E-Recruitment User Guide:

Hiring Manager – Creating a Vacancy
1. Introduction

When it has been determined that there is a need for a vacancy to be filled, the responsible manager will create a vacancy for publishing on the Council’s recruitment website using an online vacancy template. Prior to doing so, the manager will ensure the following steps have been followed:

- Approval from the Service or Group Director via email for the vacancy to be advertised
- A check of the vacancy details on the Council’s HR/Payroll system (Vision) to ensure that vacancy details are correct and if appropriate, changes made to the vacancy details via the Change Control procedures prior to the vacancy being created
- An up to date and job description and person specification for the vacancy (including if necessary a review of the post grade via job evaluation). Where possible, managers should also obtain a version of the document in Welsh by sending it to the Council’s Translation Unit prior to creating the vacancy
- Prepare an advertisement for the vacancy to appear on the Council’s recruitment website
- Details of other officers to be involved in the candidate selection process i.e. members of the short-listing panel

The candidate selection process is based on the Council’s Competency Frameworks, which are available on RCT Source under ‘Guidelines and Toolkits’. When a vacancy is advertised the responsible manager will identify up to 6 competency statements from the person specification relating to the post being advertised. Candidates are then expected to provide evidence as to how their experience, qualifications etc meet the competencies identified. In addition, managers should consider if there are any qualifications, experience etc that are essential for the role. All of the above should be included in an up to date job description and person specification to accompany the advert.

The Council’s online recruitment site is provided by Oleoo and their product is referred to as Oleoo ATS (Applicant Tracking System).

The following pages give a step by step guide on how to create vacancies for publishing online using Oleoo ATS.
2. Login to Oleeo ATS and Select your Profile

The link to access Oleeo ATS is available on Inform under ‘Popular Tasks’. Clicking the link titled ‘e-recruitment’ will take you to the login screen. Your username will be your RCT Network username, and the initial password is ‘Password1’:

![Login to Oleeo ATS](image)

The first time you login to Oleeo ATS you will be asked to change your password and choose a user profile. Change your password and ensure it meets the criteria on screen:

![Change Password](image)
User Profiles have different levels of access applied to them that enable users to carry out various tasks in the recruitment process (create vacancies, screen candidates etc).

Most users will have 3 user profiles available:

- **Hiring Manager** – This profile is used when creating vacancies, creating interview schedules and selecting and rejecting candidates following the interview stage,

- **Hiring Manager Short-listing** – this profile is used when screening candidates at the short-listing stage and subsequently selecting and rejecting candidates prior to interview

- **Panel Member** – this profile is used when screening candidates for vacancies created by other users (i.e. when you have been asked to be a member of a short-listing panel).

To be able to create a vacancy select the ‘Hiring Manager’ profile and click:

You will then be taken to the Oleeo ATS homepage.
3. Creating a Vacancy

Before creating a vacancy, please ensure that you have followed all the preparatory steps listed in the Introduction. All tasks in Oleeo ATS are performed by accessing options from the left hand menu. To create a vacancy, select ‘Vacancies’ and ‘Create New Vacancy’:

Creating a vacancy requires 3 simple stages to be completed:

- Entering all relevant details about the vacancy (vacancy title, advert content etc) that will be displayed to officers responsible for/involved in the recruitment process (line managers and Human Resources) and candidates,

- Allocating Access to the Vacancy – this involves allowing access to your vacancy to other users involved in the recruitment process (i.e. short-listing panel members),

- Sending the Vacancy for Approval – the final stage is to send the vacancy for approval by Human Resources, who will check the content prior to the vacancy being sent to Advertising and Translation for publishing on the Council’s website.

Click ‘Create New Vacancy’ to begin.

3.1 Entering Vacancy Details

First select the template you wish to use to create your vacancy. There are 4 available and each template contains pre-defined information such as branding and application forms that will be needed to create a vacancy. There are 2 brands (RCT and CSC-JES) and 2 forms (General and Disclosure) to choose from. Select the one appropriate for your vacancy:
Once the template has loaded input the title of your vacancy. You will notice the button next to the title field. This appears at several stages of the template and is used by the Council’s Translation Unit to input the equivalent Welsh values that appear on the Welsh version of the Council’s website.

The ‘Vacancy Live Date’ and ‘Vacancy Closing Date’ will allow you to select the date the vacancy appears on the website and the date the vacancy closes. To allow the vacancy time to progress through the workflow choose a ‘Vacancy Live Date’ at least 3 working days after you intend to submit the vacancy creation request. You should select a ‘Vacancy Closing Date’ that is at least 2 weeks after the first posting date. Select the appropriate date and time using the menus available. Select 12:00 as the time for posting and closing your vacancy:
Items under the ‘Internal Fields’ and ‘Approval’ headings are items that are visible to other users (Human Resources and Advertising) that enable the vacancy details to be checked prior to posting. These are checked by Human Resources to ensure the vacancy information corresponds with the Council’s corporate structure. Complete these fields by referring to the vacancy details held on Vision.

