Further guidance on the University’s recruitment and selection processes and policies can be found at: http://www.gla.ac.uk/services/humanresources/recruitment
E-recruitment – Line Manager Manual

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1. Where to Start?

- The University’s e-recruitment system is accessed through ‘Single Sign On’ via HR website ‘HR Self Service’ or ‘My Glasgow’:
  https://frontdoor.spa.gla.ac.uk/login/
- Enter your own username and password and click on the login button
- Click on the e-recruitment link to be taken to the home page of i-Grasp

If a link to e-recruitment does not appear you may not have permission to access the system. Please contact the HR Recruitment Section – 0141 330 3758
2. Home Page - My Current Work

Once logged into the system the screen automatically defaults to your ‘Current Work’ which displays your current portfolio of work (all the unfilled vacancies that you are linked to).

If you are not currently linked to any vacancies this screen will show ‘No Records Found’. If your vacancy does not appear please contact your Advertising Assistant (see section 10 for contact details).

From here you can access information quickly and easily with a single click.

For quick access to details of an individual vacancy click on the appropriate reference number located within your current work.

For quick access to the applications for an individual vacancy click on the blue/red people next to the appropriate reference number within your current work.
2. Home Page - My Current Work contd

‘Current Work’ is made up of the following sections: Positions, Applications, Interviews, Referrals, Approvals, Reference Checks and News. These can be seen on the right hand side of your screen.

Positions
Displays all draft, request approval or live positions in which your involvement is needed. HR Recruitment Team will add you to the ‘Team’ of a position in order for your positions to be displayed.

Applications
Displays all applications across all positions to which you are attached to the Team.

Interviews
Displays any of your interviews taking place in the next 7 days and interviews that have taken place and require your action.

Referrals
Displays a list of any applicants that you have referred, along with the status of their application.

Approvals
Displays a list of positions requiring your authorisation.

Reference
Displays a list of current reference checks across all positions to which you are attached to the Team.

News
Displays messages from the HR Recruitment Team. If there are any un-read messages, the label will appear as New News and will revert back to News once all messages are read.
3. Navigation

Once logged into i-Grasp your left hand navigation column remains static. Use this column to navigate through the i-Grasp menus. Your right hand column allows you to navigate through the pages of your chosen menu.

Your right hand column will change depending on which menu you are in. Don’t worry if you get lost, by clicking ‘Current Work’ on your left hand menu this will take you back to your home page and full list of your activities.

Avoid using the back button on your internet browser. Only use the back buttons provided within the system.

The system will automatically sign you out if you leave it inactive for 20 minutes or more.
4. I-Grasp Icons

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="People" /></td>
<td>Shortcut from the Current Work page to your position’s application list. If this icon appears in red, it means that there have been changes to the applicants since the last time you looked (e.g. there has been a change of their status, new candidates have just applied, comments to the applicants record have been added, etc.).</td>
</tr>
</tbody>
</table>
| ![Document](image) | Displays the applicant's summary:  
  - Personal Details  
  - Responses to application and/or branching questions  
  - Application form sections (if applicable) |
| ![CV](image) | Displays the person’s CV (if they have been asked to upload one). You can print this document if required by opening it and printing it as a Word doc |
| ![Question Mark](image) | Displays the answers for application questions (if applicable) |
| ![Schedule](image) | Indicates that the candidate has been scheduled for interview. |
| ![Note](image) or ![Note](image) | Displays notes/comments that the Recruitment Team or Appointing Committee have added against the candidate record (if the icon is red, it means it's a new note/comment). **This should be used with caution as the details are disclosable to candidates.** |
| ![Refresh](image) | This allows you to refresh the current list of applications for the position. Clicking on the refresher icon will update the list of applicants e.g. candidates who may have just submitted their application, applicants' statuses and/or uncheck selected applicants |
| ![Print](image) | You can print the applicant’s summary by ticking the check box next to the relevant applicants and then clicking the icon. A new window will open with all summaries merged into one. Go to Print located at the top right of the screen to print. |
| ![Filter](image) | These show and hide options for filtering the applicants. |
5. Raising a New Vacancy/Position

All job descriptions and financial clearances will be raised through the e-recruitment system. There will no longer be a requirement for paper Post Management Forms for recruitment activity. Vacancies should be raised through the e-recruitment system at Departmental/Faculty level and will automatically be forwarded to the HR Recruitment Team once the position has been changed to Request Approval.

