



## Creating a Vacancy

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## Getting started: logging in to the system

All LSE staff have access to the system using their LSE username and password. New staff members will have access to the system once they have signed their contract with the School, and have received their LSE username and password.

1. Open a browser and type in the URL <https://jobs.lse.ac.uk/secure/ShibAuth.aspx>  
*You will now see the LSE screen below.*
2. Enter your **LSE username** and **password** in the log-in box

*You will then see a page like this:*

Active Stages	New	Overall
Registered not submitted	0	94
New submitted application/shortlisting	0	1
Withdrawn Application	0	2
Regret after shortlisting	0	181
Invite to interview	0	2
Interview confirmed	0	3
Regret after interview	0	3
Written offer accepted, new starter form complete	0	2
<b>Total</b>	<b>0</b>	<b>288</b>

Vacancy Name	Live status	Status	Closing date	New	Overall
HR Manager, Pensions Administration	Not Live			0	13
HR Adviser	Not Live	Interview	19/02/2	0	5
HR Administrator	Not Live	Offer	21/02/2	0	270

All LSE staff have recruiter access to the system. This means that you can request and create vacancies for your department and you will be able to see the progress of those vacancies throughout the recruitment process.

The request to recruit

1. Log in to the system by typing URL <https://jobs.lse.ac.uk/secure/ShibAuth.aspx>  
Enter your **LSE username** and **password**.

*You will then see this page:*

The screenshot shows the LSE recruitment system dashboard. At the top, there are three main tabs: **Academic**, **Professional Services**, and **Research**. Below these, there is a navigation bar with links: **Home**, **Panel Home**, **My Settings**, **Vacancies**, **Approval Request**, **Interviews**, and **FAQs**. The **Approval Request** tab is currently selected.

The main content area is divided into several sections:

- Number of Applications by Vacancy**: This section includes filters for **Vacancy Live Status** (set to **All**), **Vacancy Status** (set to **All**), **Vacancy Title**, and **Vacancy ID**. There are **Search** and **Clear Search** buttons. Below the filters, it states "No records to display."
- Candidates per Application Stage**: This section includes a filter for **Vacancy Live Status** (set to **All**) and a **Search** button. It shows a table with columns for **Active Stages**, **New**, and **Overall**. The table currently shows "No records to display."
- Search Candidates**: This section includes a search bar and a **Search** button, with a link to **Advanced Search**.
- Search and Filter Applications**: This section includes a list of filters with dropdown menus and plus signs to expand them: **Channel** (set to **All Channels**), **Job Type** (set to **All**), **Area** (set to **All**), **Sub-Area** (set to **All**), **Salary** (set to **All**), **Vacancy Type** (set to **All**), **Contract Type** (set to **All**), **Mode of Work** (set to **All**), **Method of Recruitment** (set to **All**), **HR Adviser Name** (set to **All**), and **HR Administrator Name** (set to **All**). There is a **Search** button at the bottom of this section.
- Schedules**: This section is currently collapsed.

2. Click on the **Approval Request** tab and select the **Request to Recruit** menu option.

The screenshot shows the LSE recruitment system dashboard with the **Approval Request** tab selected. The navigation bar includes links: **Home**, **Panel Home**, **My Settings**, **Vacancies**, **Approval Request**, **Interviews**, and **FAQs**. The **Approval Request** tab is highlighted, and a red box is drawn around the **Request To Recruit** menu option within this tab.

Below the navigation bar, the **Number of Applications by Vacancy** section is visible, including filters for **Vacancy Live Status** (set to **All**), **Vacancy Status** (set to **All**), **Vacancy Title**, and **Vacancy ID**. There are **Search** and **Clear Search** buttons.

3. Click **New Request**.

Home Panel Home My Settings Vacancies Approval Request Interviews FAQs

### Recruitment Authorisation Request

**New Request** Click to enter the relevant manager to approve your vacancy

ID	Workflow Name	Definition	Current step
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4. Select the category of post that you are recruiting to from the **drop-down list**

Academic Professional Services Research

Home Panel Home My Settings

### Recruitment Authorisation Request

**New Request** Click to enter the relevant manager to approve your vacancy

ID	Workflow Name	Definition
No records to display.		

Page size: 10

Please select any filters that you would like to use to help locate the appropriate approval workflow:

Job Type

All

All

Academic/Teaching

Hourly Paid

Professional Services

Research

tus

0 items in 1 pages

5. Then click the **Select Workflow** button.

In this example, we are recruiting to a **professional services** post.

