

Networkx

Raising a Requisition

Version No.	Updated by:		Reviewed by:	
	Name	Date	Name	Date
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1 Introduction

The purpose of this document is to guide you through the process of raising a requisition to recruit any employee.

If at any time you are unsure of how to progress through the system; and unable to locate the information you need in this guide, then please contact:

- NCG Recruitment on 07810631364

2 Logging on to Networx

In order to access Networx please type the following link into your internet browser. We recommend using Google Chrome. Save to favourites for future reference.

<https://www.networxrecruitment.net/Login>

Input your work email address and individual password which has been assigned to you.

Enter your email address and password



Welcome
Sign in to your account to continue

networx

Email

Password

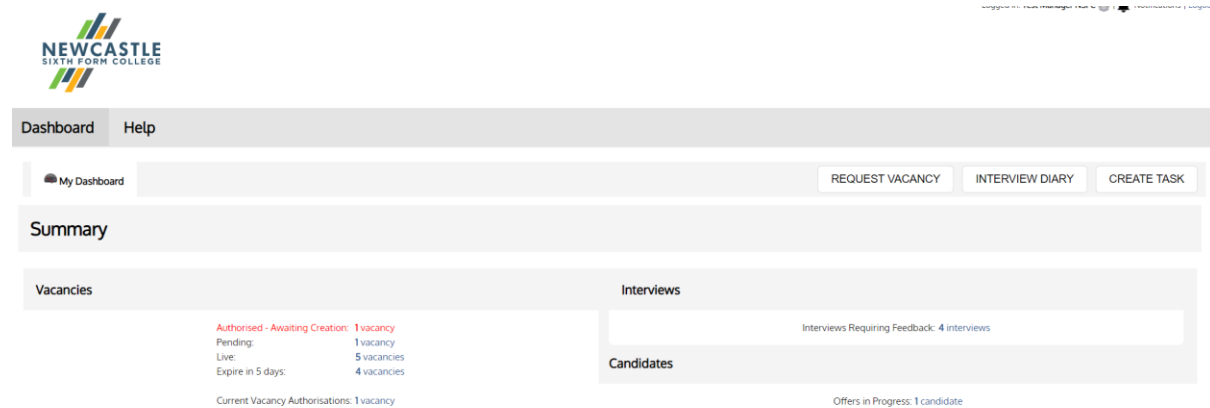
[Forgot password?](#)

Sign In

Then click **Sign In**.

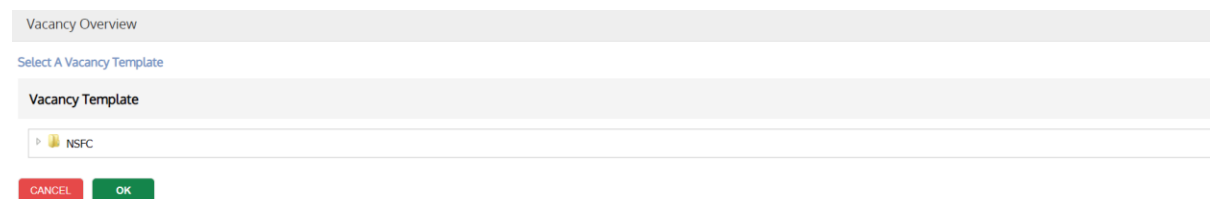
3 Viewing the dashboard

The home page presents you with a dashboard for system navigation. In order to start the requisition process click **Request Vacancy**.



4 Creating your Requisition

You will be asked to select a vacancy template from a list (determined by your College). Click on + to expand options.



Select your template e.g. pre-defined post or New Post if the role doesn't exist in the pre-defined list.

Then click **OK**.

Vacancy Overview

Select A Vacancy Template

Vacancy Template

- NSFC
 - NSFC - New Post

CANCEL OK

You will then be presented with a structure process to determine the department and cost centre for your vacancy. Click on + to navigate options.

Structure Level

Please select the relevant department from the structure, click ">" to expand structure, highlight department then click ok to proceed.