To create a new vacancy/position:

Click Add under the Positions section on the left hand navigation bar.

A Position Details Page appears on the right hand side. The information entered on this page replaces the requirement for a Post Management Form. All information should be entered accurately. Fields marked * are mandatory fields and you will be unable to progress the vacancy without completing these fields.

If you have raised a similar vacancy and wish to copy the details – open Position Details for original vacancy and select the copy button at the bottom of the page. A new ref number will be created. You must click on the new Ref No at the top of the page to accept the new position.
1. Insert Job Title
2. Insert Your contact e-mail address
3. Select Location from drop down
4. Select Faculty from drop down
5. Select Org Unit from drop down
6. Select Job Family from drop down
7. Select contract type from drop down
8. Within the Job Description Library you will find a list of your Faculty generic job descriptions. If you do not wish to use one of these select ‘Blank Template’
9. Referral Source Group – HR to complete
10. Select Position Type from menu
11. Confirm whether Disclosure Scotland is required for this position – http://www.gla.ac.uk/services/humanresources/policies/a-q/disclosure/
12. Complete any allowances payable for position. If not applicable leave as ‘Any’
13. Confirm whether NHS Research Passport is required for this position - http://www.gla.ac.uk/services/humanresources/policies/p-z/researchpassport/
14. Confirm suggested salary range
15. Confirm suggested grade
16. Confirm reason for appointment from drop down
17. Confirm hours of work and any working pattern – free text box
18. Confirm previous post holder and number if applicable
19. Confirm Funding Type/Project Code and % splits. If required upload additional document explaining funding or use additional free text box (see 21).
20. Confirm estimated start date and duration of post.
21. Use the large free text box to give ‘Fixed Term Justification’ or any other additional information. Please note that the fixed term justification given will appear on the contract of employment for this position.
22. Set advertise start date as today’s date.
23. Once above information is complete click save
6. Raising a New Vacancy/Position Contd

Once you have completed Position Details and clicked save you will notice your right hand menu appears with additional options. The only additional option that you will be required to use is ‘Description’. Your vacancy reference number will also appear at the top of your position details page.

In Description the job description you selected from the Library on the Position Details Page will appear.

Click edit to amend each section of the job description template. You can paste from word using the ‘paste plain text’ icon at the top of each section.

You are only required to complete the first four sections of the job description. The remaining four sections (Standard Terms & Conditions and Agency information) will be completed by Human Resources. Remember to save each section before moving to the next.

If you are aware of a similar vacancy and wish to use a job description that is not available in the Library please contact the Advertising Assistants within the HR Recruitment Team before progressing further - 0141 330 3758
5. Raising a New Vacancy/Position Contd

You can upload additional information to be published to the web for candidates to access via the additional documents section at the bottom of the Position Details Page. This should always be discussed with your Advertising Assistant – 0141 330 3758

Once you have completed your Job Description and Position Details sections your vacancy can now be sent to HR for authorisation. Alternatively if you are not yet ready for the vacancy to go through its authorisation process ensure the Status (located at the bottom of the page) on the Position Details page is set to Draft and Save the details. You can then return to the vacancy at a later date to complete the details. The vacancy will appear in your Current Work.

If you are ready to obtain authorisation for your vacancy and have completed all of the required details. Click Position Details page and set Status to Request Approval and click save.

Once you have the set the vacancy to Request Approval this will appear in the Advertising Assistants workflow within the HR Recruitment Team.
5. Raising a New Vacancy/Position Contd

The Advertising Assistant will set the approval Team for the vacancy which will include a combination of two HR Managers for grading purposes/Faculty Secretary/Dean/Head of Department and Finance Office if appropriate. Each Team member will in turn be sent an e-mail and asked to log on to authorise the vacancy.

The Team added to your vacancy will be visible at the bottom of the Position Details page. You will be able to track the position of your vacancy and exactly which Team Member is currently processing this. Once your vacancy has gone through its electronic authorisation process it will automatically be returned to you for final approval. At this stage you should not make any amendments without discussing this with your Advertising Assistant.

Your Advertising Assistant will contact you with a draft advert and to discuss where your vacancy should be advertised.
6. Authorising a Vacancy

If you have been added to the Team as an Authoriser for a vacancy you will receive an automatic e-mail asking you to log into the system once it is your turn to authorise. The vacancy will not progress until you have completed your authorisation.