6. Click on the correct **workflow definition** from the list.

Start New Workflow

Workflow summary information

Workflow Definition:

Name for the new workflow:

Please choose

Please choose

Professional Services – New Post

Professional Services – Replacement Post (like for like)

Professional Services – Replacement Post with Changes

Second Funds Check – Offer above 2 increments

Second Funds Check – Offer within 2 increments

Start workflow

- If you are recruiting to a new post, select **Professional Services – New Post** option.
- If you are looking to replace a post and do not wish to make any changes to it, click on **Professional Services – Replacement Post (like for like)** option.
- If you are looking to replace a post and wish to make changes (for example, changing the number of hours, or making it fixed-term) click on **Professional Services – Replacement Post with Changes**.

7. Give your workflow a name by entering the job title into the **Name for the new workflow** field:

Workflow summary information

Workflow Definition: Professional Services – New Post

**Name for the new workflow:**

Your email address

HoD email address

Funding email address

HR Adviser (for Hera evaluation) email address

HR Systems email address

Start workflow

8. Enter your **email address** so that you can receive system notifications during the process
9. Enter the **email address** of your **HoD** (*Head of Department/Institute/Centre or Service Leader*). He or she will receive a notification informing them that this vacancy has been created. He or she will not be required to take any action, unless they do not want the vacancy to be advertised.
10. Enter the **email address** of the **person who is authorised to approve the funding** for this post:
  - a. Cash-based budgets, MSLs and Replacement Teaching budgets are approved by the Finance Division – see the [Finance Division's Who's Who](#) for a contact list. Research budgets are approved by the Research Division – see the [Research Division's Who's Who](#) for a contact list.
11. Enter the email address for the HR Adviser for your Department/Institute/Centre or Division – see the [HR Who's Who](#) for a contact list.

**Please note:**

HERA Evaluation is required for all new professional services roles or those that have significantly changed. HERA Evaluation is not required for academic, research or LSE fellow roles that are based on the existing School role profiles.

It is essential to choose the correct email addresses from the drop-down list as the system will send the vacancy to these individuals for approval when the vacancy is created. If you are not sure about the names of you funding approver, or your HR Adviser, please double-check them beforehand. Selecting the incorrect funding approver or HR Adviser could delay the publishing of your vacancy.

12. Click on the **Start workflow** button.

*You will then see the Vacancy Approval Form, where you will need to enter the details of the post.*

The screenshot shows the 'Vacancy Approval Form' interface. At the top, there is a navigation bar with links: Home, Search, My Settings, Vacancies, Approval Request, Interviews, Reports, and FAQs. Below this, the 'Vacancy Approval Form' title is displayed. The main section is titled 'Details of Post'. It contains several fields for input: 'Job Title \*' (Recruitment Manager), 'Area \*' (Human Resources), 'Sub-Area' (Human Resources), 'Salary Range \*' (SB06: £33,784 - £40,867), 'Additional Salary Options' (Supplement, One-off Payment, Enhance Research Allowance, Not Required), 'Is this a full-time post? \*' (Yes, No), 'If part-time, please state hours of work each week', 'Is this post fixed term? \*' (Yes, No), 'If Yes, please state the reason for fixed term contract' (Please Select), 'The reason should be a legitimate reason for using a fixed term contract. Contact your HR Adviser to confirm', 'If Yes, please state the length of the fixed term appointment', 'If yes, please state the end date of the appointment', and 'Estimated start date of the post \*' (01-06-2016). The 'Start workflow' button is highlighted with a red box.

The form has been designed to be straightforward and easy to complete. However, if you are not sure then please do ask your HR Adviser for guidance.

13. Complete the fields in the **Details of Post** section. Mandatory fields are marked with an asterisk (\*) and you will only be able to proceed when all of these fields are complete.

This screenshot is a closer view of the 'Details of Post' section of the 'Vacancy Approval Form'. The section title 'Details of Post' is highlighted with a red box. The form contains the same fields as the previous screenshot, with mandatory fields marked with an asterisk (\*). The fields include: 'Job Title \*', 'Area \*', 'Sub-Area', 'Salary Range \*', 'Additional Salary Options', 'Is this a full-time post? \*', 'If part-time, please state hours of work each week', 'Is this post fixed term? \*', 'If Yes, please state the reason for fixed term contract', 'The reason should be a legitimate reason for using a fixed term contract. Contact your HR Adviser to confirm', 'If Yes, please state the length of the fixed term appointment', 'If yes, please state the end date of the appointment', and 'Estimated start date of the post \*'.

