Guidance for Saving Job Descriptions to the Job Description Library (SharePoint)

Contents

Background

The Job Description Library is used primarily to support the process of advertising new jobs in People and Money. As part of the Create a Job Requisition steps a Job Advert is required and must be included within the Posting Description in the Job Requisition. The Job Advert template prompts the inclusion of a link to the Job Description. The Job Description Library helps with the creation of this secure link in a read only format.

The Job Description Library can also be used to view previously created Job Descriptions. This may be helpful if you want to find job descriptions of similar roles to help with the generation of your job description.

Access

Access to the Job Description library is provided to all Line Managers and School Department Administrators. If you do not hold these roles and need access, please raise a Service request using the category User Access– New/Change, in title field include Job Description Library.

Before you start

1. Prepare the Job Description using the Job Description Template. This **must** be a Word document.
2. Check that the role has been graded. For further information, please read the Job Grading Policy.
3. Draft the Job Advert template.
4. Create a draft Job Requisition in People and Money to obtain a Job Requisition Number. Follow the steps in the user guide How to Create and Maintain a Job Requisition.

The Job Description will be used within the job advertisement in People and Money; therefore, care should be taken to ensure accuracy. **Once the advert is posted any changes would require the requisition to be redrafted and reapproved and could cause delays in the recruitment process.**

Process to Upload

1. Open the Job Description Library - https://uoe.sharepoint.com/sites/jobdescriptionlibrary

2. Complete the following fields within the Upload JD below, if you need help selecting the Job Family and Job Function, please refer to the Guidance on Job Classifications and Positions.

   - Job Requisition Title – free text, this should match the Requisition Title in People and Money
   - Job Requisition Number – free text, this should match the Requisition Number in People and Money
   - Job Family – select from the drop-down list
   - Job Function– select from the drop-down list
   - College/Professional Service Group (PSG) – this will default to your own area but can be amended by selecting from the drop-down list
   - School/Planning Unit – this will default to your own area but can be amended by selecting from the drop-down list
   - Grade – select from the drop-down list
   - Attachments - Upload the Job Description (in a Word document)

Upload JD

* Job Requisition Title
`This can be max 64 characters`

* Job Requisition Number
`This can be max 5 characters`

* Job Family
`Find items`

* Job Function
`Find items`

* College/PSG
`Corporate Services`

* School/Planning Unit
`Human Resources`

* Grade
`Find items`

* Attachments
> There is nothing attached.
> 📎 Attach file

[Submit] [Clear]

3. Click **Submit** to upload the Job Description. If the upload has been successful, you will receive an email with the hyperlink that can be used within the job advert in People and Money. If the upload has been unsuccessful, you will receive an email to inform you, please repeat the steps above to re-upload.

4. If you need to amend any of the fields from the Upload tool, select **Clear** and re-enter the information required.

5. Once uploaded, the Job Description will be renamed in the following file name format Job RequisitionNumber_JobTitle.docx, for example 13178_HR Helpline Assistant.docx. It will also be moved to the 'Published' section of the SharePoint.

6. Using the email confirmation, copy and paste the link for the Job Description into the Job Advert template and include this in the Posting Description in the Job Requisition. **Please note** that you must only use the link supplied within the email to avoid any access issues once the advert is live.

7. Once you have added the hyperlink to the posting description, please check that the link takes you to the correct Job Description to avoid delays. HR Operations will also check that each requisition has the link to the correct Job Description before posting.

Tips

- The published Job Descriptions are in read only format.
- If you need to **make a change to the published job description** raise a Service Request using the category Advertising including the hyperlink to the document. HR will remove this document, and

you will then be able to upload the correct document. Please note this will generate a **new hyperlink**

If you have **not included the hyperlink or used the wrong one** in the posting description, follow these steps:

- If the job requisition is still in draft (not yet approved) you can amend the hyperlink in job posting description.
- If the job requisition has been approved but not yet posted contact HR Operations to correct the hyperlink by raising a Service Request using the category Advertising.
- If the advert has been posted (is live) contact HR Operations to correct the hyperlink by raising a Service Request using the category Advertising.
- If you already have a job description in the library you wish to **reuse** for a new advert you should download the job description, review and upload a new version. This will create a new hyperlink for inclusion in the advert.

Browsing Published Job Descriptions

1. You can search the published section of the SharePoint to view existing Job Descriptions. Use the quick links to the right of the screen to find published job descriptions **Added by You** or to search the full library use **List View.** This may be helpful if you want to identify job descriptions of similar roles to help with the generation of your job description.


You can reduce the number of items displayed to view the job descriptions you want to see, by using the filters. Click on the column title and filter as you wish, you can apply filters across multiple columns. The filters available are:

- Name (Requisition Number_Job Requisition Title)
- College/PSG
- School Planning Unit
- Grade
- Job Family
- Job Function
- Uploaded By
- Published Link
- Published Date

You can also use the Search Library function the top of the screen, for example if you have the job requisition number.
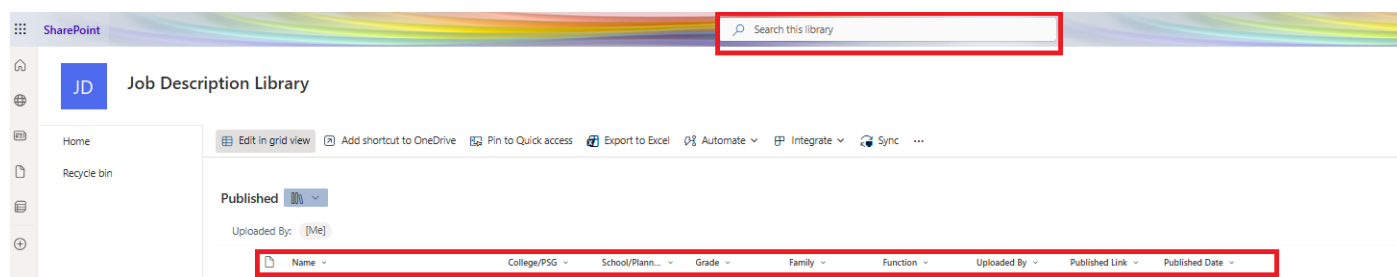
Archive

Job descriptions will be archived one year from the date of upload. The Job Descriptions will still be available to HR after this time.

If you need any additional support, please raise a Service Request using the category Advertising.

Useful Links

[Guide to Recruitment and Onboarding](#)

[Job Description Guidance](#)

[Job Description Template](#)

[Recruitment and Advertising Toolkit](#)

[Job Advert Template](#)

[Guidance on Job Classifications and Positions](#)