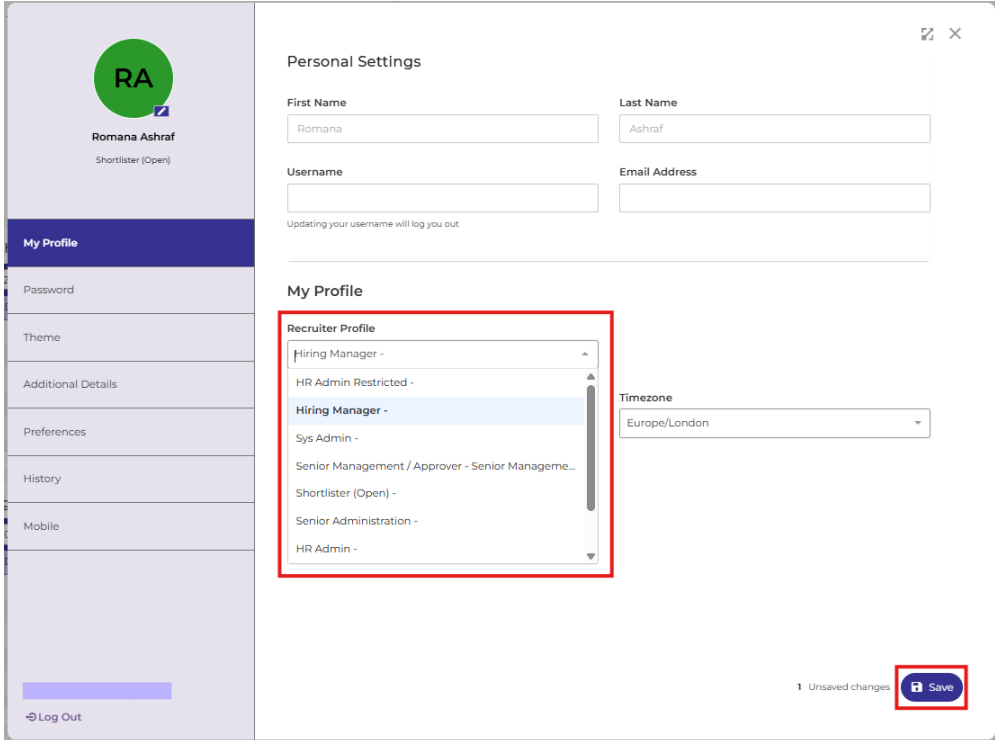


Creating a Vacancy - Oleeo User Guide

This document will provide you with step-by-step guidance on how to:

- [Create an opportunity/vacancy including copying vacancies](#)
- [Reviewing a vacancy saved as “Draft” and releasing for approval](#)
- [Give other users access to an Opportunity](#)

Throughout this document, the words ‘*Opportunities*’ and ‘*vacancies*’ are used interchangeably.

Accessing Oleeo	
Step/Action	Example/Screenshot
<p>To access Oleeo, use this link: https://qmul-jobs.tal.net/ and click on “<i>Log in with single sign on</i>” to log into the system.</p> <p>Note: You must be logged in with a “Hiring Manager” or “Faculty Hub” profile to be able to create an Opportunity. You can check this on the top left-hand corner, under your name.</p> <p>When you log into Oleeo, you will be presented with your homepage known as your Dashboard.</p> <p>To switch your profile:</p> <ol style="list-style-type: none"> i. Select your name in the left-hand menu. ii. Under “My Profile” select the profile you wish to switch to in the “Recruiter Profile” field. iii. Click “Save”. <p>The profile will now switch and load the relevant dashboard.</p>	

Creating a vacancy

- 1) Select the **“Create Opportunity”** button in the **“Quick Links”** box on your Dashboard which will load the **“Create”** screen.