Please ensure that you enter the correct details as this is the information the funding approver will see when he/she is deciding whether to approve the post.

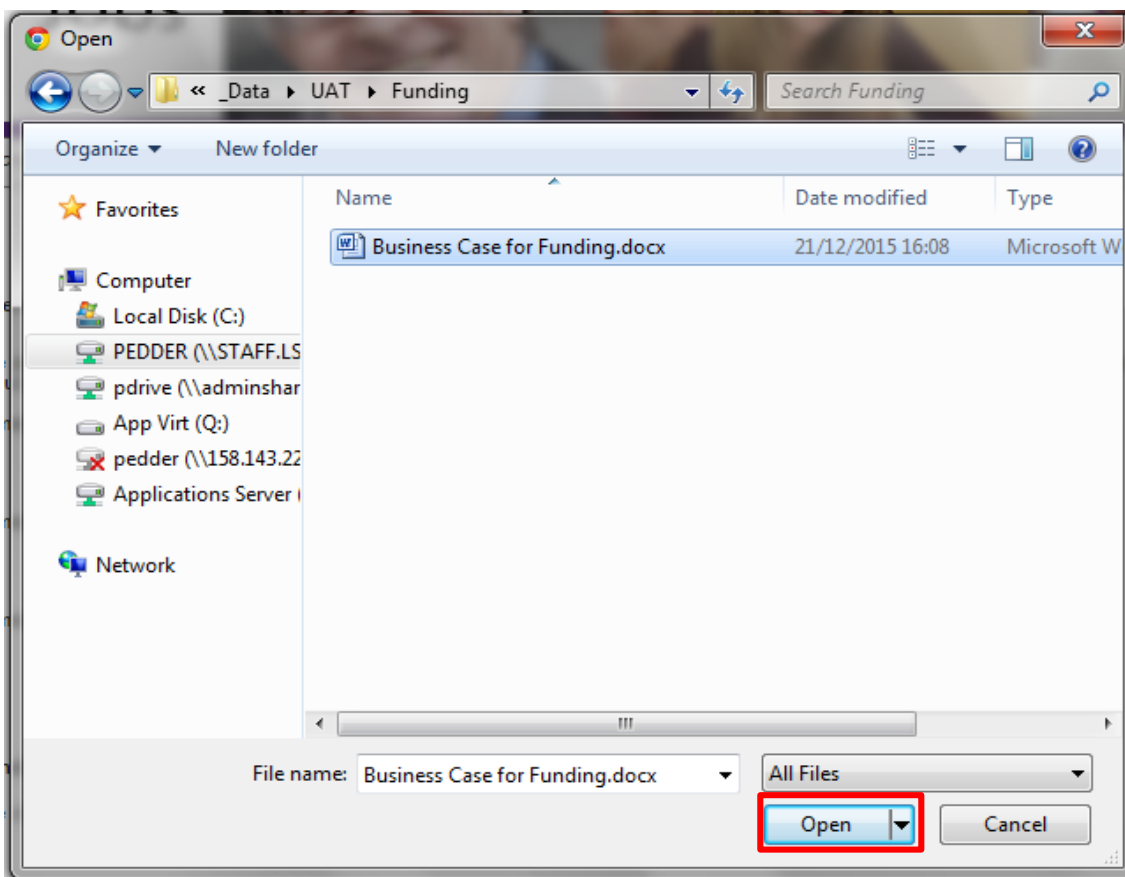
## Funding

Now complete the details in the **Funding** Section.

1. **Upload** (up to three) attachments that are relevant to the funding of the post. This could be a business case requesting additional resources, emails, and/or other documents which describe how the funding has been allocated for this vacancy.

The screenshot shows the 'Funding' section of a 'Vacancy Approval Form'. The section title 'Funding' is highlighted with a red box. Below the title, there is a note: 'There must be sufficient funds for the duration of the contract and the % must total 100%'. A paragraph of text asks for additional information to explain where the funding is coming from. Below this, there are three rows, each labeled 'Funding documentation'. Each row has a text input field, a 'Browse' button (highlighted with a red box), and an 'Upload' button. At the bottom, there is a 'Source of Funding' dropdown menu with 'Please Select' as the current selection, and a text field for 'If other, please specify'.

2. If you would like to attach a document, select **Browse** to choose the document from your PC or external drive. When you have selected the document, click **Open**



- Then click the **Upload** button. The document will appear in a box underneath when it is uploaded.
- If you wish to **delete** the document you have just attached, click the **red cross** next to the document.

