



Cintra Self-Service

Authority to Recruit for Employees

User Guide

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CHAPTER 1

About Authority to Recruit

Both the employee (who has managerial responsibilities) and manager have the ability to request to recruit a member of staff within **Self-Service** for an existing post or a new post.

The employee can request to recruit a member of staff for an existing post or new post and the manager has the ability to approve or reject the **Authority to Recruit** request.

This document describes the process of how employees (with managerial responsibilities) can request authority to recruit.

IMPORTANT! This module is configurable for your requirements. For instance, the **Approval** functionality within the application can be turned on or off. For more information as to how you can configure your **Authority to Recruit** module, contact the **Cintra Support** team.

This chapter describes the following:

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Employee Overview

As an employee (with managerial responsibilities), you can perform the following:

- » Filter your **Recruitment Requests** by date range.
- » Filter your **Recruitment Requests** by **Status**. eg Approved, Rejected, Submitted etc.

Authority To Recruit (cintra) Celestina Boles

Post: Academy Qualified Teacher Requests Between: Status: All items checked

Job Title	Org Unit	Date Raised	Request Status
No Authority to Recruit records to display.			

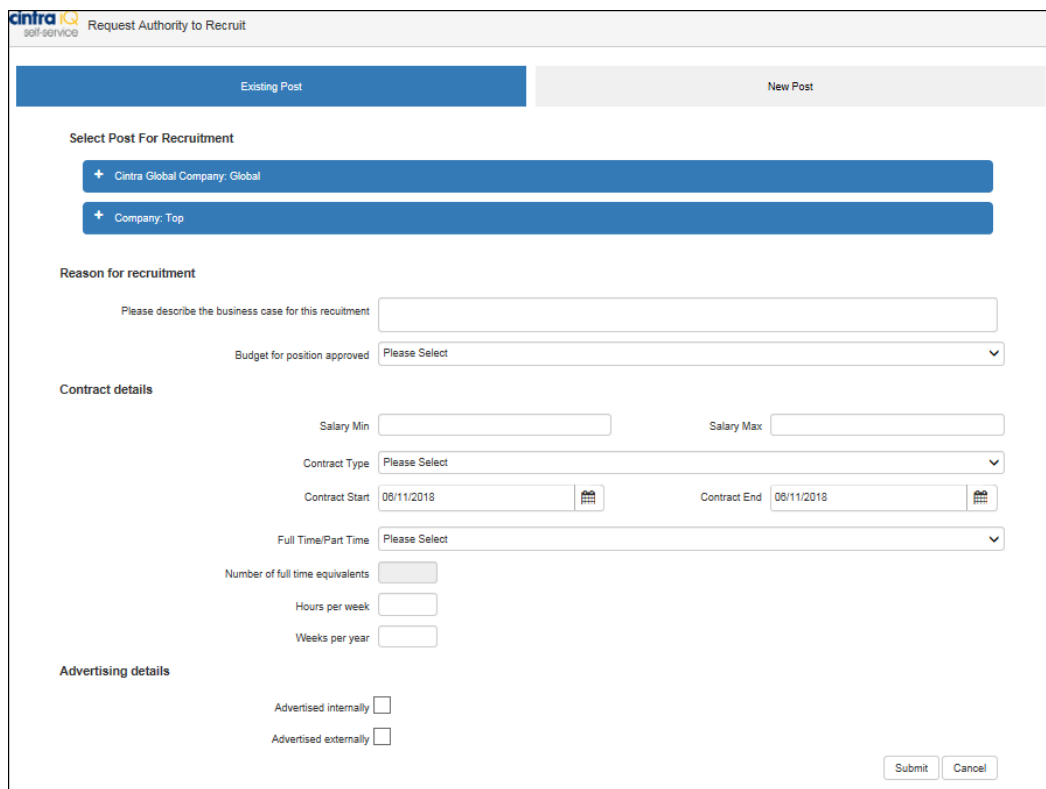
20 items per page No items to display

Existing Posts

Within **Authority to Recruit** you can perform the following:

- » Create a **Recruitment Request** for an existing post by clicking the **Add Request** button.
- » Select the desired **Post** for recruitment.
- » Enter a reason for the recruitment.
- » Enter the **Contract** details.
- » Set the **Advertising** details.
- » Submit the request.
- » Resubmit the request.

This information allows your **HR** administrator to create the necessary job and post data in **Cintra iQ** and place the new post in your company's **Organisation** chart.



