User Guidance

aCloud Recruitment Portal

Version: 1.0
Author: Hayat Salim

1 Purpose of Document

The purpose of this document is to provide guidelines for users of the aCloud Recruitment portal, which is the new recruitment system at The Pirbright Institute.

This guide uses generic system images to direct you to each area of aCloud. This means the content of the images will not always match our system exactly and should only be used as a guide.

We hope that you find this guide helpful and if you have any feedback or questions please contact us on askHR@pirbright.ac.uk or call the HR team.

2 Contents

This document breaks down into three sections.

1. Candidate Portal
2. Applying for a position
3. Additional Tabs

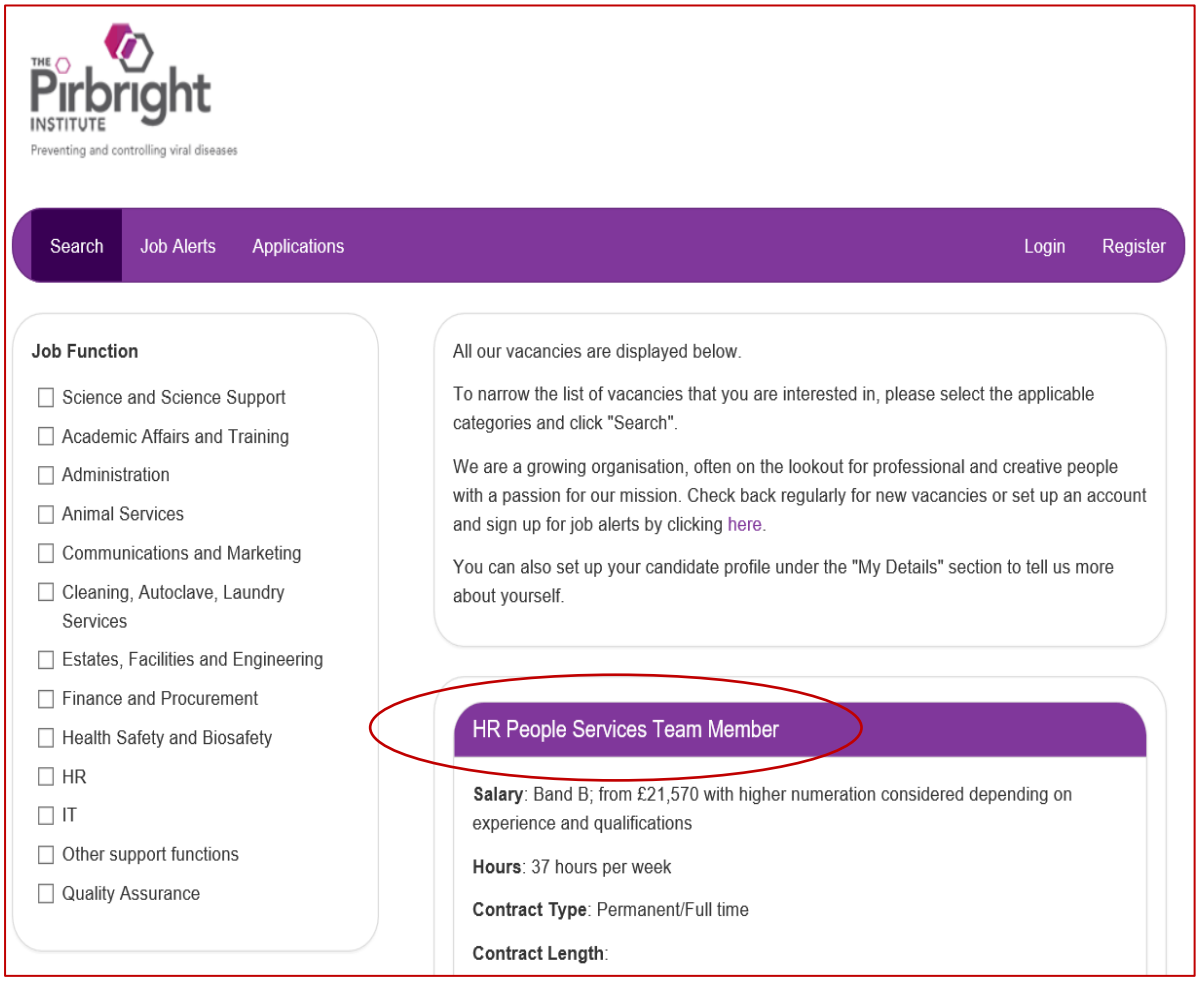
3 Candidate Portals

To apply for a position you will move through various webpages:

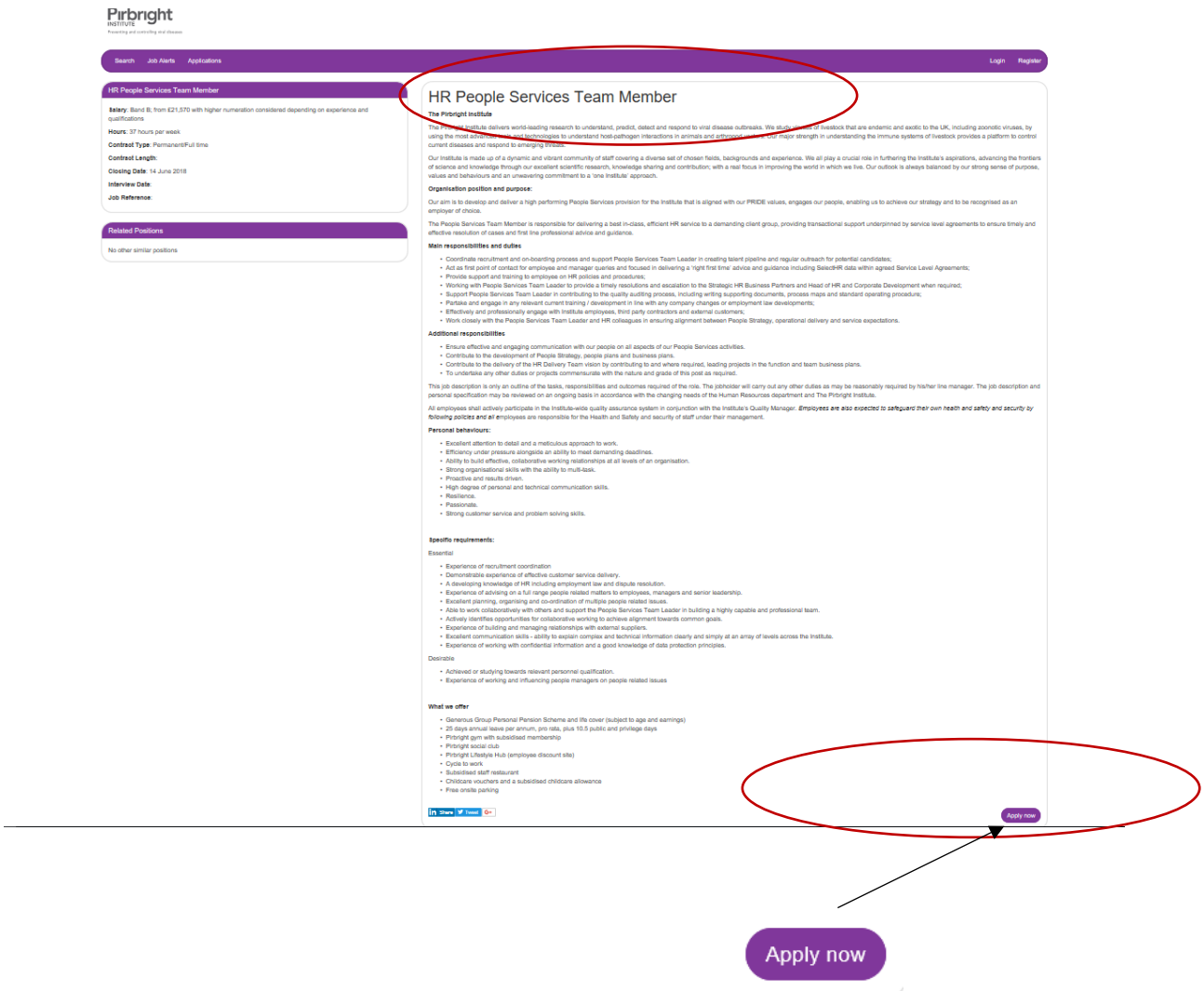
Area of system
Landing Page
Vacancy Search Options
About the process
Privacy Statement
Bio/Custom Questionnaire
Application Forms
Equal Opportunities Questionnaire
Exit Early Questionnaire
Withdrawn Questionnaire
Account activation

