HIRING MANAGER USER GUIDE

This guide will assist with the Creation, Review and Submission of a position request. The Hiring Manager Profile is available to all staff who wish to create a position request.

GUIDE 1 CREATING A VACANCY	
Step	**Example**
Oleeo supports single sign-on and you can access the system via the following link:	https://qmul-jobs.tal.net/saml2
Click "*Log in with single sign on*".	
When you land in Oleeo, you will be taken to the dashboard page.	
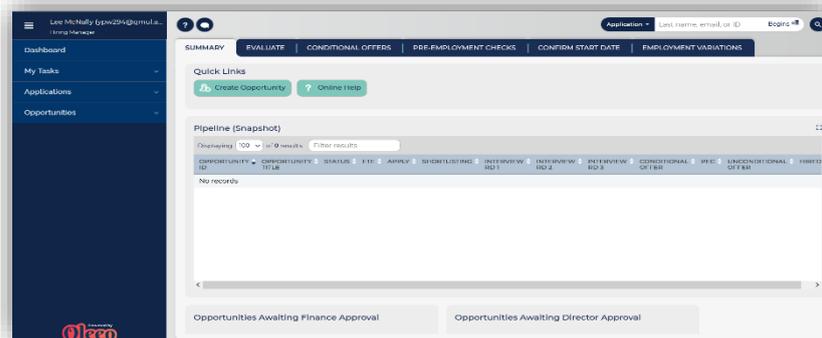
Click on the **'Create Opportunity'** button in the quick links bar. This will progress you to the next page.	
Create You have two options to choose from: • **Template**: which is to select the relevant recruitment request. • **Existing:** which is to select and copy a previously submitted request. This template will allow for adjustment of specific details	
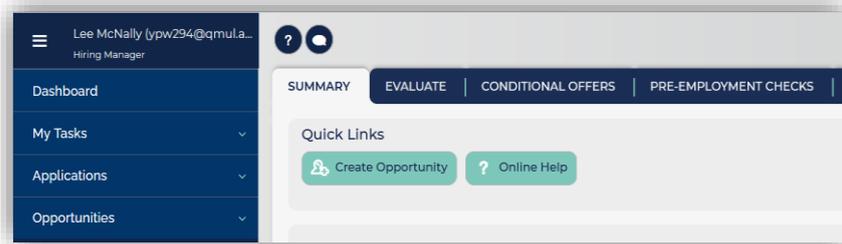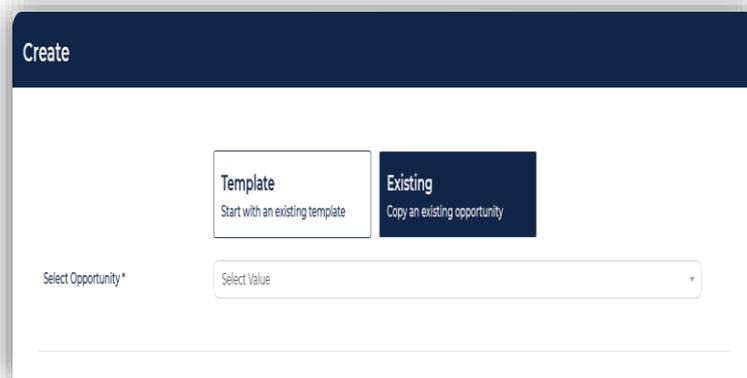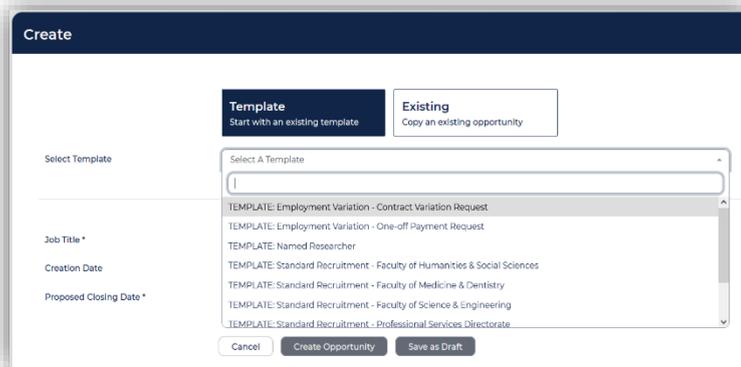
Once either **Template** or **Existing** has been selected, you will be asked to complete a series of position details information.

