



## How to...create a new recruitment campaign

### Purpose:

This guide will show you how to create a new job requisition.

### Logging in to YourHR:

- Logging in to Your HR: To log into Your HR, please refer to the **How to...Log in to Your HR Guide**.

### Recruiting Manager - Create a new vacancy requisition:

- Before starting your campaign you must ensure that 1) you have the required establishment in Your HR and 2) if this is a replacement vacancy, you have made the current employee a leaver on the system
- When logging into Your HR you will need to select the Recruiting Manager Role in the dropdown list as shown below

Please select a role to continue.

**Trent** Login

Select role  
Recruiting Manager

**Login**

Contact administrator

- Click on Recruitment in the top right of the screen
- You will then be taken through to the Recruitment summary screen



- To set up a new vacancy you will need to click on Step 1. New Vacancy Form

## Requisitions

Requisition details New ▾ MENU

Requisition

Requisition name ■

Requisition reference

Start date ■

Application closing date

Life cycle ■  ▾

Workflow group ■  ▾

Recruiting manager

Requisition category/type ■

Administration / Cleric ▲  
 Adult and Community  
 Apprenticeship  
 Asset Management  
 Building Control ▼

---

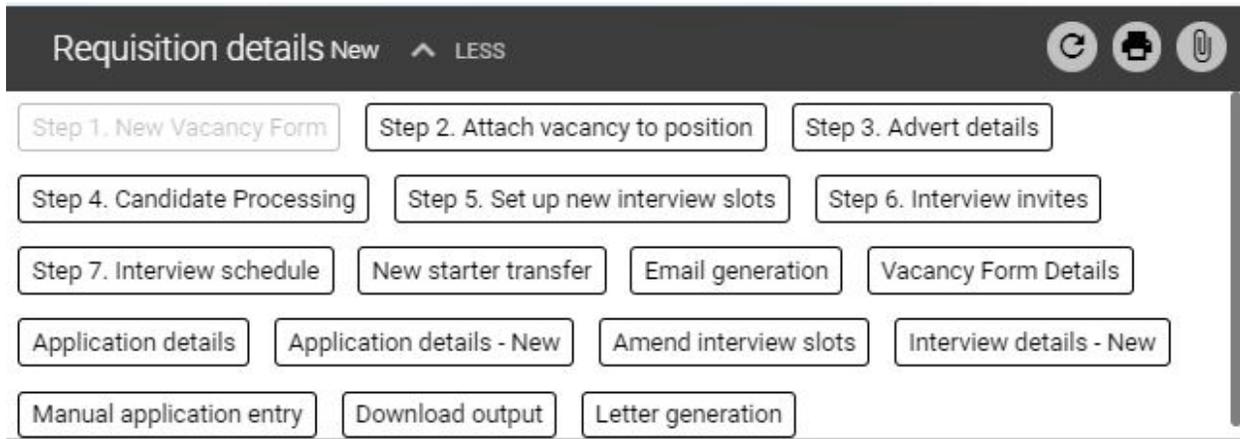
Authorisation

Reason for creation ■  ▾

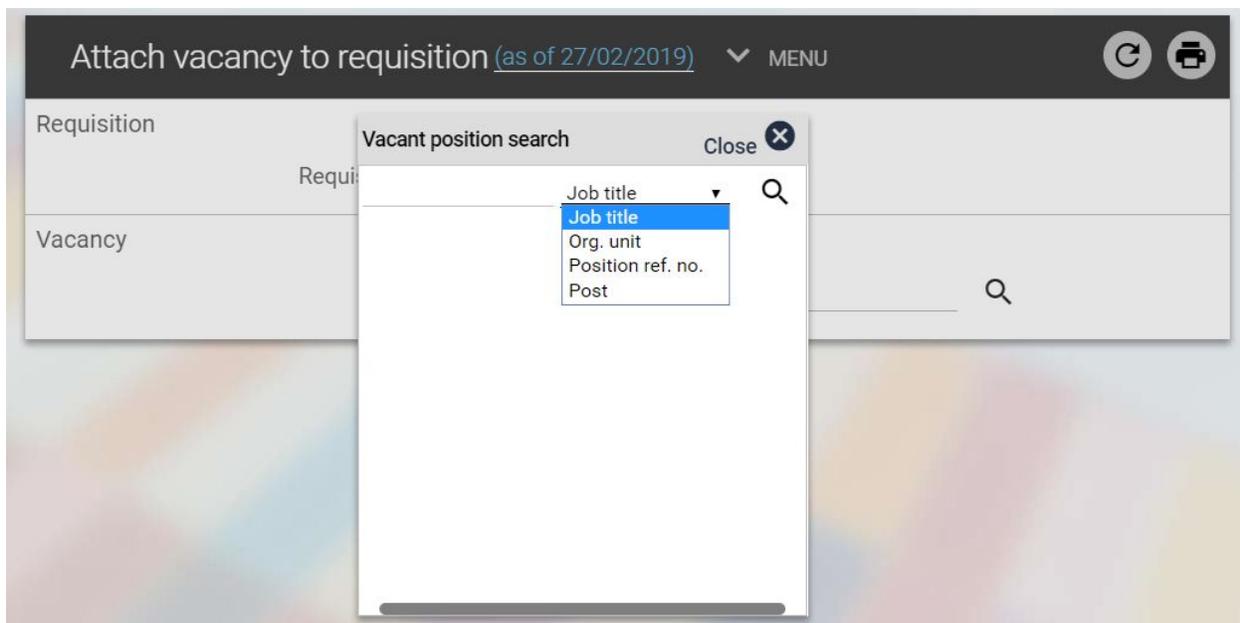
- Requisition Name - Vacancy Job Title
- Requisition Reference - This will be auto generated by the system
- Start Date - This should be the date in which you are submitting the request (today's date)
- Application Closing Date - The date in which the vacancy will close
- Lifecycle - WCC
- Workflow Group - This is already populated for you
- Recruiting Manager - To enable you to see and manage the vacancy, you will need to search for yourself using the magnifying glass
- Requisition category/type - You will need to select the category in which the vacancy sits. For example, an Administrator vacancy would sit within the Administration/Clerical category
- Reason for creation - You are required to select one of the following reasons for your vacancy

