

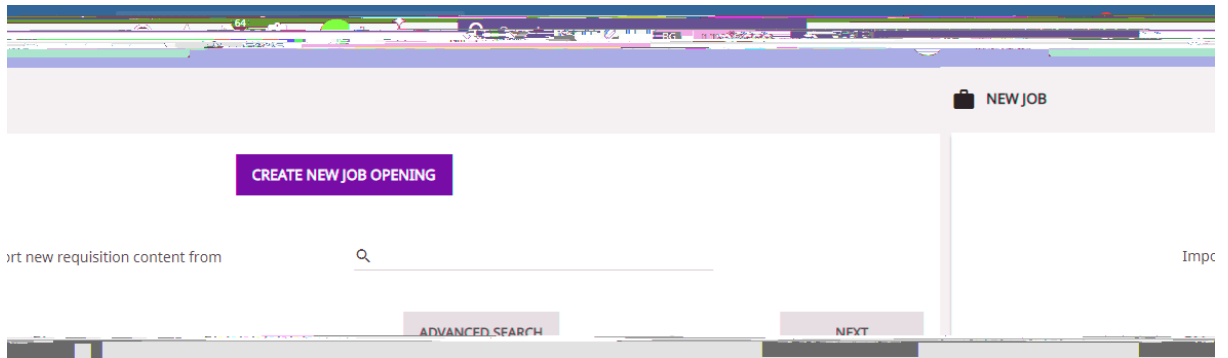
Bangor University Talentlink User Guide

Guide 3: Completing Requisitions

Introduction

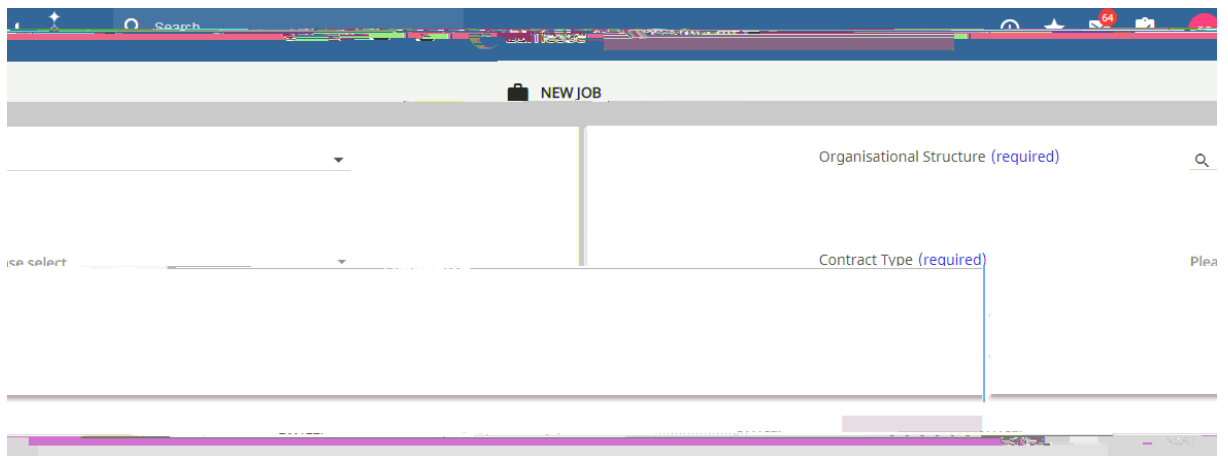
This guide provides an introduction to completing and submitting job requisitions for

New Job Page



C

Create New Job Opening Page 2



Complete the required fields then click **Next**

Organisational Structure Use the drop down Menu to select the relevant College/Department/School

- The options you have here will depend on your access.

