# **Staff Requests - Overview Guidance**

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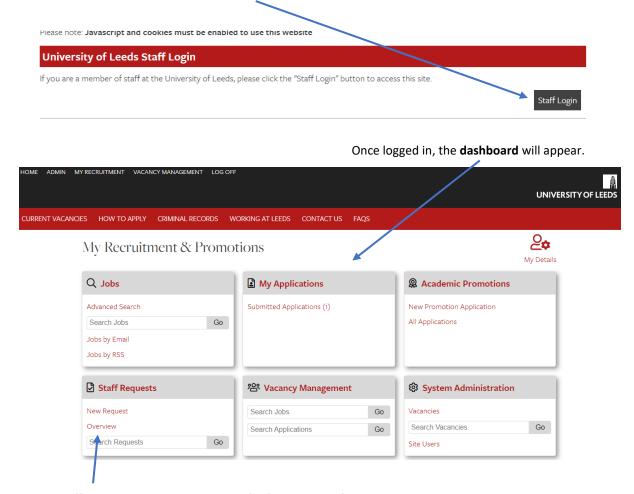
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## 1. Logging on and accessing 'Overview'

**NOTE:** As part of Resourcing approvals, you may have been granted an overview permission. This means that you can have full oversight of all resource requests and changes etc, in your area.

#### Go to <a href="https://jobs.leeds.ac.uk/MyRecruitment/">https://jobs.leeds.ac.uk/MyRecruitment/</a>

Single sign on will enable you to log into the system, with no requirement to enter other usernames or passwords. Click 'staff login' to enter the online recruitment system.



Go to the **Staff Requests tile** in the bottom left of the screen. If you have **Overview** access, you will see the option in that box, and you can click on this to begin.



Alternatively, you can also access the **Overview function** if you are already in the staff requests system, by clicking the icon that appears at the top right of the page.

Your Overview dashboard will appear and will look like this:

#### **Staff Requests Overview**



### 2. Important points to note

#### Before using the Overview Function, please note:

- The main purpose of the overview function, is to be able to see the volume of requests in your area
  and to see what stages any requests are at. It is also ideal to look back at past requests to see any
  detail that you may need in the future.
- You will be able to have oversight for all change activity in your area. When you first log on, if you feel
  that the area(s) that you can view do not reflect your department/Service, please speak to your HR
  Manager in the first instance. We will be able to amend your access accordingly if necessary. Note,
  that there are restrictions on what areas you will be allowed access to.
- Restrictions are in place as it is important to note that in viewing the change requests, some will
  contain confidential information such a salary details or the name of an employee who is on sick
  leave. We trust that you will keep this information confidential and not share it outside of your
  restricted area.
- Having access to the overview function will NOT give you the access to make any amendments to
  existing change requests. If you feel that there are errors or issues with anything that you see this
  must be taken up directly with the Recruiting Manager/HR Manager for your area.

# 3. Categories of Request

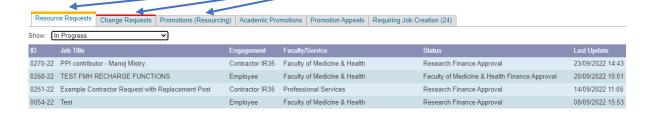




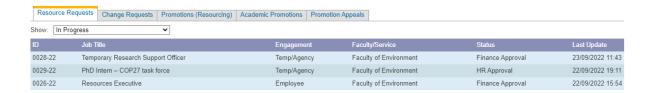
You can search for any request by entering the details in the search bar at the top of the screen.

You can scroll across the different categories of requests on the main staff requests dashboard.

Each **Category** has a separate tab.



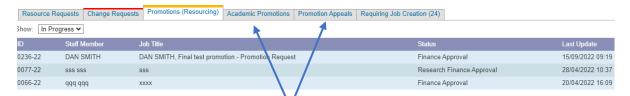
The Resource Requests tab will contain all the new resource requests and will show the engagement type in this column.



The **Change Requests** tab will contain all this type of request and the **change type** will be shown in this column.

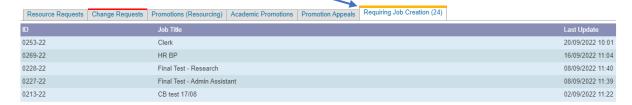


**Promotions (Resourcing)** will contain all the promotions requests, this is the request following approval from the promotions board. \



**NOTE:** the further two promotions tabs are **not part of RESOURCING APPROVALS**. These tabs belong to the promotions team, you may be able to overview their progress but any queries on these tabs must be directed to the promotions team.