Once logged into i-Grasp the vacancy will appear in your **Current Work**. The email will have identified the vacancy reference and title to you. Click on the vacancy reference number to open the Position Details. From here you will be able to review all of the information for the position including the job description. To view the job description click **Description** from your right hand menu.

At the bottom of the **Position Details** page you can view the audit trail for the authorisation process including any notes added. Once you are ready to progress the vacancy click **GO** next to your name at the bottom of the **Position Details** page.
6. Authorising a Vacancy Contd

Once the authorisation box is opened you can change the drop down box to **Authorised/Awaiting Decision or Rejected**. You can also add any notes within the free text box provided. Any notes added will be visible to all Team Members next to your name in the audit trail on the Position Details page.

Any offline communication or documents related to the vacancy can be uploaded at any point using the **Internal Documents upload** button at the bottom of the Position Details page.

Use this section to add any notes to Team Members

Select Authorised/Awaiting Decision or Rejected and click save.

Do not upload internal documents under Additional information as documents uploaded to this section are visible to applicants on the website

Once you have authorised the vacancy the system will generate an automatic e-mail to the next Authoriser. If a vacancy is rejected at any stage all previous Authorisers will receive an automatic e-mail confirming this.
7. Viewing Applications Received

You can view applications for your vacancy as they are received. To access the applications click on the icon next to the relevant vacancy reference number in your Current Work. This will take you directly to the current list of applications for your vacancy, if there are any.

If this icon appears in red, it means that there have been changes to the applicants since the last time you looked (e.g. there has been a change of their status, new candidates have just applied, comments to the applicants record have been added, etc.).

If your vacancy does not appear in your Current Work please contact the HR Recruitment Team – 0141 330 3758
7. Viewing Applications Received Contd

Once you have clicked the people icon you will be taken to the list of applicants. If there are no applications the next screen will show **No Records Found**.

Whilst the vacancy is open, each applicant’s **status** will be shown as **NEW**, when the closing date has been reached the HR Recruitment Team will change the status to **LINE REVIEW**.

Members of the Appointing Committee can view applications whilst the vacancy is open but will be unable to change the status of the applications until the closing date has been reached.

Click for the applicant summary, for the applicant CV, for the covering letter and to view the answers to the application questions (if applicable).

The icon will print all applicants summaries.

**Applicants summary, cv and covering letter will open in pop ups. You must temporarily allow pop ups in your browser to access these.**
8. Changing the Status of Applicants

Once the closing date has been reached the HR Recruitment Team will change the status of all applications received to **LINE REVIEW**. A shortlist assessment form will then be e-mailed to the Appointing Committee. After the short listing discussions have taken place one member of the Appointing Committee (normally the Convener) must be identified to change the status of the applicants within the system and return one competed composite shortlisting form by fax to the HR Recruitment Team on 0141 330 3905.

To change the status of an applicant click **status** next to the applicants surname.

*If you have a high volume of applications please contact the HR Recruitment Team. Users within HR have the ability to move the status of applicants in bulk – 0141 330 3758*
8. Changing the Status of Applicants Contd

Once you have clicked the status of an applicant this will show the application history.

The options given in the drop downs will vary depending which stage the applicant has previously been moved to.

Change the status to Pending Interview or Pending Reject if at short listing stage and click GO. Change the status to Pending Offer or Pending Reject if interviews have taken place and click GO.

Prior to the interviews taking place your Recruitment Assistant will e-mail an interview assessment form to the Appointing Committee. One completed composite interview assessment form for each candidate should be returned by fax to the HR Recruitment Team on 0141 330 3905.
8. Changing the Status of Applicants Contd

After clicking **GO** a pop up box will appear asking for a reason e.g. general regret after application review. If you are unsure which reason to select please contact your Recruitment Assistant within the HR Recruitment Team (see section 10)

Once you have changed the status of your applicants, e-mails are not sent instantly, your Recruitment Assistant within HR will be alerted through the system that changes have been made to your vacancy and that mailings are pending. The HR Recruitment Team will control all mailing to applicants.

If you have changed the status of an applicant in error please contact your Recruitment Assistant within the HR Recruitment Team immediately (See Section 10 for contact details).
9. How to Exit the System

To exit the e-recruitment system click **Logoff**, this can be found at the bottom of your left hand menu.

Click to exit system