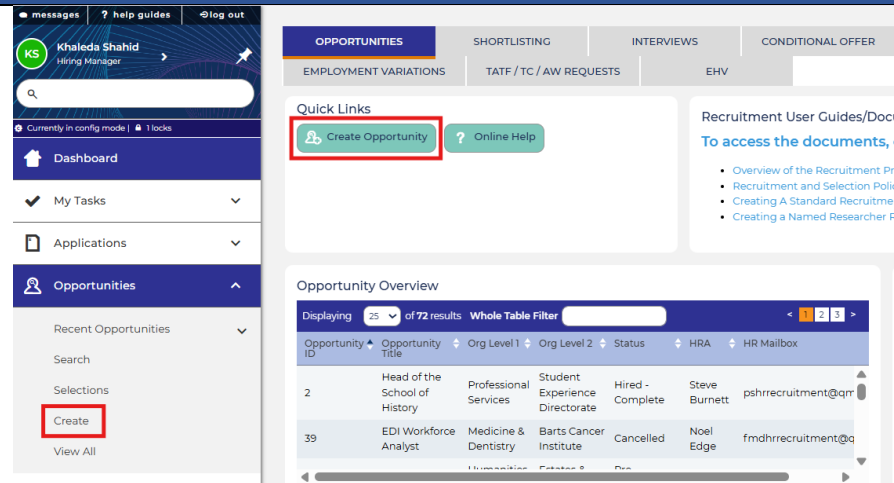
Note: You can also select **“Create”** under the **“Opportunities”** section in the left-hand menu.

Quick Tip: If you happen to be on a screen other than the **“Opportunities”** tab on your dashboard, enter the word **“create”** in the search box in the left-hand menu and then click on the result that appears. This will launch the Opportunity Form for you to complete and create.

- 2) On the Create screen, choose either to:
 - i. Start with an existing template by selecting the **“Template”** tile or
 - ii. Copy an existing Opportunity by selecting the **“Existing”** tile.

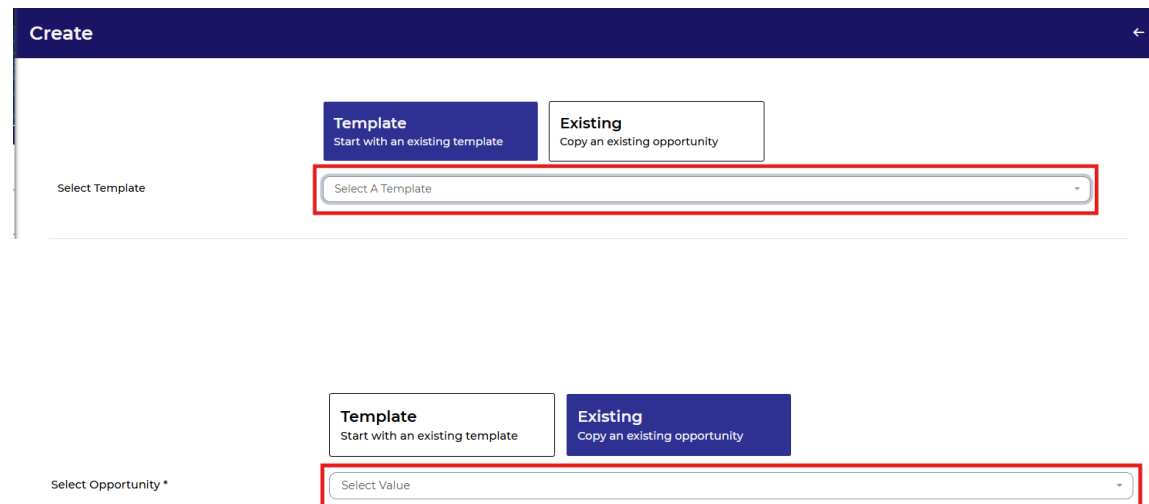
If you select the **“Template”** tile, you will need to select the template you wish to use. Select the appropriate standard recruitment template to create a vacancy.

If you select the **“Existing”** tile, you will need to enter the Opportunity number you wish to copy in the **“Select Opportunity”** field. This will load a copy of your previously submitted request. You can then proceed to editing the form before submitting.