- Newcastle Sixth Form College
 - NSFC Schools
 - NSFC - Curriculum and Assessment
 - NSFC - Management and Support Services
 - NSFC - Student Support and Enrichment

CANCEL OK

Highlight your selected cost centre and click **OK**. The system will take a minute to build the requisition form. A window will appear showing the progress of your template being built.

5 Staff Recruitment Request Form

You will be presented with your requisition form which you will need to complete step by step.

Enter the **Post Title**

Select the **contract type** (Part Time / Full Time and Permanent / Fixed Term). Hourly Paid roles should be added as PT (Part Time) Fixed Term.

Add the **Planned Start Date**. This is just an approximate date and the actual start date will be subject to pre-employment checks.

Select whether the role is Full or Part Time.

Authorisation Information

Authorisation for: Test Manager NSFC
Vacancy Title:

CHANGE

Sections

- Vacancy Information
- NSFC Details
- Vacancy
- Finish

PREVIOUS
NEXT

SAVE AND CLOSE

CANCEL REQUEST

Vacancy Information

Post Details

Post Title (please include subject specialism within the post title, where required i.e. Lecturer – English)

Contract Type (HP Roles should be added as PT - Fixed Term)
 FT - Permanent
 FT - Fixed Term
 PT - Permanent
 PT - Fixed Term

Planned Start Date

Full/Part Time
 Full Time
 Part Time

Enter the **Weekly Contracted Hours**.

Select whether the role is **Term Time Working**. If you selected Yes, then you will need to input the working weeks and annual paid weeks. Use the Term Time Calculator which is located on the People Portal to work this out correctly.

Input your **FTE**. For example if the vacancy is full time type 1.0 or the actual FTE if this is a part time role e.g. full time hours divided by hours worked ($37/18.5 = 0.5fte$).

You will then be asked a series of questions in relation to benefits associated with the role.

You will then be asked if the post is classified as a **Teaching Role**.

If you have answered 'Yes' then you will be required to select the specific role from the drop down menu.

Regardless of whether you have selected a Teaching Role, you will be asked whether the Role involves **Regulated Activity** for DBS purposes. There is a definition of Regulated Activity for Children and Adults on the requisition so please review this and answer accordingly.

Sections

- Vacancy Information
- NSFC Details
- Vacancy
- Finish

PREVIOUS
NEXT

SAVE AND CLOSE
CANCEL REQUEST

Weekly Contracted Hours 0 of 200 Characters

Term Time Working (the term time calculator can be found on the People Portal/Starting the Journal/Salary, Terms and Conditions) Yes No

FTE (please note that all of LEW and SOU and WILC Lecturers have 35 hours as full time and all other colleges with WILC Support and Management have 37 hours as full time)

Pension (LGPS = Management & Support T&C's; Teachers Pension = Lecturing T&C's, including Hourly Paid Lecturers, must be a teaching role)

Is this post classified as a Teaching Role? (i.e., Assessor, Tutor, Trainer, Instructor, Lecturer, Verifier, etc.) Yes No

Does Post involve Regulated Activity? (refer to guidance below) Yes No

Regulated activity with children – children are defined as under 18 years of age.
1) Teaching, training or instructing children, carried out by the same person frequently (once a week or more), or on 4 or more days in a 30 day period or overnight.
2) Advice or guidance provided wholly or mainly for children relating to physical, emotional or educational well-being if carried out by the same person frequently (once a week or more), or on 4 or more days in a 30 day period or overnight.

Regulated activity with vulnerable adults - The following categories are classified as regulated activity in relation to vulnerable adults as defined by the Safeguarding Vulnerable Group Act 2006
1) Providing health care by any health care professional
2) Providing personal care
3) Providing social work
4) Providing assistance with cash, bills/shopping
5) Assistance in conduct of a person's own affairs
6) Conveying

Select the appropriate **Staff Type** from the pre-populated drop down list. If in doubt as to what you should choose please contact the Recruitment Team for advice.

