

## **Recruitment Update – June 2015**

### **1. Reminder to upload approved versions of the HR4 Salary Case form into Web Recruitment**

If you are responsible for completing and submitting Appointment Requests in the Web Recruitment System for your department/institution, please ensure that where an HR4 Salary Case is required (i.e. where an appointment is being made above the first three points of the grade) that you upload a completed HR4 which has been signed by the relevant HR Adviser/Business Manager.

The New Appointment Team has received a large number of unsigned HR4s recently and is finding that having to request approved versions is causing unnecessary delays in the processing of appointments.

### **2. Guidance on re-advertising if a new employee leaves shortly after being appointed**

In the event that a new employee leaves their position shortly after their start date and another advert needs to be published to recruit a replacement, please contact the CHRIS Helpdesk ([CHRIS.Helpdesk@admin.cam.ac.uk](mailto:CHRIS.Helpdesk@admin.cam.ac.uk)) for assistance before taking any action. Please do not place another advert using the previous vacancy record in the Recruitment Administration System (RAS) as this will cause significant issues with the receipt of applications and the appointment process in the Web Recruitment System.

### **3. Reminder of the free Linked In advertising service being offered for a trial period**

Please email Liz Timperley-Preece (contact details below), if you wish to place a free job advert on Linked In. The cost is funded by the HR Division as part of a one year trial of using the professional network for recruitment.

### **4. Details of an advertising 'job slot' service from ResearchGate**

ResearchGate is a professional online network dedicated to science and research with over 7 million members worldwide. As explained in a previous Recruitment Update, ResearchGate offers targeted recruitment advertising, similar to that offered by Linked In. A small number of departments/institutions took advantage of a limited discount on adverts offered to the University recently and found this useful for sourcing applicants for research vacancies.

ResearchGate has now introduced 'job slots', which are ongoing recruitment advertising spaces on the site. An advert posted in a particular slot can be taken down and replaced as often as required. ResearchGate offers packages for 1, 5 and 10 job slots at introductory rates and with no minimum contract term.

For an overview of subscription options and pricing, please see: <http://business.researchgate.net/jobs-subscription/> or contact Sarah Wills via [sarah.wills@researchgate.net](mailto:sarah.wills@researchgate.net) for more details.

### **5. Information on the advertising packages available through jobs.ac.uk**

The HR Division pays an annual subscription which means that jobs.ac.uk's standard adverts are free to the University of Cambridge. Whilst standard adverts may help attract sufficient volume and quality of applications for many roles, some specialist or difficult-to-fill vacancies may benefit from the enhanced advertising options available from jobs.ac.uk.

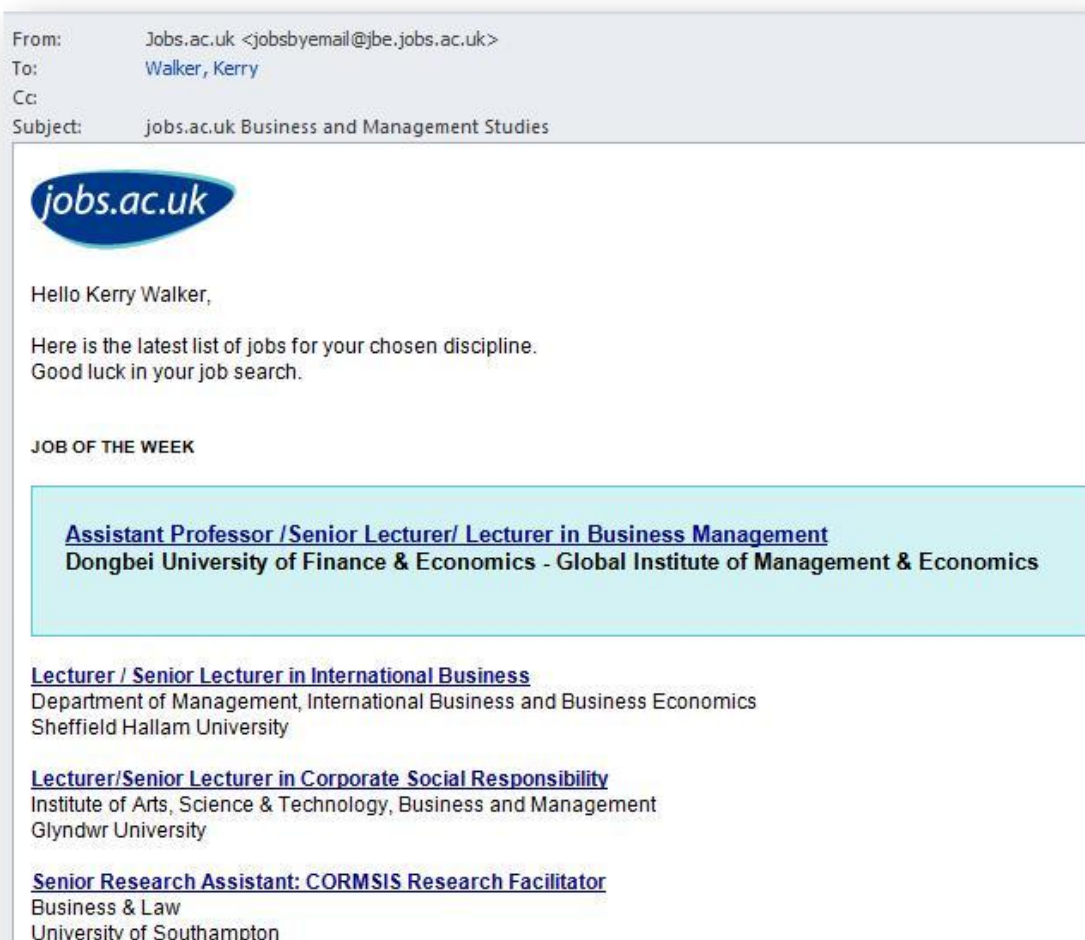
Jobs.ac.uk is now offering a 'standard plus' advert at £100 per advert for the University (this was originally £290). This includes a large branded header graphic at the top of the advert to make it more engaging and a logo in the search results to enhance the visibility of an advert amongst other job listings.

Please see <http://www.jobs.ac.uk/recruiters/products-and-prices/> for examples of standard and standard plus adverts.

In order to book a standard plus advert, please include details of this in the Instructions for agency box in the Recruitment Administration System (RAS)

Jobs.ac.uk is also offering priority slots in their job email alerts at a cost of £99 to the University for a trial period (expected to be until September). This includes the vacancy appearing at the top of the relevant email alert, highlighted in blue as the 'job of the week', for one week to a targeted group of job seekers (as shown below).

In order to book priority job email alert, please include details of this in the Instructions for agency box in the Recruitment Administration System (RAS) when submitting your advert to jobs.ac.uk.



If you have any questions about the content of this update, please contact Liz Timperley-Preece, Head of Recruitment, via [liz.timperley-preece@admin.cam.ac.uk](mailto:liz.timperley-preece@admin.cam.ac.uk).