.New position  
 Additional Workload  
 Covering a Secondment and Leave of Absence  
 Existing position - vacant  
 Fixed Term - Anticipation of a reduction of staffing establishment  
 Fixed Term - Apprenticeships  
 Fixed Term - Exceptional Cases  
 Fixed Term - HCPC Qualifications Required  
 Fixed Term - Longterm Sickness Cover  
 Fixed Term - Maternity / Paternity Leave  
 Fixed Term - Names Statemented Children  
 Fixed Term - Peaks / Fluctuations in Demand  
 Fixed Term - Permanent Vacancy Cover  
 Fixed Term - Reorganisations / Mergers / Closures  
 Fixed Term - Secondment / Acting Up  
 Fixed Term - Specific Task / External Funded Initiative  
 Re-advertisement  
 Talent Pool

- Once you have completed your requisition, you will need to press save



- Using the menu button **Requisition details New**  **MENU** you can navigate to Step 2. Attach vacancy to position
- Using the magnifying glass, search for the vacancy you wish to recruit to. Please note, if the vacancy is not appearing, it may be because you do not have the establishment. If this is the case, please contact the Resourcing Team on 01926 738125, who will be able to check this for you. If the vacancy does appear, click on it and then click save. You should see that the vacancy then appears on the left hand side



- Using the menu button **Requisition details** New ▼ **MENU** you can navigate to Step 3. Advert Details

### Requisition application form details

Carlie789 ▼ **MENU** ↻ 🖨 📎

#### Application forms

Internal application form  ▼

External application form  ▼

Web views

#### Job information

Job title

Job description

Salary search value

Minimum salary

Maximum salary

Package

Region  ▼

Location  ▼

#### Additional keywords for the search

Keyword 1

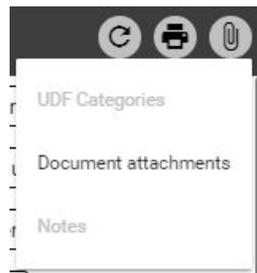
Keyword 2

Keyword 3

Keyword 4

SAVE DELETE

- Internal application form & external application form - This is the type of application form you wish for candidates to complete. For example if you were recruiting an Apprentice, you would select the Apprentice application form.
- Job Title - This is the title that will appear on your advert
- Job Description - Using the  you can open this box up and enter in your advert text
- Salary details - These details pull through automatically as the salary details are already stored in the system
- Package - You can enter text in here that may be relevant to role such an enhancement or something your team offer
- Region & Location - These are used for search purposes and also to make potential applicants aware of where the vacancy will be located
- Keywords - These are used to enhance the search function, for example, if an applicant searches for HR and HR has been entered as a keyword, the vacancy will show
- Using the paperclip in the top right, you will need to attach the job description and person specification relating to the vacancy



- Once you have completed your requisition, you will need to press save
- The Resourcing Team will then take a look over your requisition and advert. They will make contact with you to discuss the campaign and once everything is in order, they will publish the vacancy to the WCC Jobs Board

**For further information or support please refer to YourHR on the Intranet <https://i.warwickshire.gov.uk/content/access-your-hr/access-your-hr> or contact us via email: [hrandpayroll@warwickshire.gov.uk](mailto:hrandpayroll@warwickshire.gov.uk) or phone on 01926 738444.**

Creation Date	11/03/2018
Author	CH
Review Date	11/03/2019