**Recruitment Manager FAQS**

**How do I start a recruitment campaign?**

You can start your recruitment campaign once your Headcount Control business case has been approved. Guidance on starting a recruitment campaign can be found here:



**As a Recruiting Manager, what access will I need?**

You will need a Recruitment Manager role to start recruitment on the HR system. If you do not already have this access you can contact [HRhelpdesk@stmarys.ac.uk](mailto:HRhelpdesk@stmarys.ac.uk) to request access.

**As a Panel Member, what access will I need for shortlisting?**

You will need a Panel Member role to start shortlisting on the HR system. If you do not already have this access you can contact [HRhelpdesk@stmarys.ac.uk](mailto:HRhelpdesk@stmarys.ac.uk) to request access.

**How do I make a change to the information on my Requisition request?**

You must not make any changes to the Requisition request after you have submitted it. Please contact the HR Recruitment team if you require any amendments to be made via [HRhelpdesk@stmarys.ac.uk](mailto:HRhelpdesk@stmarys.ac.uk)

**How can I extend the closing date on my advert?**

You must not make any changes to the Requisition request after you have submitted it. Please contact the [HRjob@stmarys.ac.uk](mailto:HRjob@stmarys.ac.uk) if you require any amendments to be made.

**How long will it take for my advert to be published?**

Adverts are usually published within 48 hours of your requisition being fully approved. You will receive an email notification when your advert has been published.

**When can I start shortlisting?**

You will receive an email notification from HR Systems to confirm when you can start shortlisting your applicants on the HR system. This notification will normally be sent at 12pm on the day after the job advert closes.

**Can I print all applications for a single advert in bulk?**

Yes, please refer to the Recruitment Managers guide, section 3.1. Shortlisting.

**Can I remove/add Panel Members for applicant shortlisting after the advert has closed?**

Yes, you should contact [HRhelpdesk@stmarys.ac.uk](mailto:HRhelpdesk@stmarys.ac.uk) to request for this change to be made. Your new Panel Member will not have access to shortlist until this request has been made.

**How will I know if my shortlisted candidates have booked an interview slot?**

You will receive an email notification when a candidate books their interview slot. HR will also send out a calendar invite to the interview panel with candidate information.

**How will I know if a candidate has cancelled their interview slot?**

You will receive an email notification when a candidate cancels their interview slot.

**Can I change the interview date(s)/time(s)?**

You can request for changes to interview date(s) and time(s) by contacting [HRjobs@stmarys.ac.uk](mailto:HRjobs@stmarys.ac.uk)

**How do I make an offer on Recruitment Manager?**

You must make an offer to the successful candidate on Recruitment Manager (the HR System). Guidance on how to do this can be found in the Recruitment Manager guide, section 5. HR will contact you once this has been done and start the offer and onboarding process for your new starter.