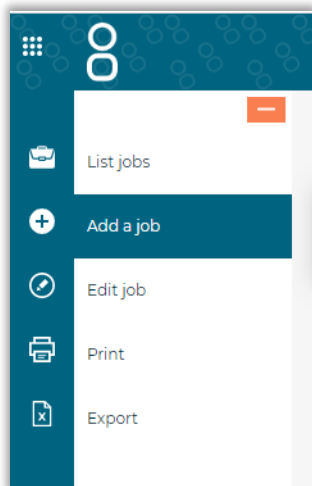


Submitting a Recruitment Request



Select **Add a Job** from the left-hand menu.

Add a job

Copy from a job template

Add a Job - Update Job Title Here / 000006 ✕ ? Use template

Copy from an existing job

Please Select 🔍 ? Copy job

Exit

Click the search icon in the **Copy from a job template** field.

Various job templates have been created for frequently recruited roles, to see if one is available for your role, start to type the template title (or a word from the title) in the look up field and details of any matching template jobs will be shown, select and click **Use Template**.

If there is not an appropriate template, select template titled "**Add a Job - Update Job Title Here**" also found under the "Copy from a job template" header and click **Use Template**.

Copy from an existing job

Do not raise request using this option.

Job Details

Please complete the fields with the relevant information for your role / request.

Mandatory fields are marked in red *

Job Reference *	PENDING	Job Title *		Job Title for candidates *	
No of people to be appointed *		Contract Type *	Please Select	Fixed Term / Secondment Duration	
Reason for Vacancy *	Please Select	Hours per week *		Recruiting/ Hiring Manager *	
Location *	Please Select	Salary Band	Please Select	Email For Candidates To Reply To	recruitmentteam@nhsbt.nhs.uk
Department *	Please Select	Advert closing date		Proposed Candidate Start date	
Directorate *	Please Select				
Cost Centre					
Salary *					

Bulk Recruitment Job

Job Ref:
 Job Title:
 Exit Save & Continue Save & Close

- **Job Reference** – this is automatically populated.

Once you have completed all fields, click **Save and Continue** to progress.

Note – all mandatory fields are highlighted in red; the system will alert you if you have missed a mandatory field so you can complete before you progress to the next stage.

Approval Form

You will notice that some information automatically transfers from the details tab.

What Directorate is the vacancy in?	People	If answered previous question as Blood Supply, please indicate the department, your request will be sent to the assistant Director listed for review.	Please Select
Is this vacancy within existing budget / establishment? *	Please Select	If this vacancy is out of budget, please confirm you have your Directors approval *	Please Select

Complete all the other required information.

Note – fields in red are mandatory.

Once you have completed all the relevant fields, select the relevant approval option in the **Job Approval Workflow** section.

This will ensure your vacancy goes through the correct approval process.

Job Approval Workflow

Job Approval Workflow Please Select

Note – If you pick the wrong approval template, click Reset Approval and select the correct one.

Click **Save and Start Approval** to submit your recruitment request.

You will be able to see that the request has been submitted under the **Mandatory Sign Off** section.

Mandatory Sign Off

Recruitment Team Recruitment Team Status: Awaiting Approval - Email Sent On 23/06/2022 12:37

You can now close the request form using the **exit** button. Once your recruitment request is approved, it will be allocated to a member of the recruitment team, who will contact you to commence the recruitment as soon as possible. Please note: you DO NOT have to complete the **"Post The Job"** tab.

Checking the progress of your job approval

Your assigned jobs are displayed on the **List of Jobs** page. Any jobs awaiting authorisation will have the status of **Waiting for Approval**.