form after submission**
If you need to refer back to the request form after submission, follow these steps:

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<td>2.</td>
<td>In the <strong>Request to Advertise Form</strong> section click the down arrow then <strong>Value lookup</strong>.</td>
</tr>
<tr>
<td>3.</td>
<td>In the <strong>Value lookup</strong> window, click <strong>Search</strong>.</td>
</tr>
<tr>
<td>4.</td>
<td>Select the request from the list.</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>Attribute value</th>
<th>Attribute</th>
<th>Description</th>
</tr>
</thead>
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<tr>
<td>RTR100001</td>
<td>HRSRTRFORM</td>
<td>Request to advertise Administrator</td>
</tr>
</tbody>
</table>
What happens next?
The request form is routed to HR who check that the required staff approval has been obtained. Then they export the information to the Recruitment Portal and create the job posting.

Where to go for help
If you need help please raise an ASK query to HR through My Birkbeck for Staff.
Appendix – Typical interview schedule setups

**Scenario 1:** Simple face-to-face panel interview based on 45 minute slots for six candidates on the morning of 7 November 2017

**Scenario 2:** Written test followed by face-to-face panel interview based on a 30 minute test slot and a 45 minute interview slot for six candidates on the morning of 7 November 2017

**Scenario 3:** Standard Academic interview consisting of morning presentation and afternoon panel interview based on seeing six candidates on the 7 November 2017