The choice of Staff Type will determine the Account Code to which the salary will be assigned. Therefore it is essential that this is correct.

6 Reason for Recruitment and Source of Funding

You will be presented with a drop down list of choices.

If you select **Maternity Cover**, **Replacement** or **Sickness Cover** you will be asked to confirm the name of the employee who this post will cover or replace and the date the maternity leave starts, date the former employee left or the date the current employee's sickness commenced.

The next stage is to confirm whether the post is:

- **In Budget**
- **Not in Budget or Forecast**
- **In Forecast**

This is followed by a justification box to detail why the post is required and where the salary will be generated from if the post is not in budget / forecast. The more detail provided will allow the authorisers to make an informed decision. Failure to provide sufficient detail could lead to the requisition being rejected.

Vacancy

Finish

PREVIOUS NEXT

SAVE AND CLOSE

CANCEL REQUEST

Account Code

Reason for Recruitment and Source of Funding

Reason for Recruitment ⚙

Included in Budget or Forecast ⚙

Please justify why this post is required. If not In Budget or Forecast please state how post is to be funded.

7 Advertising Details and Panel Members

You will be asked to select one of two options:

Internal Only – the post will be advertised on the Internal NCG Careers Page

Internal & External – the post will be advertised on the Internal and External NCG Careers Page together with a number of external job boards.

Please be mindful that if you request for your post to be advertised in external media or via a recruitment agency that this can be very costly and will be charged to your individual cost centre.

Please note that unless you specify otherwise, all vacancies will be advertised for a period of two weeks. All adverts must be advertised for a minimum of three days.

The final section of the requisition relates to your shortlisting panel. Those added will be required to shortlist all applicants for this position. Therefore, if you select two shortlisting panel members you will not be able to complete your shortlisting until both panel members have shortlisted and scored all applicants on the Networkx system.

SAVE AND CLOSE

CANCEL REQUEST

Advertising Details and Panel Members

Internal/External Advertisement Internal Only
 Internal & External

Advert Duration (Must be advertised for minimum 3 days. All roles will be advertised for 2 weeks unless specified otherwise)

Name of Recruiting Manager ⚙

Name of Panel Lead if NOT Recruiting Manager

Name(s) of Shortlisting Panel (additional to recruiting manager/ panel lead) ⚙

Once you have completed this section, click the green 'Next' button the left hand side which will take you to the next section.

8 – College Specific Details

Select the **Department** from the drop down.

Select the **Department Cost Centre** from the drop down.

Select the **Working Location** from the drop down.

Select the **Grade Type** (unless the role is a senior position, all roles should be advertised on either a scale or fixed point from the college pay scale).

Select the specific **Grade**.

The screenshot shows a web form interface. On the left, a 'Sections' sidebar lists 'Vacancy Information', 'NSFC Details' (highlighted in orange), 'Vacancy', and 'Finish'. Below the sidebar are buttons for 'PREVIOUS', 'NEXT', 'SAVE AND CLOSE', and 'CANCEL REQUEST'. The main 'NSFC Details' section contains the following fields:

- Department: Please select... (dropdown)
- Department Cost Centre: (dropdown)
- Working Location: Please select... (dropdown)
- Working Location Postcode: (text input)
- Grade Type (Unless the role is a senior position, all roles should be advertised on either a scale or fixed point within the college's pay scales): Please select... (dropdown)
- Grade: (dropdown)

Select the correct **Terms and Conditions** for the role.

Select whether the post attracts **allowances**.

Select whether the **costs are to be coded to more than one cost centre**. If you select 'yes', you must provide the information using the drop-down menus.

The screenshot shows the 'Terms and Conditions' section of the form. It includes the following fields:

- Terms and Conditions: Please select... (dropdown)
- Does Post attract Allowances?: Yes, No
- Are costs to be coded to more than 1 cost centre? (Please note that the maximum number of cost centres allowable is 3, please ensure that split %'s total 100%): Yes, No

Once you have completed this section select:

Next – progresses you through to the advert stage of your requisition.