Contract Type Permanent, Fixed Term or Modular Hours (A number of hours over a fixed period)

A third box will then appear



Request Type

funded by departmental monies at first followed by a research grant then Mixed Funded (Departmental & Research) should be used. The possible values are:

- Wholly Departmental Funded (Academic Depts)
- Wholly Research Funded
- Mixed Funded (Departmental & Research)
- Wholly Personal Account Funded
- Wholly Departmental Funded (Central Service Depts)
-

Interview date please enter the date which the interview will take place. If this is unknown, please try to organise this date before continuing. However, this can be amended at a later date

Chair of the panel please enter the name of the interview panel chair

Candidate Enquiries to enter the details of the person in the department that candidates should contact with any queries

Advert text The text in this box will be the text used for external advertising (e.g. jobs.ac.uk, Times New Higher etc.) and will appear above the job description on the Bangor jobs pages.

Overview enter a brief overview of the college/school if appropriate

The Project enter brief details of the project which the post holder will be working on if appropriate

General You may edit this as instructed in the text but text must not be entirely deleted

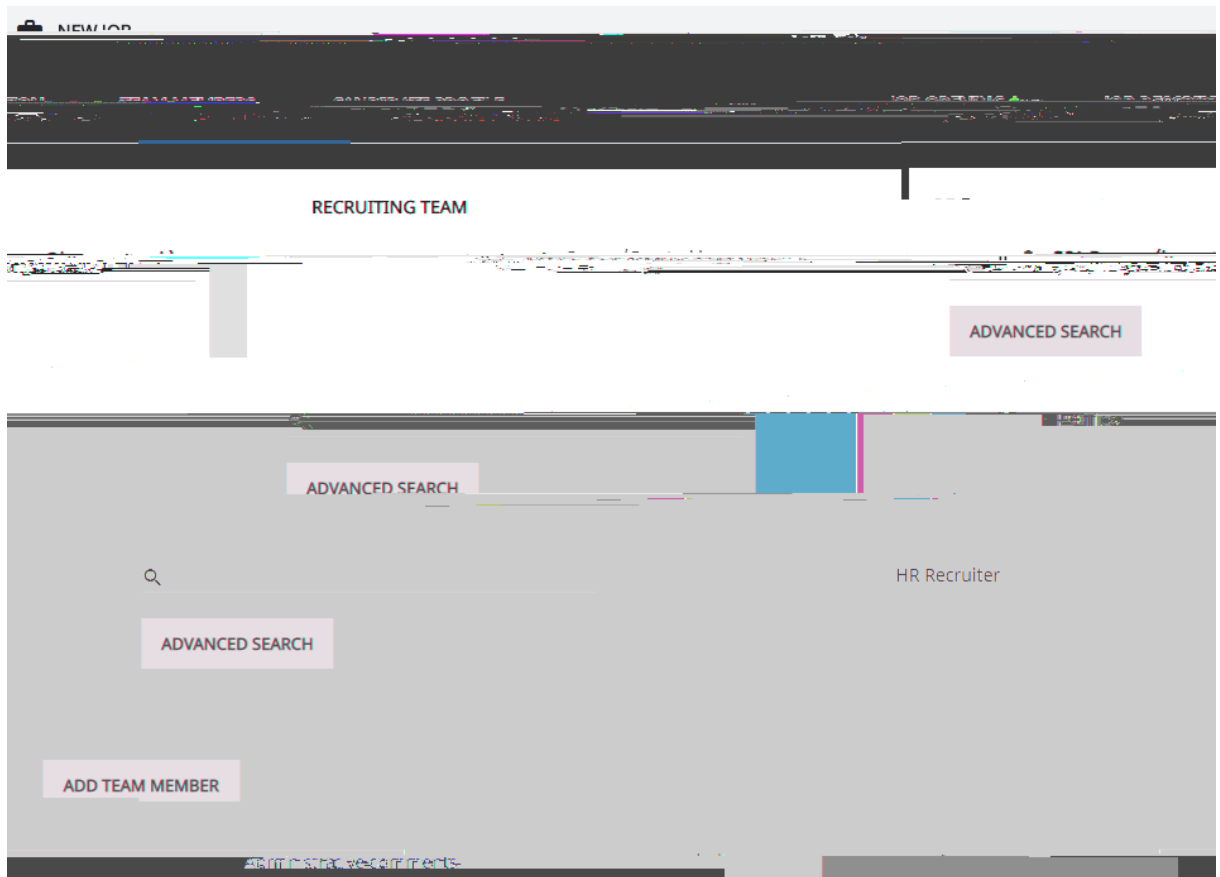
Click **Next**

Team Members Tab

The team members page is where all the people involved in the approval, recruitment and selection process are defined.