The screenshot shows the HR system dashboard for Khaleda Shahid, Hiring Manager. The 'Quick Links' section has a red box around the 'Create Opportunity' button. The 'Opportunities' section in the left-hand menu also has a red box around the 'Create' button. The 'Opportunity Overview' table is visible below.

Opportunity ID	Opportunity Title	Org Level 1	Org Level 2	Status	HRA	HR Mailbox
2	Head of the School of History	Professional Services	Student Experience Directorate	Hired - Complete	Steve Burnett	pshrrcruitment@qmr
39	EDI Workforce Analyst	Medicine & Dentistry	Barts Cancer Institute	Cancelled	Noel Edge	fmdhrrecruitment@q



The screenshot shows the 'Create' screen with two main options: 'Template' (Start with an existing template) and 'Existing' (Copy an existing opportunity). The 'Template' option is selected, and the 'Select A Template' dropdown menu is highlighted with a red box. Below, the 'Existing' option is also shown, with the 'Select Value' dropdown menu highlighted with a red box.

- 3) Enter the “**Job Title**” and “**Proposed Closing Date**”. The Recruitment Team can change this later if required. “**Creation Date**” is auto populated and should be left as is.

Note: The Job Title will be displayed on the advert and must be appropriate to the position you are recruiting into. Once the form is submitted you will not be able to amend the title.

- 4) Complete the **Position Details**. Mandatory fields are marked with an asterisk (*). The question mark bubbles provide extra help if you hover over them.

Note: Certain fields will prepopulate according to the template selected. It is important you double-check that these details are correct.

Important note: Blue shaded fields indicate items that will be visible to Applicants once a vacancy is advertised.

- 5) Complete the **Advert and Job Pack** section.
- **Advertising Start Date:** Indicates the date the advert should be made Live. The Recruitment Team will amend this accordingly, when required.
 - **Advertising Scope:** For “*Internal Only*” advertising, HR Business Partner approval must be sought first and attached to this section. Similarly for “*No Advertising*”, ER Manager advice and approval must be sought first and attached in this section.

Job Title *

Creation Date (DD/MM/YYYY) 02/04/2025 14 40

Proposed Closing Date (DD/MM/YYYY) * DD/MM/YYYY 23 55

Position Details

Is this a Student Ambassador Engagement? * No

Budget Code *

Organisation Level 1 * Select

Organisation Level 2 * Select

Organisation Level 3 * Select

Career Family * Select

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 * Select

Will this position be term time only? * Select

Target Start Date * DD/MM/YYYY

Reason for Recruitment Request * Select

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 *

Advert and Job Pack

Advertising Start Date * DD/MM/YYYY

Please note all adverts should be advertised for a minimum of 2 weeks.


Advertising Scope * Internal Only

In line with the Recruitment and Selection Policy, internal only posts must be approved by your HR Business Partner.

Name of HR Approver * Select

Please attach evidence of the approval * Choose file No file chosen

- Advert text:** A pre-set template is populated here. The advert text must match the requirements stated in the Job Pack and Person Specification. Amend the advert text as required. However, do not remove or alter the “*About Queen Mary*” and “*Benefits*” sections. You can enlarge the advert text box by selecting the full screen icon, selecting again to minimize the screen. There is a gender decoding tool which can help you create a gender neutral advert. When selected, the tool will highlight words considered masculine and feminine which you may wish to change.
 - Job Pack:** Must be uploaded in Word format.
 - Contact Details:** Will be visible on the advert.
 - Provisional Interview Date:** Can either be made visible or hidden on the advert.
- 6) Complete the **Essential/Desirable Criteria for Shortlisting**. Criteria must be taken from the Person Specification section of the Job Pack. If Shortlisting is to be conducted offline, select “None” for both fields.
- 7) Enter your **Shortlisters** for the position. You must enter a minimum of two individuals. If shortlisting is to be conducted in system you must add the shortlisters to the “**Participants**” tab for them to be able to access the Applications. See “**Giving access**” on how to do this.

