

# Staff Requisition Form

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Log in to Core Portal

Click on My Staff Requisitions

Click on New Requisition on left hand side

Complete each section from the options provided

Ensure funding code and detail is completed at the end section

Attach any supporting documentation

Submit (or save and submit later)

Keep updated on the approval process by checking the SRF on Core Portal

You will receive an email advising you of approval or rejection

If approved, HR team will be in contact about advertising the post

## *Key points on the SRF to remember:*

### Cost Centre

- The management unit and department selected will determine the list of cost codes.
- contact HR if the cost centre is not on the list
- Externally funded posts need additional detail in the end section regarding the source of the funding

### Job Title

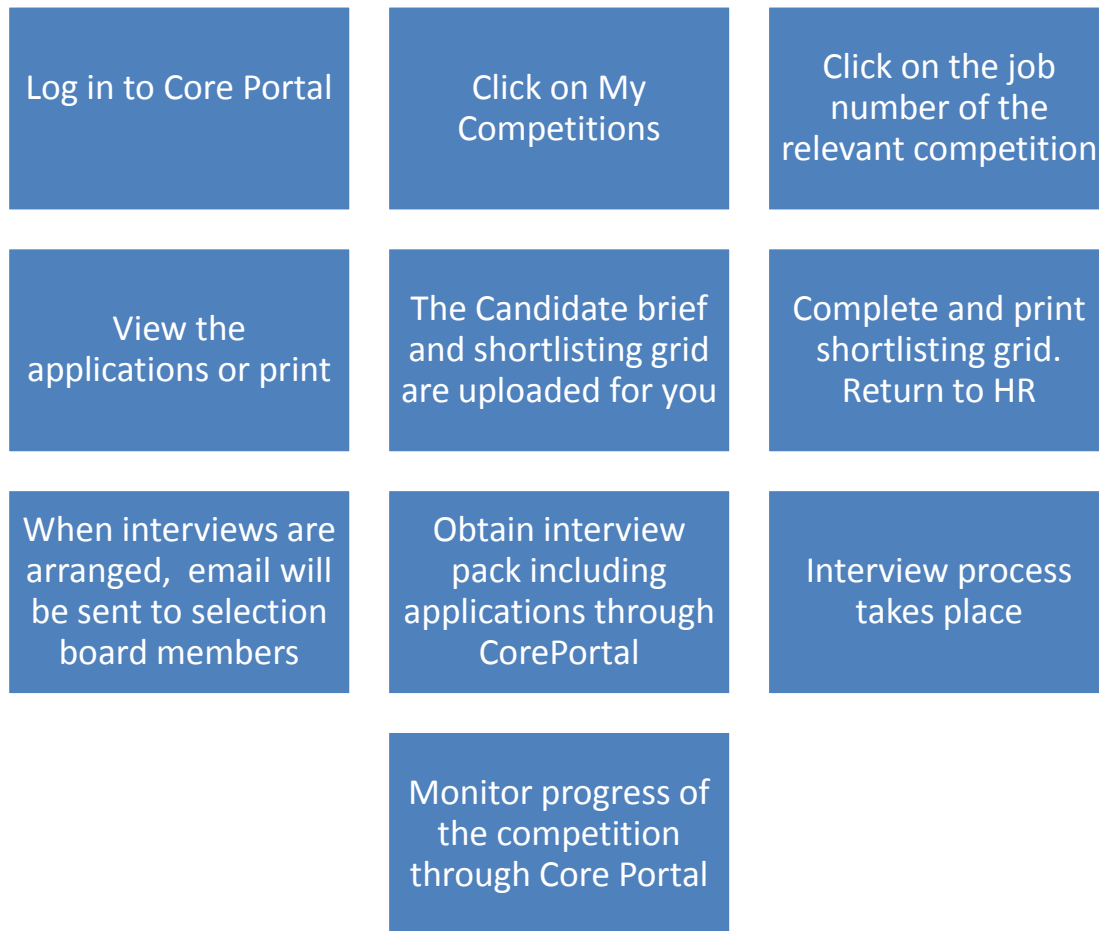
- Job title will be selected from a drop-down menu
- A more detailed Job Title should be entered as this will be used on the vacancies web-page  
E.g. Assistant Lecturer in Biological Science

### ECF

- before any posts are filled we are required under the ECF to consider (i) redeployment,(ii) confirm that the post is essential and the rationale for filling it.

# Short-listing and Interview Process

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## *Key points on the Recruitment process to remember:*

### Attracting candidates

- Describing the School / unit and its highlights or achievements
- Describing the actual activities of the role, not just generic duties of the grade

### Short-listing Criteria

- Essential criteria are normally standard
- Use measurable Desirable criteria e.g. quals, work experience
- Personal qualities should be included in a separate section of the ad

### Short-listing board

- Where additional managers are involved in the short-listing process, access to the applications detail will be provided through Core Portal to the named individuals