**Vacancy Approval Form**

**Funding**

There must be sufficient funds for the duration of the contract and the % must total 100%

Please provide additional information to explain where the funding is coming from for this post. Please upload any additional documentation, for examples emails, business cases etc if you have it

Funding documentation

**Upload**

**Uploaded Documents**

Document Name	Date	Delete
Business Case for Fu...	21/12/2015 16:13:09	

Funding documentation

**Upload**

Funding documentation

**Upload**

Source of Funding \*

If other, please clarify

- Ensure that you enter the correct **budget code** in the field. If the post is funded by a single budget, please enter the full budget code into the **Budget Code 1** field, and **100%** in the **Budget Code 1 %** field.
- If the funding is split across more than one budget, please state all budgets that are funding the post in the fields and the percentage of the funding.

In the example below, the post is being funded by two budget codes as a 50:50 split.

**Vacancy Approval Form**

Please provide additional information to explain where the funding is coming from for this post. Please upload any additional documentation, for examples emails, business cases etc if you have it

Funding documentation

**Upload**

Funding documentation

**Upload**

Funding documentation

**Upload**

Source of Funding \*

If other, please clarify

If the post is split funded, please provide budget code & appropriate % amounts

Budget Code 1 \*  Budget code to be in the format of "XX-1-XXXX-XXXX-XXXX" in all occurrences

Budget Code 1 %

Budget Code 2  Budget code to be in the format of "XX-1-XXXX-XXXX-XXXX" in all occurrences

Budget Code 2 %

Budget Code 3  Budget code to be in the format of "XX-1-XXXX-XXXX-XXXX" in all occurrences

Budget Code 3 %

Budget Code 4  Budget code to be in the format of "XX-1-XXXX-XXXX-XXXX" in all occurrences

Budget Code 4 %

**Please note:**

Budget codes follow the following format – i.e. XX-1-XXXX-XXXXXX. Please ensure that you include all digits so that the vacancy is attributed to the correct budget code when it is set up on the HR System.



If you are unsure of the budget code(s), please contact your funding approver for advice.

7. Ensure that you select the correct **source of funding** from the drop-down list.

The screenshot displays the 'Vacancy Approval Form' interface. A red rectangle highlights the 'Source of Funding \*' field. Below this field, a dropdown menu is open, showing a list of funding sources: 'Please Select', 'Cash Based Pay Budget', 'MSL', 'Substitute Teaching Account', 'Replacement Teaching Budget', 'Outside Funds', 'Research Grant', and 'Other'. To the right of the dropdown menu, there is a text input field labeled 'If other, please specify'. Below the dropdown menu, there are four empty text input fields for budget codes, labeled 'Budget Code 1', 'Budget Code 2', 'Budget Code 3', and 'Budget Code 4'.

## Advertising

Complete the fields for **Advertising Information**.

1. Click **calendar icon** to specify the **advertising and closing dates**.

When completing the bear in mind HR's service level agreements (SLAs) for publishing vacancies. It can take a few days to receive funding confirmation and it can take up to 5 days for the job evaluation to be completed. If there are any queries, or if further information is required, this will increase the time needed for approval to be given.

2. Tick all relevant boxes to specify **where you would like to advertise the post/vacancy**.

Vacancies are made available to those on the Redeployment Register (those who are at risk of redundancy) in the first instance to and then, in cases of band 3-6 professional services roles, the vacancy is advertised internally only and then externally on the LSE website.

The screenshot shows a web browser window titled "Vacancy Approval Form". The "Advertising Information" section is highlighted with a red rectangular box. This section contains the following fields and options:

- Planned Advertising Date \***: A date input field showing "04-01-2016" with a calendar icon to its right.
- Planned Closing Date \***: A date input field showing "14-01-2016" with a calendar icon to its right.
- Place of Work \***: A dropdown menu showing "Houghton Street, London".
- Is this post subject to a Disclosure and Barring Service (DBS) check \***: Radio buttons for "Yes" and "No", with "No" selected.
- Name of person this post reports to \***: A text input field containing "Nicola Wright".
- Where would you like to advertise this post?**: A group of checkboxes:
  - ☒ Jobs.ac.uk
  - ☐ Guardian Online
  - ☐ LSE Internal Only
  - ☐ LSE External Website
  - ☐ If other, please specify (with an empty text input field below it)
- Reason for Advertising \***: A dropdown menu showing "New post due to funding".
- Please confirm the budget code for any additional adverts**: An empty text input field.
- Please confirm the maximum spend for any additional adverts**: An empty text input field.
- Please confirm the budget holder for the additional adverts**: An empty text input field.
- Number of person specification competencies \***: A dropdown menu showing "Please Select".