In the top section, complete the '**Job Title**' - this will be displayed on the advert and should be the title of the position you are recruiting into.

'**Creation Date**' is auto populated and should be left as is.

'**Proposed Closing Date**' is the date you wish the live advert to close – this can be adjusted by the Recruitment Team later if required.

Job Title *	
Creation Date	28/08/2023 13 v 10 v
Proposed Closing Date *	DD/MM/YYYY 23 v 55 v

Position Details

The next section is all the position details.

Complete all the mandatory fields that are marked with an asterisk*. The question mark bubbles will give you extra help if you hover over them with the mouse.

Please note certain fields will prepopulate according to the template selected. It is important that you double-check that these details are correct.
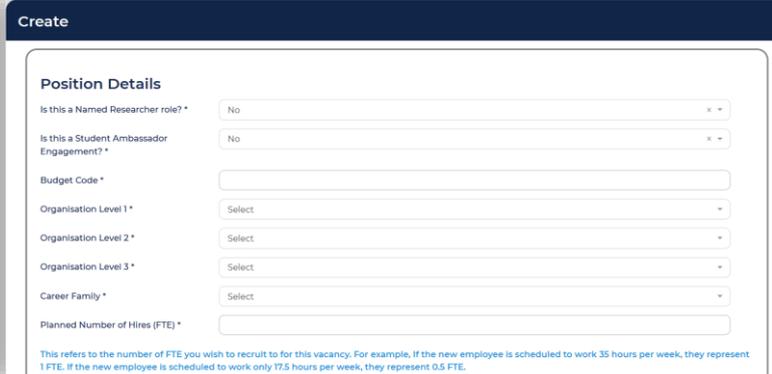
Create

Position Details

Is this a Named Researcher role? *	No
Is this a Student Ambassador Engagement? *	No
Budget Code *	
Organisation Level 1 *	Select
Organisation Level 2 *	Select
Organisation Level 3 *	Select
Career Family *	Select
Planned Number of Hires (FTE) *	

This refers to the number of FTE you wish to recruit to for this vacancy. For example, if the new employee is scheduled to work 35 hours per week, they represent 1 FTE. If the new employee is scheduled to work only 17.5 hours per week, they represent 0.5 FTE.
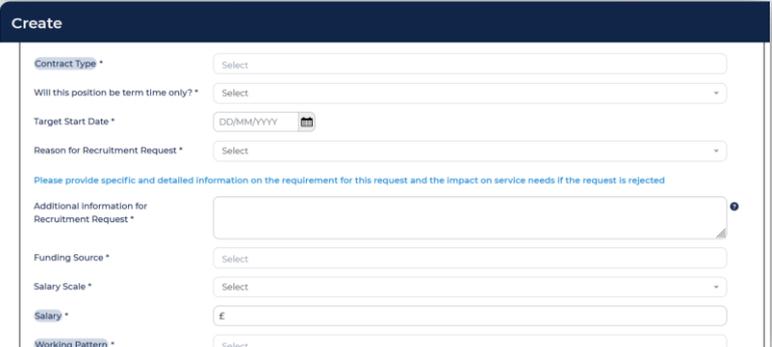
Create

Contract Type *	Select
Will this position be term time only? *	Select
Target Start Date *	DD/MM/YYYY
Reason for Recruitment Request *	Select

Please provide specific and detailed information on the requirement for this request and the impact on service needs if the request is rejected

Additional information for Recruitment Request *	
Funding Source *	Select
Salary Scale *	Select
Salary *	£
Working Pattern *	Select

Important note: Fields with a blue shaded background denote that the field text will be visible to applicants once advertised.	
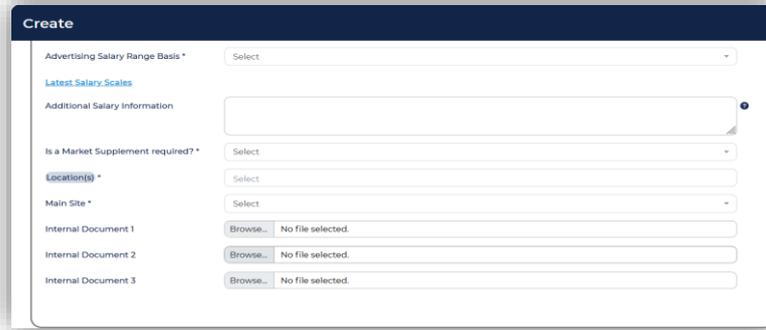
Once you have completed the position details, you will be asked to complete the Advert text.

