E-Recruit Quick Reference Guide for Managers

Create a Staff Request

- Using Google Chrome, log into Core Portal > Manager Dashboard > Recruitment > Staff Requests (**View**).
- Click on the **Create New Request** button (top right-hand corner).
- Complete mandatory fields (*) in **Screens 1-4 and Screen 6** of the staff request form – Position, Contract, Job Details, Vacancy Details and Cost Allocations.
- NB – on screen 4 **Vacancy Details** **please ensure to select the correct Vacancy Type for the vacancy (Vacancy Details heading > Vacancy Type) as this determines which staff request workflow will be used to process the request.** Please see table below for guidance.

Staff Requester	Correct Vacancy Type Option
Carlow Campus Managers	**CARLOW CAMPUS STAFF REQUESTS**
Head of Department	Academic
Head of School	HOS Request
Head of Function and Research Centre	Managerial, Administration and Support
Head of Department	Professional Support Staff
Principal Investigator	Research
VPs	Senior Management
Walton Institute	TSSG

- On **Screen 5 (Documents)**, upload the job description for the post:
  1. Select **Upload** (top right-hand corner)
  2. Click on the arrow above **Click or drop files here to upload**
  3. Locate the file you wish to upload on the network drive…click **open**
  4. Choose **OK** on the next screen and check if the file has uploaded correctly
- **Screen 7** – **Summary >** Choose **Save** (bottom right-hand corner) which will give you two options:
  1. **YES** - this submits the staff request to the first stage of the Staff Request workflow you have selected in Screen 4 > Vacancy Details > Vacancy Type field. A message will display to say the request was submitted successfully.
  2. **NO** - allows you to save the staff request for submission at a later date. It can be accessed from the Manager Dashboard > Recruitment > Staff Requests (**View)** > My Requests and filtering by 'Planned'. Click on the ellipsis beside the relevant request and choose **Edit.**

Approve a Staff Request

1. Using Google Chrome, log into Core Portal > Manager Dashboard > Approvals > My Approvals Notification widget > View.
2. When the staff request opens, choose View Details (top right of screen).
3. View each screen 1-6 and on screen 7 – Summary, choose Approve or Reject as applicable, entering comments when prompted.

Links to Further Resources

Manual (with screenshots) – E-Recruit Manager Guidelines
Video – Creating Staff Requests (11:39 mins)