The screenshot shows the 'Request Authority to Recruit' interface in Cintra iQ. It features a top navigation bar with 'Existing Post' (selected) and 'New Post' tabs. The main form is divided into several sections:

- Select Post For Recruitment:** Contains two blue buttons with plus signs: 'Cintra Global Company: Global' and 'Company: Top'.
- Reason for recruitment:** Includes a text input field for 'Please describe the business case for this recruitment' and a dropdown menu for 'Budget for position approved'.
- Contract details:** Contains input fields for 'Salary Min' and 'Salary Max', a dropdown for 'Contract Type', date pickers for 'Contract Start' (08/11/2018) and 'Contract End' (08/11/2018), and a dropdown for 'Full Time/Part Time'.
- Advertising details:** Includes checkboxes for 'Advertised internally' and 'Advertised externally'.

At the bottom right, there are 'Submit' and 'Cancel' buttons.

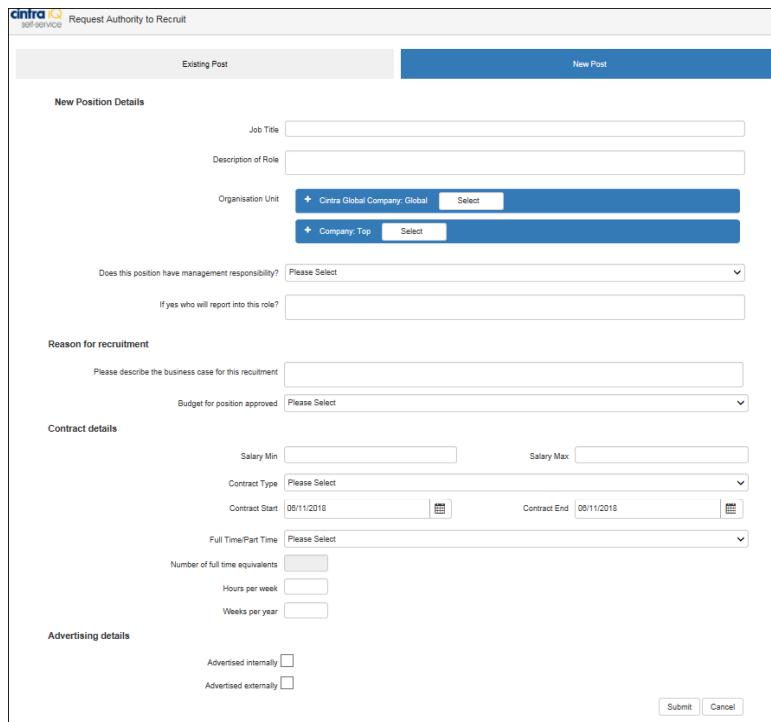
Section	Name	Description
Select Post for Recruitment		This section displays the position(s) reflected within your company's Organisation chart that need to be filled. Select the desired position to request to be filled.
Reason for recruitment	Please describe the business case for this recruitment.	Enter the justification for the request for the new position to be created and filled.
	Budget for position approved.	Select Yes/No to answer if the budget for the newly created position is agreed by the Budget Holder .
Contract details	Salary Min	Enter the lower limit of the salary range.
	Salary Max	Enter the upper limit of the salary range.
	Contract Type	Select whether the position is Permanent , Temporary or Contract .
	Contract Start	Enter the potential start date of contract.
	Contract End	Enter the date the contract finishes if the contract is fixed term. Note: If the position is not fixed term, leave the field empty.
	Full Time/Part Time	Select whether the work is full time or part time.
	Number of full time equivalents	Enter the FTE ratio if position is part time.
	Hours per week	Enter the number of hours worked per week.
	Weeks per year	Enter the number of weeks worked per year.
Advertising details	Advertised internally	Select whether the position was advertised within your company only.
	Advertised externally	Select whether the position was advertised outside your company.

New Posts

Within **Authority to Recruit** you can perform the following:

- » Create a **Recruitment Request** for a new post by clicking the **Add Request** button.
- » Enter the **Details** of the new position.
- » Enter a reason for the recruitment.
- » Enter **Contract** details.
- » Set the **Advertising** details.
- » Submit the request.
- » Resubmit the request.

This information allows your **HR** administrator to create the necessary job and post data in **Cintra iQ** and place the new post in your company's **Organisation** chart.



The screenshot shows the 'Request Authority to Recruit' interface with the 'New Post' tab selected. The form is divided into several sections:

- New Position Details:** Includes fields for Job Title, Description of Role, and Organisation Unit (with dropdowns for 'Cintra Global Company: Global' and 'Company: Top'). It also has a dropdown for 'Does this position have management responsibility?' and a text field for 'If yes who will report into this role?'.
- Reason for recruitment:** Includes a text field for 'Please describe the business case for this recruitment' and a dropdown for 'Budget for position approved'.
- Contract details:** Includes fields for Salary Min, Salary Max, Contract Type (dropdown), Contract Start (calendar), and Contract End (calendar). It also has a dropdown for 'Full Time/Part Time'.
- Advertising details:** Includes checkboxes for 'Advised internally' and 'Advised externally', and input fields for 'Number of full time equivalents', 'Hours per week', and 'Weeks per year'.