If you have an idea of elements you would like to include, add them in this section. Your HR Recruitment Administrator will review and finalise the text prior to LIVE advert release.

At this stage of the process, you should also have the Job Pack ready for upload.

Advert and Job Pack

The Advertising Start Date is the date at which you wish to progress the advert to live – **Recruitment Team** can adjust this later if required.

You will next be asked to complete the Advert text.

The 'About Queen Mary' and 'Benefits' sections are already completed for you and *should not* be removed or altered.

You will then need to attach your Job Pack.

Please provide the Contact Details that you wish candidates to see on the advert.

Where you wish to include a Provisional Interview Date, please provide the relevant details.

Important note: Fields with a blue shaded background denote the field text that will be visible to applicants once the advert is made LIVE.

Essential / Desirable Criteria

To form the shortlisting criteria in system, you

will need to identify the number of Essential and Desirable Criteria for this position. Criteria **must** be taken from the Person Specification section of the Job Pack.	**Create** **Essential / Desirable Criteria** This section allows you to set up the shortlisting criteria for shortlisters. How many Essential Criteria? * Select How many Desirable Criteria? * Select
Shortlisters Select your **shortlisters** for this position. You must select a minimum of two.	**Create** **Shortlisters** Lead Shortlister * Select Value Second Shortlister * Select Value Third Shortlister Select Value Remember to add the shortlisters on the 'Participants' tab if they will be providing feedback 'in system'.
Pre-employment Checks In addition to the mandatory pre-employment checks for new starters, you will be asked to confirm whether other specific checks/registrations are required for the position. If you require additional elements, these will form part of the mandatory pre-employment checks for the successful candidate(s).	**Create** **Pre-employment Checks** In addition to the mandatory pre-employment checks (Right to Work, References and Occupational Health checks) please indicate if the following checks are also required for this position. Disclosure Barring Service (DBS) Check * Select To determine the appropriate level of DBS clearance for this role please ensure you use the online eligibility tool. Is a Professional Registration required for this role? * Select Essential Qualifications Required? * Select
Approvals All recruitment requests will go through a 2 tier approval process. No information is	
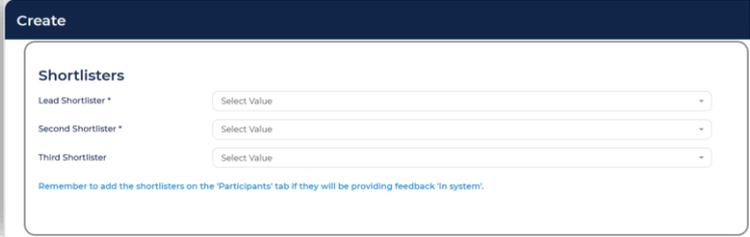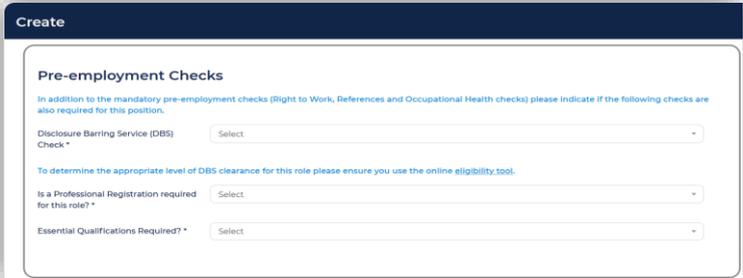
required from you. The approvers are pre-set. The system will automatically populate the required Position Approvals.

You may check the Approval progress status by selecting "search" in the left-hand navigation under "opportunities". Once you have done this you will need to select "Approval layout" to see approval related information.

Open Ended Questions

You may also wish to add additional open-ended questions into the online application form for applicants to complete.

The questions must be pertinent to the position and aligned to the essential/desirable criteria as outlined in the Person Specification.

Open-ended questions may form part of the shortlisting exercise.

Key Leads

These details will help the system correctly direct notifications and system request to the relevant staff.