### Please note:

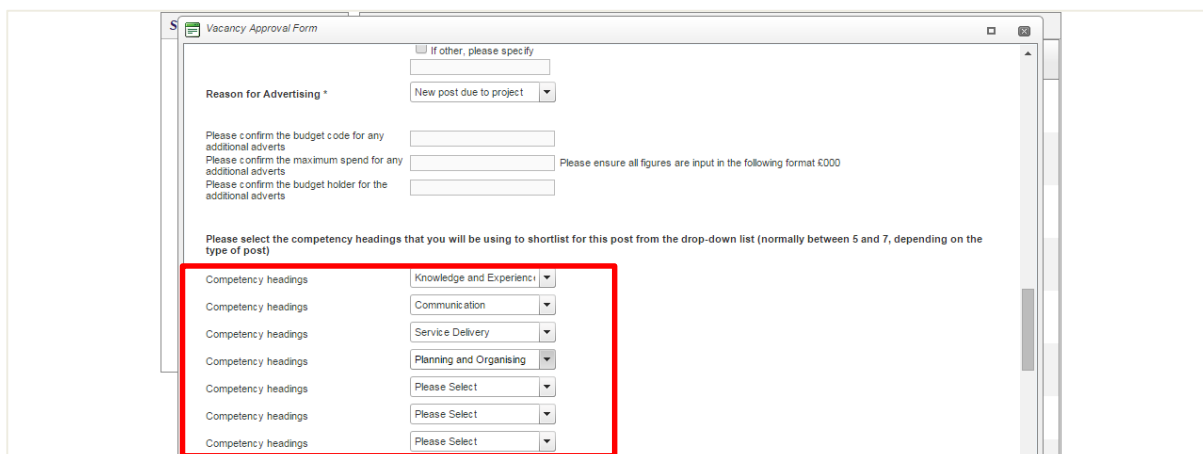
There is no cost to advertise on the LSE website. If you would like to advertise the vacancy externally, please select the location that you would like to use to advertise your vacancy. HR will pay the cost of advertising on [www.jobs.ac.uk](http://www.jobs.ac.uk), and [www.jobs.theguardian.com](http://www.jobs.theguardian.com). However, the costs of any additional advertising must be borne by the department. Please enter the budget codes that you would like the costs of the adverts to be charged to.

## Competency headings

Now complete the details in the **Competency** Section.

1. Click on drop-down lists to choose **competency headings** that you will be using to shortlist for the vacancy.

This information will correspond to the shortlisting grid. Remember to put *Knowledge and Experience* first and include something concrete and easily measureable so that you can use this in your first sift. That way, you can reject candidates who do not demonstrate they meet this criterion, which will help speed up the shortlisting process for you.



The screenshot shows a web form titled 'Vacancy Approval Form'. It contains several input fields and dropdown menus. A red rectangle highlights the 'Competency headings' section, which consists of seven rows. Each row has a label 'Competency headings' and a dropdown menu. The first three dropdowns are selected with 'Knowledge and Experience', 'Communication', and 'Service Delivery' respectively. The last four dropdowns are set to 'Please Select'. Above this section, there are fields for 'Reason for Advertising' (set to 'New post due to project'), budget code, maximum spend, and budget holder, all with instructions to ensure figures are in £000 format. A note at the top of the highlighted section states: 'Please select the competency headings that you will be using to shortlist for this post from the drop-down list (normally between 5 and 7, depending on the type of post)'.

### Please note:

There are seven competency heading boxes on the screen. This is the normal maximum on person specifications; however, you can have less than seven. You should only choose the number of competencies that are relevant to your vacancy. You can leave the other boxes blank, as in the example above.

## Application form

You will need to select which application form you would like applicants to complete when applying for the vacancy. The application forms shown in the drop-down have been created and attached to the system.

At present, there are two:

- **Academic & Senior Research**  
This form should be used when recruiting to all Assistant Professor, Associate Professor, Professor and Assistant Professorial Research Fellow, Associate Professorial Research Fellow and Professorial Research Fellow vacancies
- **Professional Services**  
This should be used when recruiting to all professional services vacancies

More will be added as we extend the use of the system to recruiting to other vacancy types.