Recruitment Team:

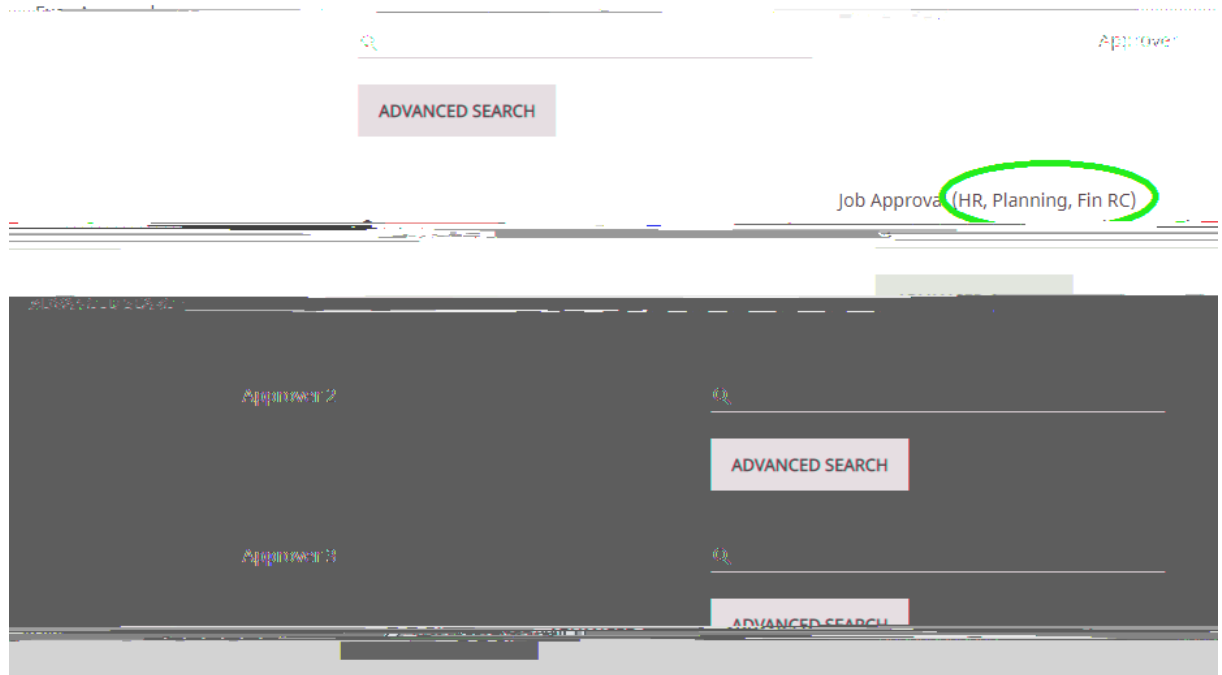
The team of people responsible for the administration of recruiting for the job. The Owner / Created By field is automatically populated with the currently logged in user and



Operational Team:

These are the panel members who will be performing the shortlisting and will have access to view the applicants for this post once they have been pre-screened by HR. These can also be changed later on in the process if required. (If a panel member does not have a TalentLink account then they will not appear