This icon  is the gender decoding tool. Please use it to support you with creating gender neutral job adverts.

About the Role / About the Department / About You *

About You
Include here the qualifications, key skills, experience and knowledge required of the successful candidate.

About the School/Department/Institute/Project
Include here the boilerplate narrative for the School/Institute or information about the specific project.

P = STRONG
Maximum Word Count 257 of 550 words
POWERED BY TINYM - PRESS ALT-0 FOR HELP

Job Pack Attachment (Internal) *
Choose file No file chosen

All job packs must be in line with current templates which can be found here <https://hr.qmul.ac.uk/procedures/recruit/jobtemplates/>

Contact Details (Name, Job Title, and Email Address) *

Provisional Interview Date *
DD/MM/YYYY

Do you want to include the provisional interview date in the advert? *
Select

Essential/Desirable Criteria for Shortlisting

This section allows you to set up the shortlisting criteria for all shortlisters if they are undertaking the shortlisting/scoring exercise within Oleco. If the shortlisters are completing the shortlisting/scoring exercise offline (outside of system), please select "None".

Please ensure you only include the essential and desirable criteria (from the job pack) you are able to assess at shortlisting stage.

How many Essential Criteria? *
Select

How many Desirable Criteria? *
Select

Shortlisters

If you are unable to find the name of your shortlister in the drop down menu, please raise a ticket with the IT help desk: servicedesk@qmul.ac.uk. If your shortlisting panel is not yet confirmed, you can add shortlisters in the "Participants" tab at a later date.

Lead Shortlister *
Select Value

Second Shortlister *
Select Value

Third Shortlister
Select Value

- 8) Complete the **Pre-employment Checks** section. This section will determine the workflow for the successful candidate's pre-employment checks. For Sponsorship information, ensure you contact the [HR Immigration Team](#) beforehand to check if a post is eligible for Skilled Worker or Global Talent sponsorship.
- 9) Add **Competency Based Questions** if required. These must align with the essential/desirable criteria outlined in the Person Specification if you wish to use this to assist with the shortlisting exercise.
- 10) Enter **Key Leads** for the vacancy. The Hiring Manager indicated here will receive all automated notifications for this vacancy.
- 11) Once you are happy with the completed form, click **"Create"**.
If you have missed any mandatory fields and wish to return to the position, click **"Save as Draft"**, and follow the ["reviewing and releasing a saved draft"](#) guidance below. Otherwise, continue to Step 12.
- 12) The Opportunity ID, Title and Status will be presented. Click the green **"Request Approval"** button. Once selected, the status will change to **"Awaiting Tier 1 Approval"** and the Tier 1 Approver will automatically be sent an approval request email. You will also receive an email to confirm that the Opportunity has been submitted for approval.

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 *

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? *

Essential Qualifications Required? *

Please note, if no essential qualifications are required, the successful candidate will not be requested to upload evidence of qualifications at offer stage.

Sponsorship Information

Please note, you may receive applications and questions from prospective applicants who may require sponsorship for a visa in order to take up the post. Do check with the [HR Immigration Team](#) for confirmation if this role is eligible for sponsorship, prior to advertising. For more information refer to the [Human Resources website](#).

Competency Based Questions

If you would like to include additional 'competency based' questions for applicants to include in their application form, you can add them here. This will require the candidate to provide a more detailed and in-depth response than a simple yes or no answer.

How Many Questions? *

Key Leads

Hiring Manager *

Lead Interviewer (Chair) *

Opportunity

1109 - Oleeo Vacancy Creation Expert ^

Status Draft

✘ Cancel
✔ Request Approval
Additional Documents
Recruitment Unsuccessful
On Hold

Note: Once you have submitted the form for approval, you will **not** be able to make any changes. To review the form before clicking the “Request Approval” button, go to the “Forms” tab and click on the first row. You will be able to make changes to the form if you need. Ensure you click “Submit” at the bottom of the form to save the changes and then click “Request Approval”.



