

**Guidance on advertising a vacancy:**

**From monitoring request, to advert placement**

This document provides an overview of the University’s process for requesting approval to advertise a vacancy, together with the information the HR team will need to advertise the vacancy for you.

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# **Key Principles**

* All requests to advertise and recruit to a vacancy should be added to our [online monitoring system](https://hrsystem.hud.ac.uk/monitoring/) and submitted for approval.
* Approval for the vacancy must be obtained before the advertising/appointment process can commence.

# **Approval Process**

* Anyone within your School or Service can submit a request for approval. The approval process is made up of the following checks:
1. **School/Service** – your own School/Service will first assess the request to ensure that the appropriate information has been entered. They are also responsible for checking/entering information for the financial details section of the request.
2. **Dean/Director** – your Dean/Director will assess the request. Your request will only be assigned to a monitoring meeting once your Dean/Director has approved it.
3. **Job Evaluation** – any requests which are for a ‘new post’ (as opposed to a replacement) will need to go through a job evaluation check to ensure that it has previously been evaluated.
4. **Finance** – all requests are checked by Finance or RIKE depending on the funding source.
5. **HR/VCO** – the final checks are undertaken by HR and VCO. Only requests which have been approved at this stage can be progressed.
* Once you have submitted your request, you will receive an automated email confirming the submission and providing you with a monitoring reference number.
* Your request will then be assigned to one of the monitoring meetings, based on when it has been approved at Dean/Director level. Once assigned, the date your request should be considered will be shown at the top of page.
* Within the monitoring system you will then have access to upload the following attachments to your request:
* Job description
* Person specification
* Draft advert
* Additional Information (this form needs to be downloaded from the monitoring system, completed and then re-uploaded)
* You can choose to upload the attachments at any point following submission of your request. This can be before the vacancy has been approved, or after.

# **Following Approval – Next Steps**

* Once the request has been approved, the person who submitted the request will receive an automated email confirmation. They should then log in to the monitoring system to ensure that all necessary documents (as detailed above) have been uploaded. The advertising process can only commence once this has been done.
* Once all attachments have been uploaded, our HR Officers in the Recruitment and Selection team will receive an email notifying them of this.
* Our HR Officers will then make contact with the recruiting manager to agree all details and a timeline for advertising. They will then arrange for the vacancy to be advertised for you.
* All vacancies will be advertised on the University jobs pages in addition to any other appropriate jobs boards you may choose.
* Once the advert is live, you will be given access to the vacancy details on our iTrent system and can view and evaluate applications as soon as they are submitted. Further details on the shortlisting process can be found in our [Shortlisting Guidance](https://staff.hud.ac.uk/media/universityofhuddersfield/content/files/hr/downloads/Shortlisting_Guidance.docx) document.