Please provide the name of the actual Hiring Manager for the position (this does not need to be the line manager of the post).	
Once you have completed all the relevant details, click "**Create Opportunity**" to generate the position for final review (prior to final submission for approvals) Alternatively, you can press "**Save as Draft**" until you are ready to submit If you have missed any mandatory information, the system will provide red prompt texts against those missing details	Cancel Create Opportunity Save as Draft
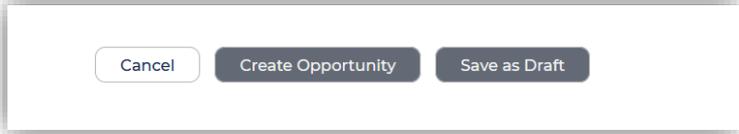
	Reviewing Full Position Details Prior to Final Submission For Approvals:
	The Description Tab

Once you create your opportunity, you will be shown an overview of the request you have created as well as the reference number.

The **'Description'** tab will allow you to review what you have created. You need to scroll down the page and make sure all the details are correct.

Opportunity
62 - HR
Status Draft
✔ Request Approval

| Details | Description | Participants | Applications | MultiPoster | MultiPoster Status |

Opportunity Form - Employee [Completed]

📄 View

Position Details
Is this a Named Researcher role? *	No
Is this a Student Ambassador Engagement? *	No
Budget Code *	HR00001D
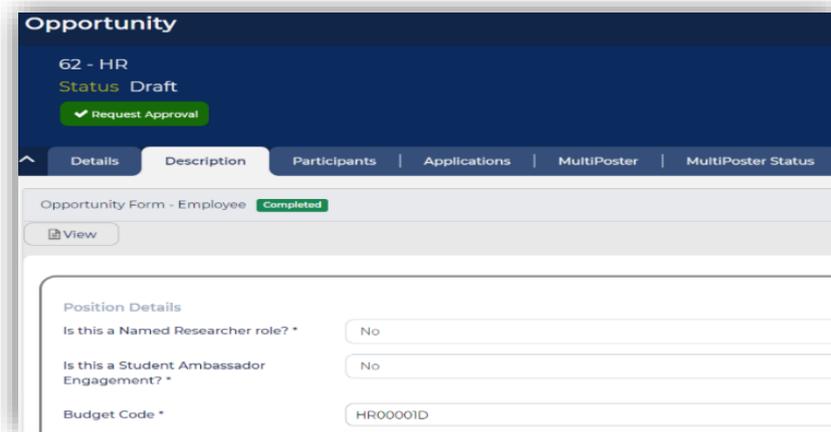
To ensure shortlisters can score in system – select the **"Participants"** tab section and adding your shortlisters to this position.

Opportunity   ← Add Candidate
37 - HR Admin 3 - AH
Status Open To Applications

| Overview | Details | Forms | Participants | Interviews | Applications |

+ Add Participant   ⬇ Export Participants   ⬆ Import Participants

10 results   Filter results

| FIRST NAME | ▲ LAST NAME | USERNAME | ROLE | CO-ORDINATOR | VIEW APPLICATIONS |

Add Participant   ⊗

The 'User / Profile' and 'Category' fields are mapped together so that you can only select a valid combination.

Note - You do not need to add recruiters here as they have default access.

User / Profile *   [Select Value]

Category *   [Select Value   ▾]

☐ Co-ordinator

☐ Can View Applications

[Cancel] [Add Participant]

Once you are satisfied that all details are correct and are ready to submit the position for approval, click the '**Request Approval**' button. The position will now progress to approval.

On successful submission, the position status will change from Draft to Awaiting Approval – Finance.
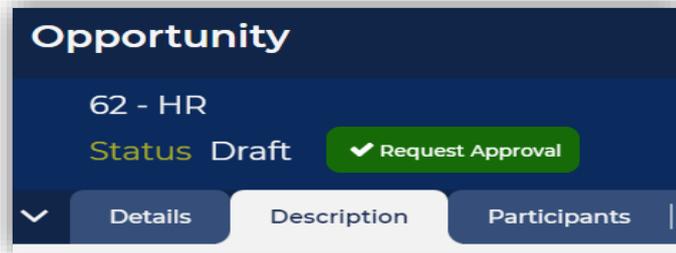
Once the approvals have been granted, your HR Recruitment Administrator will receive an automated system notification that the position has been approved. The position will be reviewed and then progressed to LIVE advert as per the detail/instructions you provided.

Should the HR Recruitment Administrator have any questions they will contact you directly.