

APPLICANT GUIDANCE

This guidance is divided into two sections:

1. How to use the online application system
2. General guidance on applying for a vacancy (page 9 onwards)

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SECTION 1: USING THE ONLINE APPLICATION SYSTEM

Searching for a vacancy

You will be directed to the 'Vacancy Search' page automatically when searching for jobs. Use the 'New Job Search' option on the left hand menu when you want to start a new search. You can use the options below to refine your search or alternatively just click 'Search' to view all of the current University vacancies:

Reference Number: if you have seen a post advertised with an associated reference number and you wish to search for that specific post.

Staff Category: searches by the type of role e.g. academic, technical etc.

Grade: searches by University grade*.

Contract Type: searches for ongoing, fixed term or term time roles.

Full time/Part time: searches by whether a post is full time or part time.

Free text: searches the vacancy description for the search terms entered.

**When searching by grade you will be given a number of options. Some of these options will say 'Split Grade'. These are jobs that are being advertised at a number of grades. If you use one of the 'Split Grade' options as a search term, the search will only return jobs that are split graded roles. For example, if you were searching for a 'Split Grade 6/7', the search would only return jobs advertised at both grades. It would not return jobs just graded at Grade 6. If you want to ensure you search for all Grade 6 jobs, use the multiple select option and select all search terms with Grade 6 included.*

Viewing a Vacancy

When you have found a vacancy you are interested in, simply click on the job title and you will be taken to a further screen which displays further information on the role. In addition to the role summary you will find more specific and detailed information by accessing the attached PDF document found at the bottom of the page.

Applying for a Vacancy

If you find a job for which you wish to apply, simply click the 'click here to apply for this job' link. There may be some questions which you are required to answer before starting your application and depending on your answers you may find that you are ineligible to apply for that position. If this is the case, the system will inform you before you start the application.

If it is the first time you have used the site you will then be asked to enter some basic details including name, email and a password. If you have used the site before, simply log in with your email address and password.

Logging in or setting up a new login will take you to the candidate zone where the title of the job for which you want to apply is shown at the top as your 'current application'. You will also see the option to withdraw should you wish (at any stage of your application prior to submission) and the current status of your application. At this stage, it will show as 'Not Submitted Yet'.

Paper applications

Although the University strongly encourages applicants to apply using the online system as this will be a quicker and more secure way of making an application, should you not be able to apply online you can still apply using an application form that can either be emailed or posted. To apply in this way, please download our application form from the 'Forms' section of our HR website and complete and return to the contact detailed in the job details of the vacancy for which you wish to apply:

<http://hr.leeds.ac.uk/homepage/6/forms>

If you are unable to print an application form, please contact Human Resources on 0113 343 4146 or at recruitment@leeds.ac.uk and someone will be able to forward you a hard copy.

Completing your application online

Completing the application can be done at your leisure as you have the ability to save progress and then return at any point. Simply take each of the areas listed under 'Your Application' and complete each one in turn. If you have already applied for a role, these will already be filled in for you allowing you to simply submit what you have previously entered or change anything as required. This obviously makes subsequent applications much quicker to complete.

Each section can be saved at any point by clicking the 'Save' button and when complete, simply check the box at the end of each section marked 'Mark this section as complete'. This will return you to the candidate zone and you will see a blue tick appears next to the completed section. When all sections have this tick, a link will appear for you to submit your application. When you do this, an email will be sent to you to confirm submission.

Completing you application – section by section

Below are hints and tips on completing each section:

1. **Personal Details** – this section is very straight forward. Simply complete all mandatory boxed (marked with a red *) and any other boxes you are able to. Save and mark as complete when finished.
2. **Career history** – this section is for recording past employers/roles. Simply click 'Add Career History' and fill in the details requested. This will allow you to enter one past

role (please start with your most recent first if possible). To enter more than one, simply click 'Add Career History' when you have completed the previous entry and so on and so forth. If you do not know what day you started or finished, simply enter '01' in this field. Save and mark as complete when finished.

3. **Additional Supporting Information** – this is your opportunity to demonstrate how you meet the essential (and desirable) person specification for the role you are applying. The easiest way to complete this section is to draft your statement in a word processing application and cut and paste it into this window. Save and mark as complete when finished.

Helpful hints:

- NB there is a 7,500 character limit. Where possible, we would like statements to fall within this limit but appreciate this is not always possible. Should it not fit, please upload the entire document in the Document Upload section (see [Document Upload](#) section below) and make a note in this section that you have done so.

4. **Education** – this section is to record institutions where you studied. Simply choose the level of education you wish to add and enter the dates you attended as well as location. If you need to add more than one record under each section, once saved the system will give you a further blank record to complete. Continue to complete as necessary and save and mark as complete when finished. Should you need to remove a record, simply click 'Remove' next to the record you have entered.