## Is HERA required?

1. When advertising a new post, HERA evaluation will be required. Therefore, tick **Yes** in the option box.
2. Indicate the grade you have in mind for the post in the **Estimated HERA grade field** (if known).
3. In the **Additional Comments** box, it is helpful to also indicate your reasons for this – for example, if you already have a similar post in the team or if you only have funding for a specific grade.
4. You should then attach the **person specification**, **job description** and **advert** to the vacancy using the **Browse** and **Upload** buttons.

Please remember to use the School's standard templates for the advert, job description and person specification and ensure that your documents are presented in a publishable format, using Arial, font size 10. If your documents require editing or formatting, they will be returned to you and this could delay the publishing of your vacancy.

The screenshot shows the 'Vacancy Approval Form' interface. The form includes several sections:

- Competency headings:** Three dropdown menus, each with 'Please Select' as the current selection.
- Which application form would you like candidates to complete when they apply for this post? \***: A dropdown menu with 'Professional Services' selected.
- Is HERA Required? \***: Radio buttons for 'Yes' (selected) and 'No'.
- Expected HERA Grade**: A text input field containing '5'.
- Expected HERA Grade - Additional Comments**: A text area containing the text 'It is a similar role to another band 5 administrator that we already have in the team'.
- Person Spec Upload \***: A text input field and an 'Upload' button.
- Job Description Upload \***: A text input field, an 'Upload' button, and a 'Browse' button.
- Advert Upload \***: A text input field, an 'Upload' button, and a 'Browse' button.

Below the red box, there is a section titled **Interview Information** with a 'Planned Interview Date \*' field and a calendar icon.

## Interview information

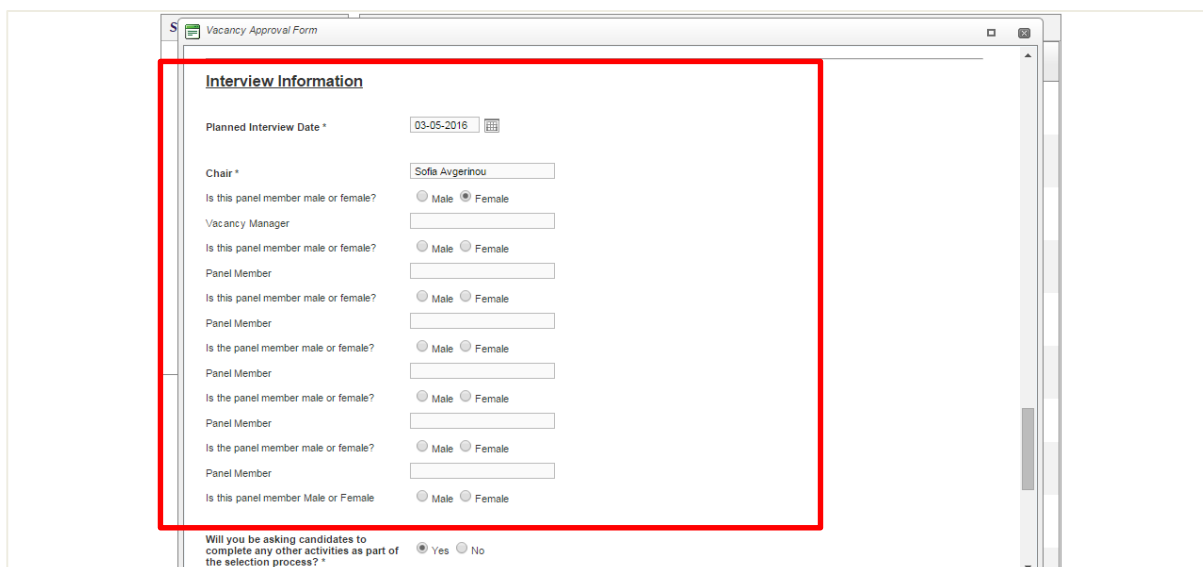
1. Please provide the dates that you are planning to hold your interviews and the name of the **Chair**, the **Vacancy Manager** and the **Panel Members**. There are 7 boxes available for panel members as this is the normal maximum. However in most vacancies there are three or four.

Note: The Vacancy Manager is the name of the person in your Department, Division, Centre or Institute who will have access to the vacancy on the system to action tasks, but is not a member of the panel.

2. You should choose panel members who are in the best position to make the appointment decision. In addition, the School has [guidelines about who should serve on interview panels](#).

