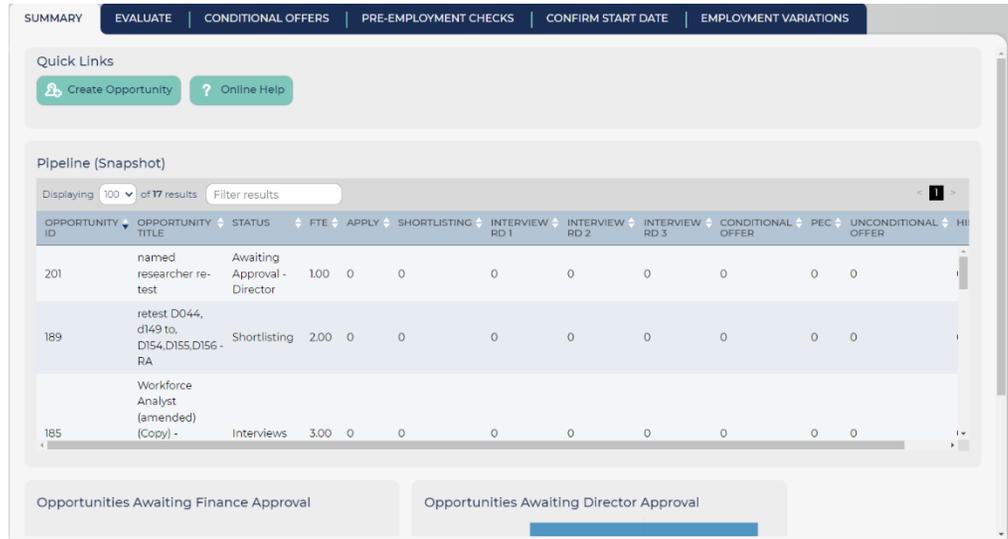


NAMED RESEARCHER RECRUITMENT REQUEST – USER GUIDE

This guide will assist you with the creation, review and submission of a named researcher recruitment request.

Accessing Oleo/Dashboard	
Step/Action	Example/Screenshot
<p>To access the Oleo system, follow this link: https://qmul-jobs.tal.net/ and click “Log in with single sign on” to log in to the system. You are not required to enter any log in details.</p>	
<p>When you log into Oleo, you will be presented with your homepage known as your Dashboard.</p>	

Raising A Named Researcher Recruitment Request

Step/Action

Click on the **'Create Opportunity'** button in the Quick Links bar on your dashboard.

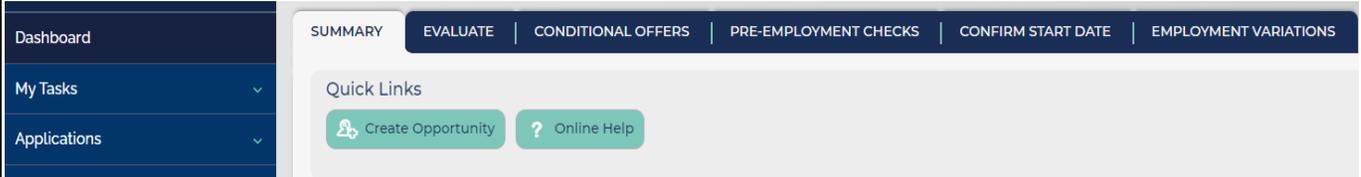
This will progress you to the next page.

Select **"Named Researcher"** template

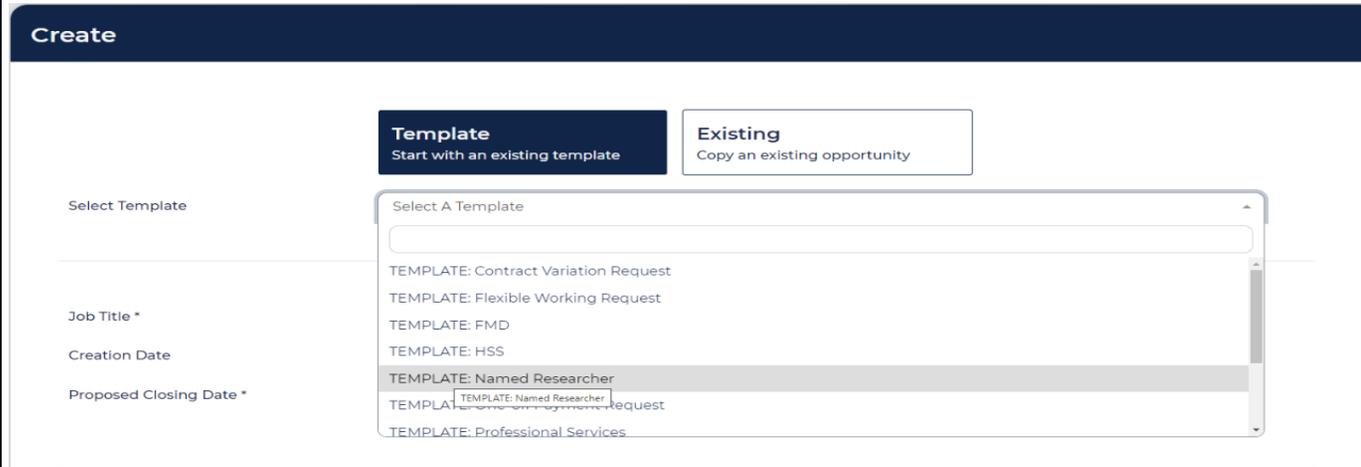
You will then be required to complete the following fields:

- **Job Title:** Enter the job title of the position you are recruiting into.
- **Creation Date:** This is auto populated. Leave as is.
- **Proposed Closing Date:** Enter a date 2 months from the date of creation.