Save and Close – allows you to save and return to complete your requisition at a later date

Cancel Authorisation Request – will delete everything you have just entered into your online form.

9 Vacancy

Once you have selected **Next** and progressed onto the next part of your requisition you will be presented with the following screen.

The screenshot shows a sidebar on the left with a 'Sections' menu containing 'Vacancy Information', 'NSFC Details', 'Vacancy' (highlighted in orange), and 'Finish'. Below the menu are buttons for 'PREVIOUS', 'NEXT', 'SAVE AND CLOSE', and 'CANCEL REQUEST'. The main area is titled 'Vacancy' and contains an information box with an 'i' icon and the text 'Please click the sections below to review and specify the details for authorisation'. Below this is a table with two columns: 'Section' and 'Reviewed/Completed'. The table lists 'Advert' and 'Documents', both with a red 'x' in the 'Reviewed/Completed' column and a 'View Section' link.

Section	Reviewed/Completed	
Advert	✘	View Section
Documents	✘	View Section

This forms your task list. You will be required to review / create an advert and upload documents such as a Job Description and Person Specification.

10 Advert

Step 1 – Click the 'Advert' icon and this will take you to a wizard to create your advert.

Depending on the template you selected at the start of the requisition process you may be presented with a pre-defined advert or a template advert which you can amend.

If you need to add your own wording to the Advert click 'edit'.

The screenshot shows the 'Advert' section in the recruitment system. The sidebar on the left has 'Advert' highlighted in orange, with 'Documents' below it. Buttons for 'BACK', 'NEXT', and 'SAVE AND RETURN' are visible. The main area is titled 'Advert' and contains a 'Need help?' message: 'To edit the advert please click the edit button below, make your changes and return here to preview your completed advert.' Below this is a 'Remove' button and an 'Edit' button. The main content area displays the following information: 'Location: Newcastle Sixth Form College', 'Salary: Payscale Grade / Payscale Spot Salary £23,125 - £38,806', 'Closing Date: {Expiry Date}', and '{Hours}, 1, {Full time & Part time}, {Perm & Temp}'. Below this is a section titled 'The Vacancy' with a block of placeholder text: 'Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla ornare, ipsum non lobortis porta, justo purus auctor felis, sed tincidunt urna ex et arcu. Curabitur ornare posuere erat, a luctus tortor mattis sed. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Suspendisse sed est cursus, vehicula sem nec, venenatis turpis. Aliquam erat volutpat. Aenean interdum mauris nec pretium efficitur. Mauris varius arcu vel ultrices hendrerit. Cras et lobortis lectus. Donec finibus consequat lorem eget gravida. Phasellus metus enim, convallis a tincidunt eu, tristique ac leo. Nam tempor arcu eu nulla ultrices, id commodo tortor pulvinar. Phasellus feugiat nibh vitae nulla egestas, sit amet suscipit risus volutpat. Quisque in venenatis dui, eget vehicula magna. Phasellus condimentum lacus odio. Vivamus id ligula id leo ultrices feugiat ut nec sapien. Donec facilisis libero ut mi vulvinar imperdiet vel et libero.'

NOTE: Do not set an expiry date as this will be inserted by NCG Recruitment once a requisition has been approved and is being prepared for advertising.

A new browser window will appear allowing you to insert your own advert wording.

{vacancy title}

Location: {Advertised Location}

Salary: {Advertised Salary}

Closing Date: {Expiry Date}

{Weekly Contracted Hours} hours, {FTE} FTE, {Full/Part Time}, {Contract Type (HP Roles should be added as PT - Fixed Term)}, {Please specify either contract expiry date or contract duration}, {Reference}

The Vacancy

Please click here to add advert details, the advert should consist of the following sections, keep the advert concise (please remember to delete the guidance text before submitting):

- 1) Brief description of the jobs main purpose (i.e.daily tasks), (do not copy the job description into the advert)
- 2) Brief details of any essential criteria a candidate needs to have in terms of qualifications, training, experience, skills, knowledge, attributes (do not copy the person specification into the advert) icon_downloaded
- 3) Brief details of the company (remember good candidates will research the company so please be concise)

About Newcastle Sixth Form College

Newcastle Sixth Form College is the largest Sixth Form College in the region with over 1,300 students and around 100 dedicated staff providing a wide range

Once you are happy with the final wording click **OK**. You must then tick the 'I confirm this section has been reviewed' box otherwise any changes will be lost.