As mentioned in Section 1, prior to advertising a vacancy approval should be obtained from your Service or Group Director via email. Once received, you can attach a copy of the email to the template (this can then be viewed by the Human Resources Officer who will be checking the vacancy. To do this, first save your email from Outlook to a suitable location (Desktop, My Documents etc) then attach a copy by clicking the Browse button.

You can also indicate if your post requires a successful applicant to undergo a Disclosure and Barring Service check by selecting the appropriate value from the drop down menu.

You will then be asked to select your short-listing criteria from the pre-defined values available. These items are from the Council’s Competency Framework and when selected will populate the online application form. After selecting the appropriate framework for your vacancy you will be able to choose a maximum of 6 competency statements – please ensure these match the items listed on the person specification for your vacancy.

First select the appropriate framework for your vacancy:
Then select your competency statements:

Items under the ‘HR Team’ heading determine what HR team has access to the vacancy and allow you to indicate where your vacancy is to be advertised (intranet, internet, press etc). First select the HR team and email address from the options available, then select where your vacancy is to be advertised:
If your vacancy requires a press advertisement you will be given a list of regularly used publications. If your chosen publication does not appear on the list select ‘other’ and give details of the publication in the ‘Additional Publications’ field. **Please ensure your approval email includes approval for any press advertisement:**

The final item in the section will ask you to confirm the level of Welsh language ability required for your vacancy (choose the appropriate value from the drop down menu, again ensuring it matches the person specification):
If Level 1 is selected you will be asked to confirm why a higher level of ability (Level 2 – 5) isn’t required. Choose the appropriate value from the drop down menu:

Interview questions can also be added at this stage if they are available. If you don’t have your interview questions, select ‘no’ from the drop down menu. Alternatively select ‘yes’ and you will be able to input a maximum of 6 questions:
Items under the ‘External’ heading are what will be displayed to candidates on the Council’s website:

- **Job Type/Group/Division/Grade/Salary range** – choose the appropriate values for your vacancy from the drop down menus

- **Advert Details** – this is the information about the vacancy that will be displayed to candidates. You can either type directly into the text box or copy and paste from another source (Microsoft Word etc). Please be aware of fonts, spacing etc if you are copying and pasting.

As with the approval email, you are able to attach the job description/person specification and any additional information for the vacancy by clicking the **Browse** button (you are able to attach both English and Welsh versions if they are available).
Finally, complete the remaining fields (hours of work, work location) and select the expected interview date. Once this has been done click to complete the process:

Before sending for HR Approval, the final step is to complete the access rules for your vacancy.

### 3.2 Vacancy Access Rules

You are required to grant access to your vacancy to other users involved in the recruitment process. These are members of the short-listing panel who will assist with screening the candidates prior to interview. To do so, go to the ‘Participants’ tab and click

Go to ‘Participants’ tab

Click ‘Add Participants’
To allow you to view applications at the short-listing stage, you must add your ‘Hiring Manager – Shortlisting’ profile to the vacancy. Click and choose ‘*name* Hiring Manager - Shortlisting’ from the ‘User/Profile’ drop down menu:

Search for your profile from the ‘User/Profile’ menu and choose the category required and click to add this profile to the vacancy (make sure you check the box next to ‘Can View Applications’):

You will now have access to applications at the short-listing stage. To add further members of the short-listing panel, repeat the above steps but select ‘Panel Member’ rather than ‘Hiring Manager’ when selecting the User and Category:
Continue until you have added all relevant users. If you need to change or remove a panel member use the buttons:

3.3 Sending a Vacancy for Approval

When the access tab has been completed, your vacancy is ready to be sent for approval. Human Resources will check the details (job title, grade, advert content etc) prior to it being sent for translation and posting. To send your vacancy for approval, click:
You will then be taken to a system email that can be edited/personalised prior to sending (e.g. replace 'Hiring Manager with your name etc):

Selecting `Options` allows you to send a copy of the email to yourself and add additional recipients (e.g. under Cc you may wish to include the email address of your team’s HR Officer. They will then receive a copy of the system email that is sent to a shared inbox):

Finally, click `Send Correspondence` to send your vacancy to the next stage of the process. You will not have access to the vacancy until it is posted or, if there are issues with the content, returned to you by the HR Approver.
You will receive a system generated email advising you when your vacancy has been posted.

3.4 Editing a Vacancy

If Human Resources identify any issues/queries with the vacancy, they are able to return it to you via Oleoo ATS. If this happens, you will receive a system email advising you of the issues/queries. To return to your vacancy and make the necessary amendments, login to Oleoo ATS and select ‘Vacancies/View all Vacancies from the left hand menu (you may be able to select your vacancy from a list of recent vacancies that appears):

Click the appropriate tab to view and amend the details as necessary. To make the form active and make amendments click:

Select Vacancies/View all Vacancies from the left hand menu or select from list of recent vacancies

Click edit to make amendments
When you have made your amendments, click to save your changes.

Select to return your vacancy to the HR Approver, following the steps outlined in Section 3.3.