At the bottom right, there are 'Submit' and 'Cancel' buttons.

Section	Name	Description
New Position details	Job Title	The title of the job for which the recruitment needs to take place.
	Description of Role	Description of what the position
	Organisation Unit	This section displays the levels within the org unit where you can add a position.
	Does this position have management responsibility?	Select Yes or No.
	If yes who will report into this role?	Describe the team who will report to the position.
Reason for recruitment	Please describe the business case for this recruitment.	Enter the justification for the request for the new position to be created and filled.
	Budget for position approved.	Select Yes/No to answer if the budget for the newly created position is agreed by the Budget Holder.
Contract details	Salary Min	Enter the lower limit of the salary range.
	Salary Max	Enter the upper limit of the salary range.
	Contract Type	Select whether the contract is Permanent, Temporary or Fixed Term.
	Contract Start	Enter the date in which the contract begins.
	Contract End	Enter the date the contract finishes if the contract is fixed term. Note: If the position is not fixed term, leave the field empty.
	Full Time/Part Time	Select whether the work is full time or part time.
	Number of full time equivalents	Enter the FTE ratio if the position is part time.
	Hours per week	Enter the number of hours worked per week.
	Weeks per year	Enter the number of weeks worked per year.
Advertising details	Advertised internally	Select whether the position was advertised within your company only.
	Advertised externally	Select whether the position was advertised outside your company.

CHAPTER 2

About Authority to Recruit FAQ

Unless stated otherwise, it is understood that both the manager and the employee (who has managerial responsibilities) perform the same functions in requesting to recruit staff, as the manager is also an employee.

Note: Since it is only the manager(s) in the approval chain who can approve the request, there is a separate **FAQ** section for managers only. For more information, see the **Authority to Recruit Manager's** guide.

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General

Where do I start?

Once you submit an **Authority to Recruit** request, it must be reviewed and approved by one or more manager(s), based on your company's tiered approval structure.

Once the request is in the system, you can see its status on your **Authority to Recruit** page.

Employee

How do I create an authority to recruit request?

1. Navigate to the **Authority to Recruit** page in **Self-Service**.
2. Click the **Add Request** button. The **Add Recruit Request** form appears.
3. Navigate to either of the following.

Existing post

- a. Expand the desired top level of the **Organisational Unit** (eg Company, Department etc.).

- b. Drill down to the desired level. The post to be filled is identified.

- c. Click the **Select** button of the desired position. The **Selected Post** of the selected **Org Unit** is displayed.

Note: You must select a **Post** as the minimum requirement for submitting the **Authority to Recruit** request for approval. Filling in the rest of the form is optional.

- d. Complete the rest of the form, if necessary.

- e. Click the **Submit** button.
- » An email is sent to your manager stating that there is a request waiting for their approval.
 - » The record 's status is displayed as **Submitted** in your **Authority to Recruit** page.

Note: You can resubmit a request by opening it in the **Authority to Recruit** page and clicking the **Resubmit** button, but you can not edit the request.

New Post

- a. Enter a **Job Title**.
- b. Enter a description of the **Role**.

Note: You must enter the **Job Title** and the **Role's** description as the minimum requirement for submitting the **Authority to Recruit** request for approval. Filling in the rest of the form is optional.

- c. Select the desired **Organisation Unit** to which to attach the new position.

- d. Continue to fill in the rest of the form, where applicable.
- e. Click the **Submit** button.
 - » An email is sent to your manager stating that there is a request waiting for their approval.
 - » The record 's status is displayed as **Submitted** in your **Authority to Recruit** page.

Note: You can resubmit a request by opening it in the **Authority to Recruit** page and clicking the **Resubmit** button, but you can not edit the request.



Who approves my authority to recruit requests if my manager has been seconded to another department?

The person who is set up through **Deputies** in **Self-Service** becomes the person, for a designated time, to take over from your manager in approving **Authority to Recruit** requests. For more information, contact your **Cintra Self Service Implementation** provider.

Who approves the authority to recruit request if several managers are involved?

The system is configurable so that all managers or one manager can approve a request.

Note: If all managers need to approve the request, the request's status is set to **Approval Pending** until the final approval is made. For more information, contact your **Cintra Self- Service Implementation** provider.

