



THE UNIVERSITY
of EDINBURGH

Seeking Academic references

HR and Finance Transformation

June 2021

Detail the requirement for references within the job advert (known as the “posting description” in P&M)

Application process

As part of your application please ensure you upload 3 academic references that support your application.

Interviews will be held on 21st July 2021 through Microsoft Teams.

If invited to interview you will be required to evidence your right to work in the UK. Further information is available on our [right to work web pages](#).

About the Team

The School of Mathematics is one of the world's leading mathematical sciences departments, home to internationally excellent researchers and to an innovative educational environment for both undergraduates and postgraduates. Our location in the beautiful and historic capital of Scotland puts us in the centre of a vibrant community of academics, cultural institutions, industry partners and research institutes.

As a School we value both the breadth and depth of our mathematical research. We have over seventy permanent members of academic staff and over twenty research fellows and research associates, who come from across the world and together cover a broad range of research topics in pure and applied mathematics, operational research and statistics. Our Graduate School has over eighty research students and over one hundred MSc students, and our postgraduate provision has gone from strength to strength with the recent introduction of Doctoral Training Centres in Analysis and its Applications, and in Data Science. We have close links with the School of Informatics and are actively involved in current data science developments, particularly as one of the 5 UK-wide partners in the Alan Turing Institute.

The School is passionate about delivering a world-leading educational environment for its students and is constantly exploring new ideas in mathematical education in order to provide a stimulating learning environment. Quantitative skills have never been more in demand in the world, and our students graduate with strong skills in critical thinking, independent learning and communication. Within 6 months of graduating, 93% of our students are in full-time employment or study. In 2010 the Teaching Programme review "welcomed the excellent quality of education" provided by the School.

The School of Mathematics holds a Bronze Athena SWAN award in recognition of our commitment to advancing the representation of women in mathematics.

Further information about the School, our research and our teaching is available at <http://www.maths.ed.ac.uk>

Apply Now

A job application question could also be added which asks candidates to confirm references have been uploaded.

The screenshot shows the 'Create Job Requisition' interface. At the top, there are buttons for 'Save and Close', 'Submit', and 'Cancel'. Below the title bar, the page is titled 'Questionnaires' and 'Internal Prescreening Questionnaire'. There is an 'Add Question' button. A table lists the questions:

Question Text	Question Code	Folder
Please confirm when you have uploaded your academic references into the "Miscellaneous Documents" section to support your application?	ACAD_REFERENCES	Job Application Questions

Below the table, the details for the selected question are shown:

- Question Type: Single Choice
- Requires Response:

To safeguard against candidates not seeing the requirement for references in the job advert add in the pre screening question "Please confirm when you have uploaded your academic references into the "Miscellaneous Documents" section to support your application?" (Applicant must select "I confirm my Academic references have been uploaded" before submitting application).

This is a close-up of the question details from the screenshot above. It shows the question text, code, and type. The 'Requires Response' checkbox is checked and highlighted in yellow. A red arrow points to this checkbox.

Question Text: Please confirm when you have uploaded your academic references into the "Miscellaneous Documents" section to support your application?

Question Code: ACAD_REFERENCES

Question Type: Single Choice

Question Classification: Prescreening Question Added by User

Requires Response

This question is selected when setting up the requisition within the "Questions" section and should be selected for both internal and external. The question should also be marked as "Required" to ensure candidates have to answer it.

Candidates complete the application

Lecturer

JOB APPLICATION QUESTIONS

APPLICATION QUESTIONS

Please answer the following questions.

Are you a current student at the University of Edinburgh? *

Are you currently working for the University in another capacity? *

- No
- Yes

When could you start this role? *

Have you worked for us before? *

- Yes
- No

Do you currently have the right to work in the UK? *

Please confirm when you have uploaded your academic references into the "Miscellaneous Documents" section to support your application? *

- I confirm I have uploaded my academic references

Candidates upload their references to the "Miscellaneous Documents" section. This section allows up to 10 documents.

MISCELLANEOUS DOCUMENTS

Add any additional documents.

DROP ATTACHMENT HERE
or
UPLOAD ATTACHMENT

- Academic Reference 3.docx
- Academic Reference 2.docx
- Academic Reference 1.docx

Candidates confirm they have uploaded their documents.

Hiring Team view references within the attachments section of the candidate record

The screenshot displays a user interface for a candidate record. At the top, the candidate's name 'Lecturer (1255) Craig Hennessy (261074)' is shown, along with navigation buttons for 'Previous', 'Next', 'Actions', and 'Move'. A sidebar on the left contains various menu items: 'Details', 'Activity', 'Progress', 'Attachments' (highlighted with a red box), 'Interactions', 'Questions', 'Interviews', 'Feedback', 'Screening', 'Extra Info', and 'Sensitive Info'. The main content area is titled 'Supporting Documents' and features a 'View' dropdown set to 'Preview'. Below this is a 'File' dropdown menu that is open, listing several documents: 'Academic Reference 1.docx', 'Academic Reference 1.docx', 'Academic Reference 2.docx', 'Academic Reference 3.docx', and 'Example CV.docx'. A red arrow points to the first 'Academic Reference 1.docx' entry. The preview area below the dropdown shows the text 'Academic Reference 1'.