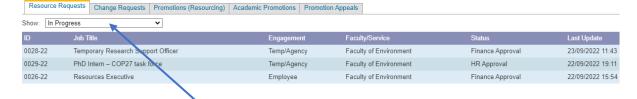
The **Requiring Job creation tab**, will show you all the resource requests that have finished and now require a job to be created on Stonefish.



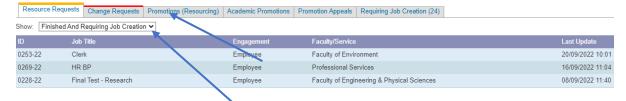
# 4. Stages of Request

You can select to view the different stages of requests, by selecting an option from the drop down menu.



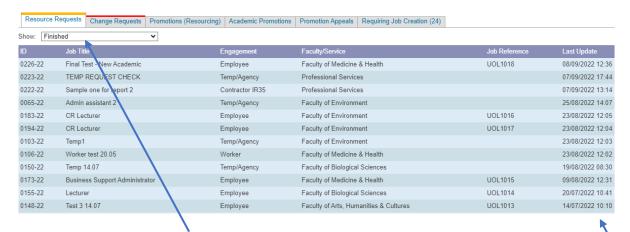


**In progress** will show you all the currently active requests, (that are not yet finished) and where they are in the approvals stages.



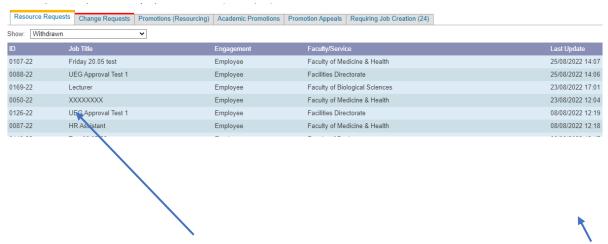
**Finished and requiring job creation** will show you all requests that have been through all the approval stages and now need to be sent on to have the job created on Stonefish.

**NOTE:** this stage is only an option in 'Resource Requests' as other change requests and promotions will not require a job being created.



**Finished** will show you all requests that are now finished and (if required) have had a job created. If the request requires job creation, the job reference number will appear in this column.

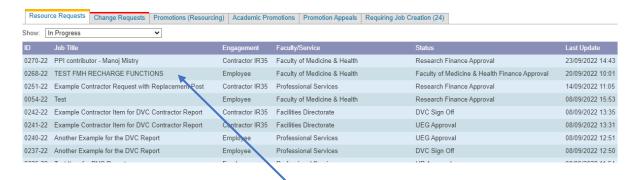
The date and time of finishing will appear here.



**Withdrawn** will show you all requests that have been started and then withdrawn for any reason. This could be due to a change in request or a request not being approved. To find out further

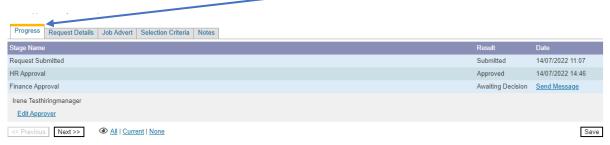
The date of withdrawal will appear here.

#### 5. Overview



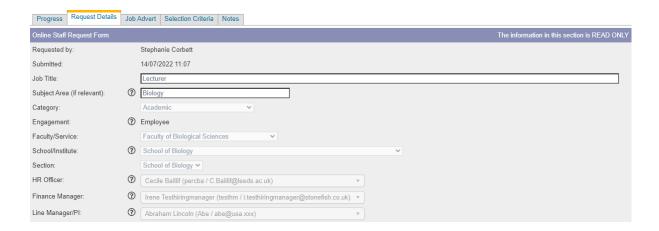
To Overview any item on your dashboard, click on the row you would like to view.

Once you have selected and clicked a row, you will be able to **see the progress of the request** in the **Progress** tab.



You will also be able to view the **Job** advert, Selection Criteria and any notes that have been added to the request, using the corresponding tabs.

The **Request Details** tab will show you all the details that were entered as part of the request.



**NOTE:** Overview access means everything will be greyed out, as you can only view the content, and not make any amendments at any stage.

If you have any problems with access or what you can view, please contact your local HR team in the first instance.