



The University of Manchester

# **P&OD Transformation Programme**

Jobtrain briefing. 16 October 2023.

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**Changes to the non-advertised appointment offer process, effective from 18 October 2023.**

## The process to recruit for a non-advertised appointment is changing from Wednesday 18 October.

- As part of wider Jobtrain improvements in August, a new process was put in place to manage non-advertised appointments, this may, as an example, be where a specific researcher has been named on a grant.
- Since launching this new process, we have been getting regular feedback from colleagues and have identified **further improvements to this process which will go live from Wednesday 18 October.**

## Summary – the NEW non-advertised appointment offer process.

- **Hiring managers/requestors** will continue to **create a vacancy** in Jobtrain and **send for approval**. **At the same time sending a link to the named candidate** to invite them to **complete an application** to start the offer process.
- **Recruitment colleagues** will be notified daily of candidates that have successfully submitted their details and **will move the candidate** to the correct vacancy.
- Once this is done and the vacancy is fully approved, and all details required are correct, a **Recruitment colleague will notify the hiring manager/ requestor** that they can go ahead and **complete the Starter Form** in Jobtrain to request the offer be processed.
- **Recruitment will send the offer to the candidate** if external, copying in the hiring manager/ requestor. If internal, they'll check the Starter Form and, if all is correct, they'll share with Employment Services to process accordingly.
- **Employment Services will create and send the paperwork** to the candidate, and a **Jobtrain notification** is sent to the hiring manager/requestor to let them know, once completed.

## Processing a non-advertised appointment offer on or after 18 October

- From this date the non-advertised offer process will change, removing the need for the completion of the Direct Named Appointment (DNA) form.
- The new process will more closely mirror the offer process used for advertised vacancies.
- The hiring manager / requestor will be responsible for completing the starter form and requesting the offer for the candidate.

## Currently processing a non-advertised appointment offer

- This can still be done by following the existing process until 1 November.
- There'll be a two-week grace period, until 1 November where any Direct Named Appointment (DNA) forms already fully completed, and have correct links attached to the vacancy Job Notes, will continue to be processed.

## Training and support

- **Training materials will be updated** from 18 October to reflect this refined process.
- **Colleagues can find out more** or ask questions by **attending a show and tell**, running weekly over the next 6 weeks.
- Or colleagues can continue to access the **121 call with a member of the team**.
- The links to all the above will be shared in the **comms message** and **November Mangers Need To Know** message.
- Click **here** to review the comms message.
- For any wider Jobtrain questions, email the project team at [PeopleODTransformation@manchester.ac.uk](mailto:PeopleODTransformation@manchester.ac.uk)