1109 - Oleeo Vacancy Creation Expert ^
Status Draft

Cancel Request Approval Additional Documents Recruitment Unsuccessful On Hold

Overview Details Forms Participants Interviews Applications

Opportunity Form - SR Completed

Opportunity Cancelled Reason Not Started

Additional Documents Not Started

On Oleeo, there is a 2 Tier approval system. The approver workflows are as follows:

- **Research Grant funded** requests will be sent to the Faculty Research Grant Manager (Tier 1) and then JRMO (Tier 2),
- **Queen Mary funded** requests will be sent to Finance (Tier 1) and then Faculty Director of Operations (Tier 2).

Once the post has been fully approved, it will go to the HR Recruitment Team to review and action.

Reviewing a vacancy saved as “Draft” and releasing for approval

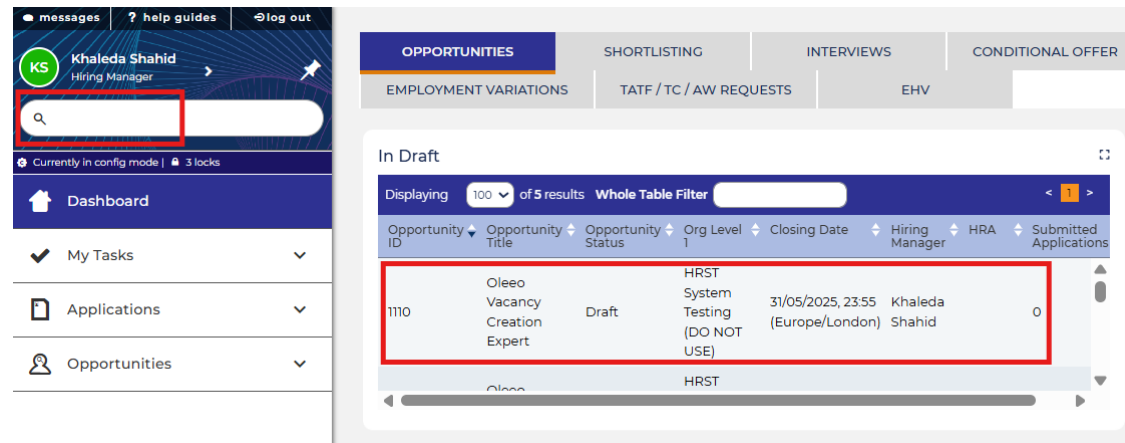
Step/Action

- 1) Locate your draft Opportunity. To do so, you can either:
 - i. Use your **Dashboard** by scrolling down within the **“Opportunities”** tab, to the **“In Draft”** widget and double click on the draft Opportunity you wish to review and edit. **OR**
 - ii. Search in the left-hand menu typing in the Opportunity Title or ID and then click the Opportunity in the results returned.

Quick pro tip: If you know the Opportunity ID, you can navigate straight to the Opportunity using the prefix **“v:”** followed by the ID in the search bar. For example, if the Opportunity ID is **“1110”** enter **“v:1110”** and press enter.

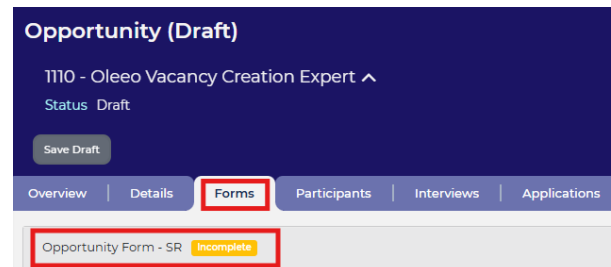
- 2) Once you have landed on the Opportunity page, select the **“Forms”** tab and click on the first row.
- 3) Review the form and make the necessary changes.
- 4) Ensure you click **“Submit”** at the bottom of the form to save the changes.
- 5) To move the Opportunity out of draft and start the approval process, click the grey **“Save Draft”** button. The status will remain as **“Draft”** but you will be presented with the **“Request Approval”** button.
- 6) Click the green **“Request Approval”** button. Once selected, the status will change to **“Awaiting Tier 1 Approval”** and the Tier 1 Approver will automatically be sent an approval request email.