Helpful hints:

- If you enter any records in error, either reset the month/year via the drop down menus or click 'Save' and then go back into the section. A 'Remove' icon will appear allowing you to remove that entry.

5. **Qualifications** – this section is where any qualifications you have gained should be entered. Simply enter the level and type required and then click 'Add Qualification'. A further screen will appear giving you the opportunity to enter subjects, results and dates. Simply repeat the process for multiple qualifications, using the 'Remove' link if required. Save and mark as complete when finished.

Helpful hints:

- For overseas equivalents, please enter 'Other inc overseas equivalents' under Qualification Level and 'Other Non UK' under Qualification Type and then on the next screen record the equivalent UK level, results, subject etc.

- If you cannot find your qualification, select 'Other' and then 'Other UK' where you will find you are able to enter it manually.
 - If you wish to enter more than 5 GCSE's (or equivalent) enter the first 5 and then repeat the process for further qualifications.
 - Professional qualifications can be entered by selecting 'Other (inc overseas) and a professional option will appear here.
6. **Referees** – simply enter a minimum of two (and preferably three) referees. Instructions on what to include are detailed on the page but please ensure you make it clear at what stage the referee can be contacted – especially if you would prefer them not to be contacted prior to an interview or prior to a job offer. Save when finished.
7. **Other Personal Details** – this section is simply several questions that you need to answer 'yes' or 'no' to. Regardless of your answers, you will be allowed to continue with your application – these are for our information only.
8. **Document Upload** – this section allows candidates to upload any documents relevant to their application. Simply 'browse' for the file on your PC and click 'Upload' ensuring you have selected a file type from the drop down that most accurately reflects what you are uploading.

Helpful hints:

- CV's are optional for all non-academic roles. For academic and clinical roles, please ensure either a CV or Research/Publication information is submitted along with your application. You can also upload your supporting statement here should it be larger than the 7,500 character allowed in the supporting statement section. Please ensure that if you are uploading the file that you upload the whole file and not just the remainder of anything that would not fit in the previous section.
9. **Equal Opportunities** – this is to collect equal opportunity information and is completed using drop down boxes where you simply select your answer. All of these are mandatory although many give you an option 'I prefer not to answer'. *Please note that the information submitted here will not be used in the selection process, is not available to anyone short listing the post and it is all treated as strictly confidential. A link is provided on the Equal Opportunities page should anyone require more information about how this data is used.*

General guidance

- Ensure you have completed all mandatory fields. The system will not allow you to continue and save or mark as complete if any of these are not complete.
- Even after you have marked a section as complete, you can still go back and add/delete/amend as long as you have NOT submitted your application. You simply return to the section you wish to amend, make the amendments and then mark as complete again.
- Once you have submitted your application, you are unable to make any further amendments.
- Check all information submitted is correct before you mark a section as complete.
- Please note that as soon as you mark a section as complete, the information submitted for that section can be viewed by the recruitment administrator for that role.
- Applications that are not complete and fully submitted will not be considered at the short listing stage.

Emails

Any emails sent to you will be sent to both to your user account and to the email address you use to login. You can access any received emails in your user account by clicking on the 'Your emails' link in the candidate zone.

Booking Interviews

If you are selected for interview, you may receive an email asking you to book your own interview slot although there may be occasions where an interview slot is allocated by the recruiting department. These emails will go to your email address and user account. If you receive an email asking you to book your own interview slot, please log on as soon as possible and select your slot. A further section will appear on the candidate zone at this point showing candidates that there is an interview to book, and after booking, showing details of that interview.

Register for job alerts

You can register for job alerts at any time by selecting the option from the left hand menu. This allows you to enter your own search criteria and set up an email alert where the system will email you every time a job is added to the website that matches your criteria. You can

amend the criteria at any time and when added you will be given an 'unsubscribe' option in the candidate zone.

Applying for subsequent positions

As mentioned above, once you have applied through the system once, the system will retain certain data meaning it does not have to be entered again for any subsequent applications you may make. The system will automatically populate Personal Details, Career History, Qualifications, Education, Referees and Equal Opportunities information. You have the option to add to, amend or delete any of the information previously entered but should you not wish to alter anything, you can simply mark the section as complete and it will submit the previously entered information. You will need to write a new supporting statement for each job as well as upload any necessary documents and answer the further application questions.

Viewing past applications

Any applications you have previously submitted will be displayed in the system and can be accessed by clicking on 'Show previous applications' at the top of your home page.

Printing

Applications can be printed out should you wish to keep a hard copy. Simply click 'Print summary' at the bottom of your application page or if it's a previous application, a print icon will display when you open your application in the past applications section.

Applying for more than position at once

The system will allow you to do this although only one application at a time will show in your current application screen. If you are part of the way through an application and find another job for which you wish to apply, the system will ask which you wish to continue with. If you choose the new position, you can start an application immediately. The part completed job will then be saved and can be accessed and returned to by finding it in the previous application section. Next to any jobs such as this, a link will appear allowing you to switch back to that job to complete the application, assuming the closing date has not passed.