Example/Screenshot



The screenshot shows a dashboard with a navigation menu on the left containing 'Dashboard', 'My Tasks', and 'Applications'. The main content area has a 'SUMMARY' tab selected, with other tabs for 'EVALUATE', 'CONDITIONAL OFFERS', 'PRE-EMPLOYMENT CHECKS', 'CONFIRM START DATE', and 'EMPLOYMENT VARIATIONS'. Below the tabs is a 'Quick Links' section with two buttons: 'Create Opportunity' (with a person icon) and 'Online Help' (with a question mark icon).



The screenshot shows the 'Create' page with two main options: 'Template' (Start with an existing template) and 'Existing' (Copy an existing opportunity). The 'Template' option is selected. Below this is a 'Select A Template' dropdown menu. The dropdown is open, showing a list of templates: 'TEMPLATE: Contract Variation Request', 'TEMPLATE: Flexible Working Request', 'TEMPLATE: FMD', 'TEMPLATE: HSS', 'TEMPLATE: Named Researcher' (highlighted), 'TEMPLATE: Named Researcher Request', and 'TEMPLATE: Professional Services'. To the left of the dropdown are form fields for 'Select Template', 'Job Title *', 'Creation Date', and 'Proposed Closing Date *'.

Job Title *

Creation Date 18/09/2023 16 05

Proposed Closing Date * DD/MM/YYYY 23 55

The next section within the form is the **“Position details”**.

Complete all the mandatory fields that are marked with an asterisk*. The question mark bubbles will give you extra help if you hover over them with the mouse.

Please note some fields will prepopulate according to the template selected. It is important that you double-check that these details are correct.

Position Details

Is this a Named Researcher role? * x ▾

Budget Code *

Organisation Level 1 * x ▾

Organisation Level 2 * ▾

Organisation Level 3 * ▾

Career Family * ▾

Planned Number of Hires (FTE) *

This refers to the number of Full Time Equivalent (FTE) appointments you wish to recruit to for this vacancy. For example, if the new employee is scheduled to work full time, they represent 1 FTE. If the new employee is scheduled to work 2 days per week, they represent 0.4 FTE.

Contract Type *

Will this position be term time only? * ▾

Target Start Date * 

Reason for Recruitment Request * ▾

Please provide specific and detailed information on the requirement for this request and the impact on service needs if the request is rejected

Additional information for Recruitment Request *

Funding Source * x

Funding End Date * 

Salary Scale * ▾

Working Pattern *

[Latest Salary Scales](#)

You will then be presented with the following sections:

- **Job Pack and Attachments** – attach the job pack in Word Format and relevant documents.
- **Pre-employment checks** - In addition to the mandatory pre-employment checks for new starters, you will be asked to confirm whether other specific checks/registrations are required for the position.
- **Named Researcher Details** – enter the details of the named researcher that this request applies to.
- **Key Leads** - These details will help the system correctly direct notifications and system request to the relevant staff. Please provide the name of the actual Hiring Manager for the position (this does not need to be the line manager of the post).

Please complete all mandatory fields.

Once completed, select **Create Opportunity** to progress the request or **“save as draft”** if you wish to come back to this later.

Job Pack & Attachments

Job Pack Attachment (Internal) * No file chosen

Nov-2022-Senior-Lecturer---Teaching-&-Research---Job-Pack.docx Delete

Evidence of Grant Agreement * No file chosen

Probation-Assessment-Form---Sept-2013.doc Delete

Supplementary Material 1 No file chosen

Supplementary Material 2 No file chosen

Supplementary Material 3 No file chosen

Pre-employment Checks

In addition to the mandatory pre-employment checks (Right to Work, References and Occupational Health checks) please indicate if the following checks are also required for this position.

Disclosure Barring Service (DBS) Check * x v

To determine the appropriate level of DBS clearance for this role please ensure you use the online [eligibility tool](#).

Is a Professional Registration required for this role? * x v

Essential Qualifications Required? * x v

Named Researcher Details

Full Name *

CV * No file chosen

SAMPLE Jones, Meg Alice (Digital RTW Check).pdf Delete

Key Leads

Hiring Manager *

Once you have created the opportunity, you must select the **“Request Approval”** button in green. You will see the status change to “Awaiting Approval – Finance”. This means the approval process has commenced. You will also receive an email to confirm who the approvals have been sent to.

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Status Draft

✔ Request Approval

Once the appropriate approvals have been granted, the request will be sent to the recruitment team to review and progress.

You can check the progress of your named researcher request via your dashboard.

Once the recruitment team have completed their part of the process, you will receive an email to notify you to create the offer on Oleo. Follow the link within the email which will take you directly to the applicant’s offer page.

You will need to click the “create offer” button. This will load up the conditional offer form for you to complete.