Example/Screenshot

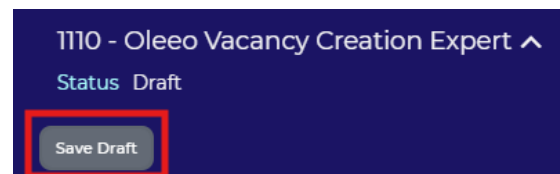


The screenshot shows a user interface with a top navigation bar containing 'messages', 'help guides', and 'log out'. Below this is a user profile for 'Khaleda Shahid, Hiring Manager'. A search bar is highlighted with a red box. The main content area has a 'Dashboard' section with 'My Tasks', 'Applications', and 'Opportunities' listed. To the right, there are tabs for 'OPPORTUNITIES', 'SHORTLISTING', 'INTERVIEWS', and 'CONDITIONAL OFFER'. Under 'OPPORTUNITIES', there are sub-tabs for 'EMPLOYMENT VARIATIONS', 'TATF / TC / AW REQUESTS', and 'EHV'. The 'In Draft' widget displays a table with the following data:

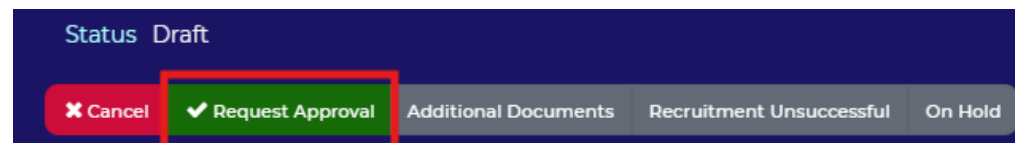
Opportunity ID	Opportunity Title	Opportunity Status	Org Level	Closing Date	Hiring Manager	HRA	Submitted Applications
1110	Oleo Vacancy Creation Expert	Draft	HRST System Testing (DO NOT USE)	31/05/2025, 23:55 (Europe/London)	Khaleda Shahid		0



The screenshot shows the 'Opportunity (Draft)' page for '1110 - Oleo Vacancy Creation Expert'. The status is 'Draft'. There is a 'Save Draft' button. Below the main content, there are tabs for 'Overview', 'Details', 'Forms', 'Participants', 'Interviews', and 'Applications'. The 'Forms' tab is selected, showing a table with one row: 'Opportunity Form - SR' with a status of 'Incomplete'.