Closing Dates

All jobs close at 11.59pm GMT so applications can be submitted until 11.59pm on the closing date. Please ensure your application is fully submitted by this point as incomplete applications or applications not fully submitted cannot be taken forward in the recruitment process.

Contacts

If you are having any problems using the system or have any general application queries, please don't hesitate to contact us on 0113 3434146 or at recruitment@leeds.ac.uk. Should your query concern a specific job, please contact the recruiting department directly. All advertised roles will have a point of contact identified in the job summary section.

SECTION 2: THE APPLICATION PROCESS

This section should give you an insight into the full recruitment process undertaken at Leeds, from completing an application right through to job offer. If you have any queries or concerns, please do not hesitate to contact either the specific contact detailed in the job for which you are applying or please feel free to contact Human Resources on 0113 343 4146 or at recruitment@leeds.ac.uk.

Alternatively, if you have any feedback you would like to give us please email recruitment@leeds.ac.uk. We aspire to be an employer of choice and as such, are constantly striving to improve our recruitment processes. If there is anything we can do to make it better, let us know.

Finding a job

You can search through our current list of vacancies at any time by visiting the jobs page. You will have the options of viewing all of our jobs or by using the drop down menus provided to narrow your search to particular roles. When you find a suitable vacancy, you will be able to view the job description and person specification (as well as various other details including salary, grade, tenure etc) and apply on-line immediately. If it is the first time you have applied for a job at Leeds, you will be asked to register with us to create your own account to manage your application(s). This won't take more than a few moments.

Making an application

Applications are preferred on-line but will be accepted in hard copy or by email if necessary. If you cannot apply using the on line system and need to send in your application, please send it to the contact named on the role for which you are applying. The application form can be found in our 'Forms' section of our HR website:

<http://hr.leeds.ac.uk/homepage/6/forms>.

Should you have any general queries or problems relating to this, please contact a member of the HR team on 0113 343 4146 or at hr@leeds.ac.uk

Please ensure that when completing your application you have read and understood the job description and that in your supporting statement you have clearly evidenced the skills, knowledge, experience and qualifications outlined in the person specification. We are unable to short list or interview any candidates who do not meet all of the essential criteria listed in any person specification so applicants must demonstrate how they meet this in their supporting statements.

Short listing

This process begins shortly after the closing date for the role. Applications will be individually assessed by the short listing panel and they will be looking for evidence that you

meet the person specification for the role. As stated above, it is vital that candidates meet all of the essential criteria to be short listed and interviewed for any post. In instances where we receive a high number of applications, the desirable criteria will also be used to help identify the best candidates to take forward to the selection stage.

Feedback

We very much appreciate the time and effort applicants put into their applications and as such, regardless of whether you have been successful for interview or not, we will send you an email to let you know the outcome as soon as possible after the short listing has been completed. However, as we receive thousands of applications each year, providing personalised feedback for every application is incredibly difficult so regrettably we cannot offer feedback for those applicants not offered an interview.

Selection

If you are selected for interview you will usually be informed by email.

Regardless of whether you book your own slot or are allocated a slot, you will be given the location together with any details of further assessment being undertaken and any preparation required on your part as well as directions if appropriate.

Selection methods employed can be quite varied:

Interview – this will always be included as part of the University's selection process. The number of interviewers will be determined by the grade of the post and sometimes, more than one interview may be used. There will always be a minimum of two interviewers.

Presentations – ranging from demonstrating the ability to present (if required for a job) to demonstrating the candidate can effectively communicate complex subject matter, ideas or particular knowledge of a given subject.

Exercises – can range significantly and will depend on what element in the person specification is being tested. There are typically used to assess how applicants relate and work in groups, testing IT skills, 'in tray' or organisational exercises. Again, you will be informed if testing such as this will be part of your selection process although you will usually only be given specific details of the test(s) on the day.

Assessment centres – typically used for more senior roles and will involve candidates being tested with a variety of methods including written exercises, group exercises, role play, presentations and interviews to fully assess a candidates match to a role.

Offer

Following the interview/selection process, all candidates will be contacted by a member of the recruiting panel, usually a departmental representative, who will inform them of the outcome. This will usually be by phone and typically within a few days. For the successful candidate, a job offer will be made verbally and if accepted, followed up with a formal written contract soon after. For unsuccessful applicants, feedback will be provided if requested.

The offer will usually be conditional on eligibility to work in the UK and receiving references deemed satisfactory by the University (unless these have already been received prior to offer). The offer may also be conditional on a medical examination and CRB (Criminal Record Bureau) disclosure. If there are any other conditions attached to an offer of employment they will be fully explained to you and then also confirmed in writing with your formal offer.