**TIP: Please take a moment to read the guidance if you need a reminder.**

Please also remember to select whether the panel member you have entered is male or female. This means we can run reports on gender balance on panels.



The screenshot displays a web browser window titled "Vacancy Approval Form". The "Interview Information" section is highlighted with a red rectangular border. This section includes the following fields and options:

- Planned Interview Date \***: A date picker set to "03-05-2016".
- Chair \***: A text input field containing "Sofia Avgerinou".
- Is this panel member male or female?**: Radio buttons for "Male" and "Female", with "Female" selected.
- Vacancy Manager**: A text input field.
- Is this panel member male or female?**: Radio buttons for "Male" and "Female".
- Panel Member**: A text input field.
- Is this panel member male or female?**: Radio buttons for "Male" and "Female".
- Panel Member**: A text input field.
- Is the panel member male or female?**: Radio buttons for "Male" and "Female".
- Panel Member**: A text input field.
- Is the panel member male or female?**: Radio buttons for "Male" and "Female".
- Panel Member**: A text input field.
- Is the panel member male or female?**: Radio buttons for "Male" and "Female".
- Panel Member**: A text input field.
- Is the panel member Male or Female**: Radio buttons for "Male" and "Female".

Below the red-bordered section, there is a question: "Will you be asking candidates to complete any other activities as part of the selection process? \*", with radio buttons for "Yes" and "No".

3. The last part of this section asks you whether you will be **asking candidates to undertake any other activities as part of the selection process**.

If you would like candidates to take a test, or give a presentation as part of the selection please include the details in the relevant fields, as per the example below:

The screenshot displays a web form titled "Vacancy Approval Form". It contains several sections for inputting details about a panel member and the selection process. A red rectangular box highlights a specific section of the form. Below this box, there are fields for "Research funding body", "Principal Investigator for Project", "Research Project Title", and "Project ID number". The bottom section of the form is titled "Pre-screen questions" and includes a note about critical questions and a list of checkboxes for screening candidates.

**Vacancy Approval Form**

Is the panel member male or female? ☐ Male ☐ Female  
Panel Member   
Is the panel member male or female? ☐ Male ☐ Female  
Panel Member   
Is this panel member Male or Female ☐ Male ☐ Female

**Will you be asking candidates to complete any other activities as part of the selection process? \*** ☒ Yes ☐ No  
If yes, please give details

Research funding body   
Principal Investigator for Project   
Research Project Title   
Project ID number

**Pre-screen questions**

Please specify any questions that are critical to the role that the candidate must answer to be able to apply for this vacancy. Please note, all candidates will be asked to confirm their eligibility to work in the UK.

Screen questions

- ☐ Do you currently have the right to work in the UK?
- ☐ Are you proficient in written and spoken English?
- ☐ Do you have fluent written & verbal skills in the language(s) as stated in the person specification?
- ☐ Do you hold the qualification(s) that are stated in the person specification for this post?

## Pre-Screen questions

Pre-screen questions, or 'killer questions', allow you to ask questions that are essential to the post to determine whether a candidate should be permitted to apply for the vacancy. They can be answered with either a 'yes' or a 'no'. If the candidate answers yes, they are permitted to start their application for the post. If the candidate answers no they are prevented from continuing their application

**Pre-screen questions**

Please specify any questions that are critical to the role that the candidate must answer to be able to apply for this vacancy. Please note, all candidates will be asked to confirm their eligibility to work in the UK.

Screen questions

- ☐ Do you currently have the right to work in the UK?
- ☐ Are you proficient in written and spoken English?
- ☐ Do you have fluent written & verbal skills in the language(s) as stated in the person specification?
- ☐ Do you hold the qualification(s) that are stated in the person specification for this post?
- ☐ Are you a current member of LSE staff, a current LSE student or a current agency worker?

1. You can choose the **pre-screen questions** that you would like to ask each applicant by ticking the box. If you do not wish to ask any pre-screen questions, you can leave the boxes blank.
2. For all of the below questions, if the applicant answers yes, he/she will be permitted to proceed to the application form. If he/she selects no, he/she will be prevented from going any further in the process.

## What do the Pre-Screen Questions Mean?

### Do you have the right to work in the UK?

Yes/No

This question is useful in cases where the role does not meet the criteria for Tier 2 sponsorship

### Are you proficient in written and spoken English?

Yes/No

This question is useful in cases where the role requires a high standard of written and spoken English.