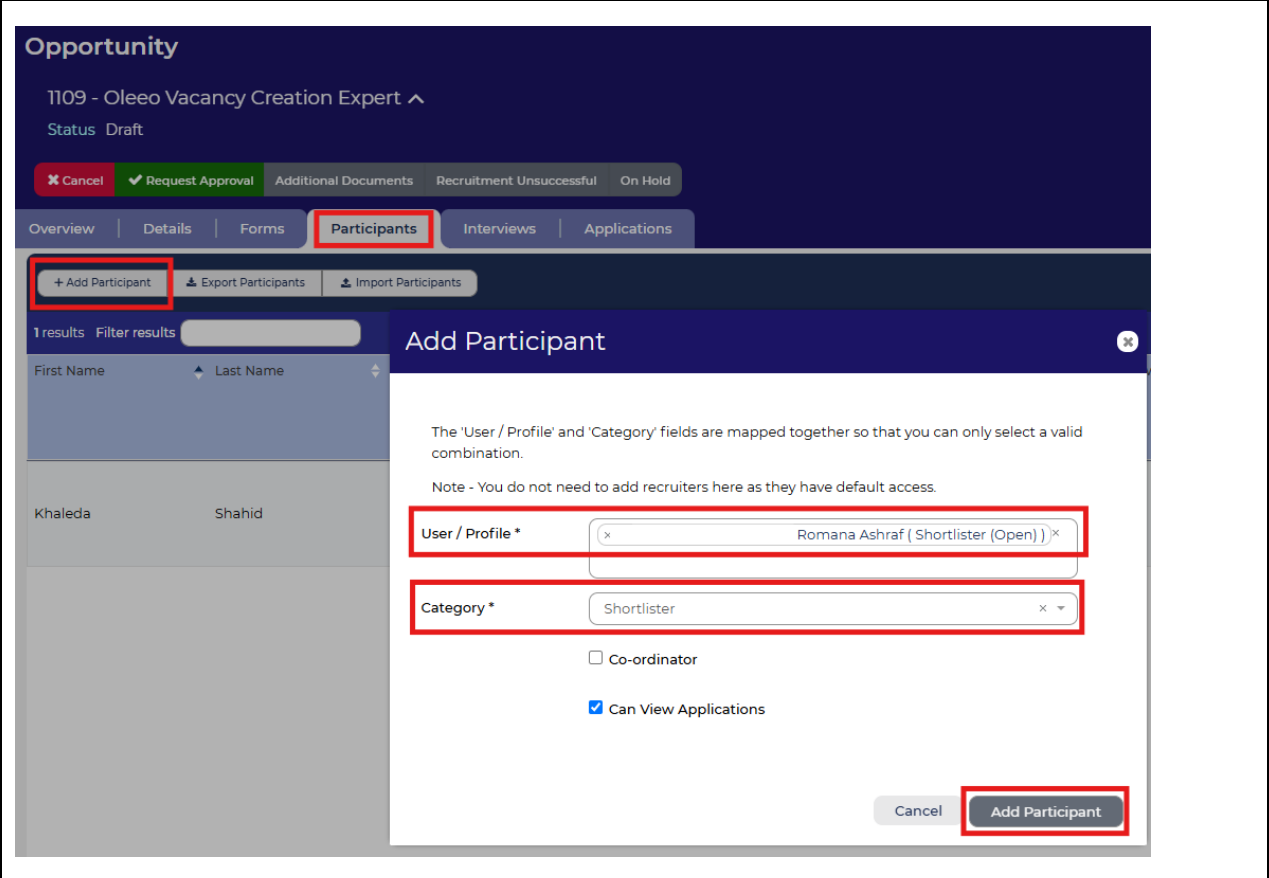


The screenshot shows the 'Opportunity (Draft)' page for '1110 - Oleo Vacancy Creation Expert'. The status is 'Draft'. The 'Save Draft' button is highlighted with a red box.



The screenshot shows the 'Opportunity (Draft)' page for '1110 - Oleo Vacancy Creation Expert'. The status is 'Draft'. At the bottom, there are several buttons: 'Cancel', 'Request Approval' (highlighted with a red box), 'Additional Documents', 'Recruitment Unsuccessful', and 'On Hold'.

Giving access to other Hiring Managers and Shortlisters

Step/Action	Example/Screenshot
<p>To ensure Shortlisters can score in system and view submitted Applications on the Opportunity, you will need to add them to the “Participants” tab.</p> <ol style="list-style-type: none"> 1) On the Opportunity, under the “Participants” tab, select “Add Participant”. 2) Search for the individual you wish to add in the “User/Profile” field and ensure that the “Category” matches. It should be a Shortlister profile. 3) Tick “Can View Applications”. 4) Select “Add Participant”. <p>To give other individuals the same access as a Hiring Manager, follow the same steps above, however, in place of the Shortlister profile, add their Hiring Manager profile.</p> <p>If an individual does not have the required profile, they will need to contact the IT Service Desk to request it.</p>	 <p>The screenshot shows the 'Opportunity' page for '1109 - Oleeo Vacancy Creation Expert'. The 'Participants' tab is selected. The '+ Add Participant' button is highlighted with a red box. The modal form 'Add Participant' is open, showing the 'User / Profile' field set to 'Romana Ashraf (Shortlister (Open))' and the 'Category' field set to 'Shortlister'. The 'Can View Applications' checkbox is checked. The 'Add Participant' button in the modal is also highlighted with a red box.</p>