Then click the green **Next** button.

The screenshot shows a web interface for creating an advert. On the left, there is a 'Sections' sidebar with 'Advert' selected. Below it are 'BACK', 'NEXT', and 'SAVE AND RETURN' buttons. The main area is titled 'Advert' and contains an information box with instructions: 'Step 1 - Review "Comments" section. Step 2 - Review/ amend Advert. Step 3 - Click "Next" button to proceed to Job Description/ Person Specification.' Below this is a 'Comments' section with a table for 'User' and 'Comment'. A checkbox is checked with the text 'I confirm this section has been reviewed/ completed.' and an 'ADD COMMENT' button is visible.

11 Documents

This screen requires that you upload the Job Description and Person Specification as these will be required for the purposes of attracting candidates and for the shortlisting process.

If you have selected a requisition template the Job Description and Person Specification may already be uploaded.

The screenshot shows a web interface with two main sections: 'Sections' and 'Documents'. The 'Documents' section is active and displays a table of documents. The table has two columns: 'Document' and 'Access Type'. One document is listed: 'NCG Values' with the access type 'Public - Advert and Application Form'. Below the table are buttons for 'ADD DOCUMENT', 'DOWNLOAD', and 'REMOVE'. Above the table is a 'Comments' section with a table for 'User' and 'Comment', and an 'ADD COMMENT' button. On the left, there are navigation buttons: 'BACK', 'NEXT', and 'SAVE AND RETURN'. A blue information box at the top of the 'Documents' section provides instructions: 'Step 1 - Review "Comments" section. Step 2 Review/ amend ID &PS/ Documents, click "Add Document" to attach a new document and click "X" to delete a document. Step 3 -Click Save & Return to proceed.'

However if you selected New Post you will be required to upload these documents manually.

There are three ways to do this:

- upload from the Document Library
- download the Job Description, amend it and then upload it back – then delete the original one
- Upload a new Job Description and delete the original (must be in the correct format or it will be declined)

To start the process click **Add Document**

Ensure the document is set as “Public” and “Display on Advert”

The screenshot shows a document upload dialog box. It has two tabs: 'Upload Document' (selected) and 'Add From Document Library'. The 'Upload Document' tab contains a 'Type' section with radio buttons for 'Private' (selected) and 'Public'. Below that is a 'Document Name' input field. At the bottom, there is an 'Upload Document' label, an 'ADD FILE' button, and 'OK' and 'CANCEL' buttons.

Once you have reviewed and completed this section you have two options.

Back – this takes you back to your Advert in case you need to amend this or add any comments for NCG Recruitment.

Save and Return – allows you to save and return to complete your requisition.

You will now be presented with the following:

CHANGE

Sections

- Vacancy Information
- NSFC Details
- Vacancy**
- Finish

Vacancy

Please click the sections below to review and specify the details for authorisation

Section	Reviewed/Completed	
Advert	✓	View Section
Documents	✓	View Section

PREVIOUS NEXT

SAVE AND CLOSE

CANCEL REQUEST

Click **Next**

Click the green **'Start Authorisation'** button.

Authorisation for: Test Manager NSFC
Vacancy Title: Teacher

CHANGE

Sections

- Vacancy Information
- NSFC Details
- Vacancy
- Finish**

Finish

✓ This Vacancy authorisation request is now ready to be started.

START AUTHORISATION

PREVIOUS NEXT

SAVE AND CLOSE

CANCEL REQUEST