### Do you have fluent written & verbal skills in the language(s) as stated in the person specification?

Yes/No

This question is useful in cases where the role requires fluent written and verbal skills in a language other than English. You should only use this question if fluency in another language is an essential criterion on the person specification.

### Do you hold the qualification(s) that are stated in the person specification for this post?

Yes/No

This question is useful in cases where the role requires a qualification. You should only use this question if holding a specific qualification is an essential criterion on the person specification.

### Are you a current member of LSE staff, a current LSE student or a current agency worker?

Yes/No

This question is useful in cases where the vacancy is only going to be advertised internally and you want to ensure that only internal candidates submit an application. You should only use this question if the vacancy is only going to be advertised internally.

#### Please note:

1. Once you have completed all the mandatory fields and you have checked the details you have provided you can submit your form by clicking the **Submit** button at the bottom of the screen.

The screenshot shows a web browser window titled "Vacancy Approval Form". The form contains several sections:

- Will you be asking candidates to complete any other activities as part of the selection process? \*** with radio buttons for Yes (selected) and No.
- If yes, please give details** with a dropdown menu showing "A test and a presentation".
- Name of Previous Employee**, **Research funding body**, **Principal Investigator for Project**, **Research Project Title**, and **Project ID number** - each with a text input field.
- Pre-screen questions** section with a note: "Please specify any questions that are critical to the role that the candidate must answer to be able to apply for this vacancy. Please note, all candidates will be asked to confirm their eligibility to work in the UK."
- Screen questions** section with five checkboxes:
  - ☐ Do you currently have the right to work in the UK?
  - ☐ Are you proficient in written and spoken English?
  - ☐ Do you have fluent written & verbal skills in the language(s) as stated in the person specification?
  - ☐ Do you hold the qualification(s) that are stated in the person specification for this post?
  - ☐ Are you a current member of LSE staff, a current LSE student or a current agency worker?
- Buttons** at the bottom: "Save and exit", "Submit", and "Print". The "Submit" button is highlighted with a red box. To the right of the buttons are instructions: "You can save your data by clicking the Save button and come back to it later.", "When you are happy with your form, click 'Submit'.", and "To download this form as a printable PDF file, click 'Print'."



You will receive a system notification confirming that the request has been submitted.  
You will also receive further system notifications advising you the outcome of the funding approval and the HERA evaluation.

2. If there are any mandatory fields that have been left blank, the system will alert you to this by highlighting the relevant field(s) in **red text**.

Vacancy Approval Form

Job Description Upload \*

Upload

Uploaded Documents

Document Name	Date	Delete
JD Final.doc	22/12/2015 12:12:46	X

Advert Upload \*

Upload

\* Required Field

**Interview Information**

Planned Interview Date \* 21-01-2016

Number of Panel Members \* 3

Panel Member Joe Bloggs

Is this panel member male or female? ☒ Male ☐ Female

Panel Member Sam Smith

3. If you would prefer to save the form and come back to it later, or if you wish to check anything before submitting it you can click on the **save and exit** button.

**Pre-screen questions**

Please specify any questions that are critical to the role that the candidate must answer to be able to apply for this vacancy. Please note, all candidates will be asked to confirm their eligibility to work in the UK.

Screen questions

- ☐ Do you currently have the right to work in the UK?
- ☐ Are you proficient in written and spoken English?
- ☐ Do you have fluent written & verbal skills in the language(s) as stated in the person specification?
- ☐ Do you hold the qualification(s) that are stated in the person specification for this post?
- ☐ Are you a current member of LSE staff, a current LSE student or a current agency worker?

**Save and exit** You can save your data by clicking the Save button and come back to it later.

**Submit** When you are happy with your form, click 'Submit'.

**Print** To download this form as a printable PDF file, click 'Print'.

4. You will then see the following screen:

Home Search My Settings Vacancies Approval Request Interviews Reports FAQs

Search Vacancy Approv...

Workflow Name  
Id  
Started By  
Workflow Status  
All  
Current Step  
All  
Started on or after  
Started before

Search Clear search

Vacancy Approval Workflows Add

ID	Workflow Name	Definition	Current step	Date Started	Started by	Status
31404	Administrator	Professional Services – New Post		21/12/2015 15:53:57	Key Admin1	Active
31363	Manager	Professional Services – New Post	Email sent to Funding for approval	21/12/2015 11:47:51	Vac Mgr1	Active

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5. You can view the progress of the vacancy approval flow by clicking the **View progress** icon.

6. You can view the form later by clicking on the **view form** icon or you can print it by clicking on the print icon.