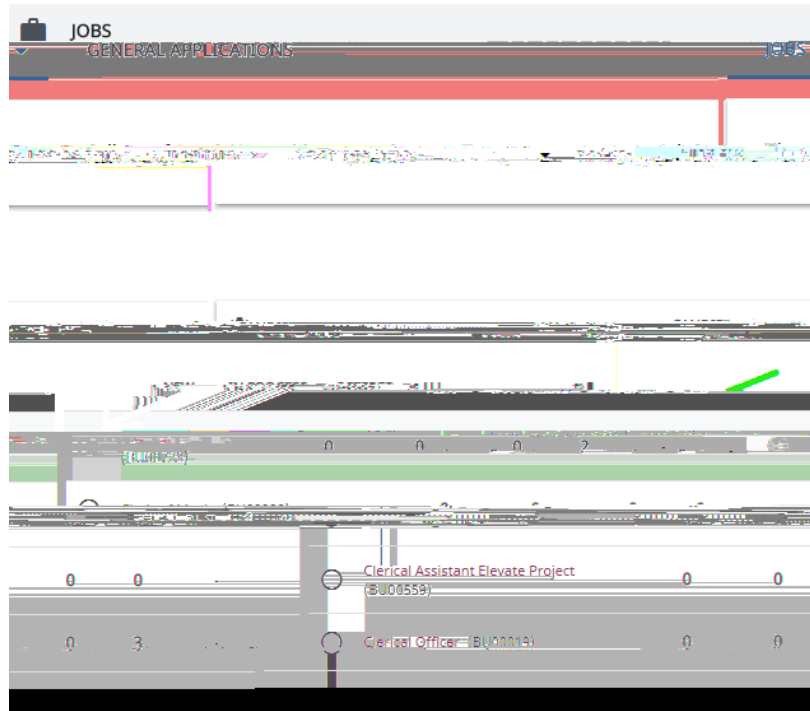
APPROVER TEAM



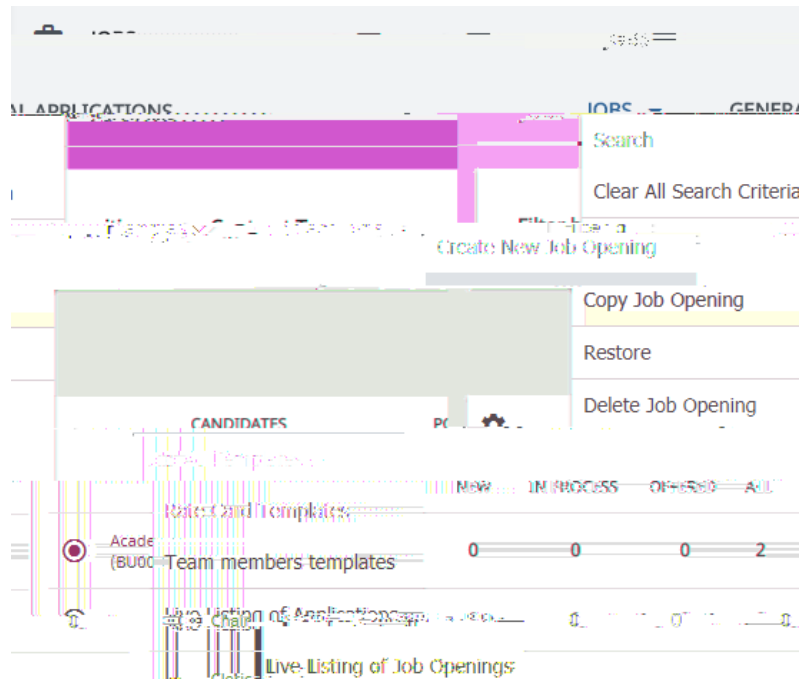
Click **Create**

Confirmation Page

You will be presented with 4 options, choose



Click **Copy Job Opening** from  menu




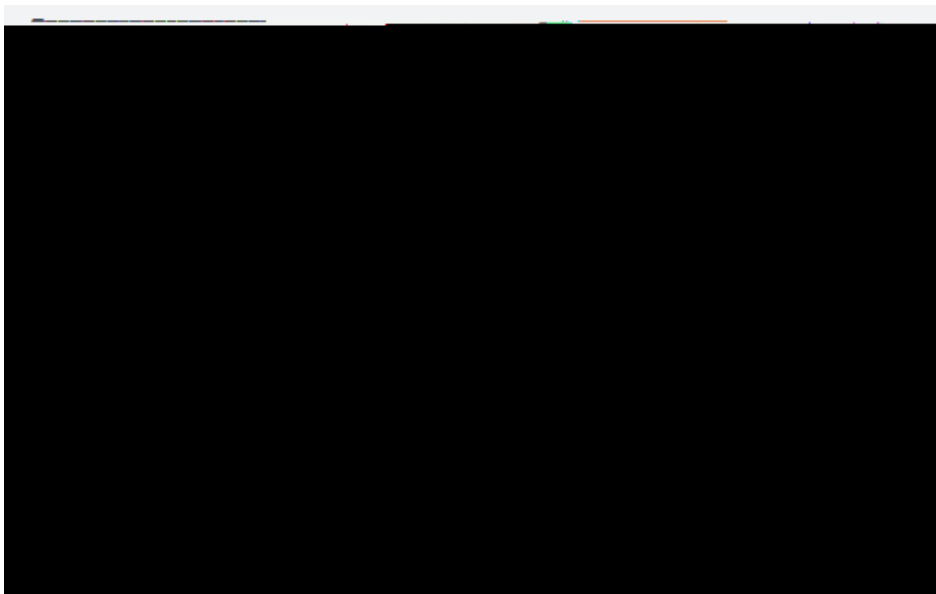
editing the Job Opening (see section C).

Section C: Editing a Job Opening

Select the job you want to edit by clicking on the Job Title



The Job Opening details page is displayed. Click  to display the dropdown and select **Edit Job Requisition**



Make your changes and press **Save**

Section D: Editing a Job Description

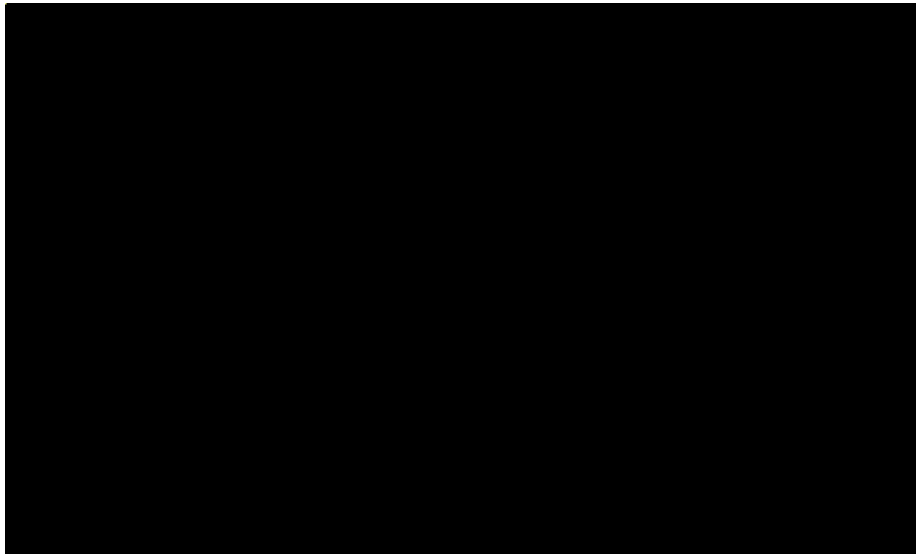
Select the job you want to edit by clicking on the Job Title




The screenshot shows a web interface for job listings. At the top left, there is a briefcase icon and the word "JOBS". Below this is a table with columns for job status: "NEW", "IN PROCESS", and "OFFERED". The first row of the table is highlighted in blue. An arrow points to the job title "& Events Officer" in this row. To the right of the job title, the text "Academic Support (BU00723)" is visible. Below the first row, the start of another row with the job title "Chair of Music" is visible.

	NEW	IN PROCESS	OFFERED	
& Events Officer	0	0	0	Academic Support (BU00723)
Chair of Music	0	0	0	

The Job Opening details page is displayed. Click the **Job Description** tab to view the job description



Click  to display the drop-down and select **Edit Job Description**

Make your changes and press **Save**

Section E: Adding Logos to your advert

If you are required to include external logos in the advert (e.g. for funding purposes), please send the logo to your HR recruiter via normal email stating the reference number of the post