4 Applying for a position

The first screen you will see will be the landing page. Here you can choose your search criteria for finding a role. Next you can begin applying for a positon by selecting the position title.



Once you have reviewed the position and job description and if it is a role you wish to apply for then click on ‘apply now’ at the bottom of the screen

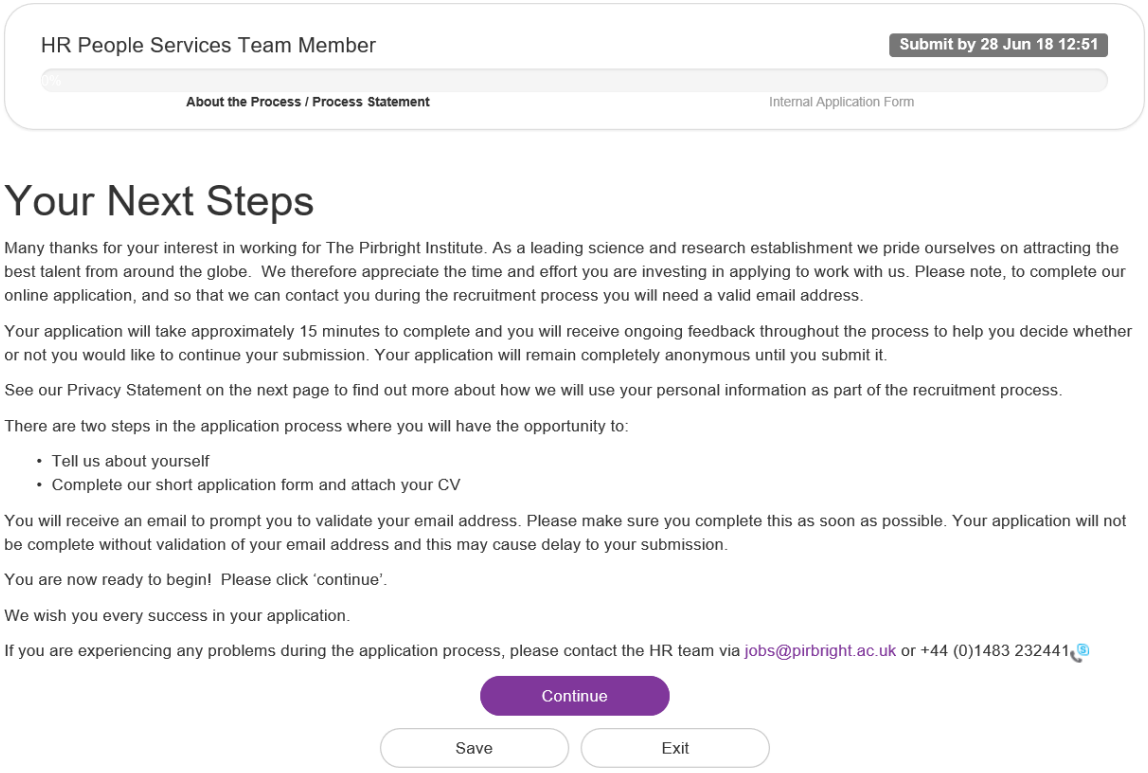


4.1 Application Process

During the application process, please note some of the stages and questionnaires are optional, anything marked with an '*' (asterisk) is mandatory field and input is required.

4.1.1 *About the Process*

The first page of the application process is the 'About the Process'. Read through the 'Next Steps' information before proceeding to the next stage.

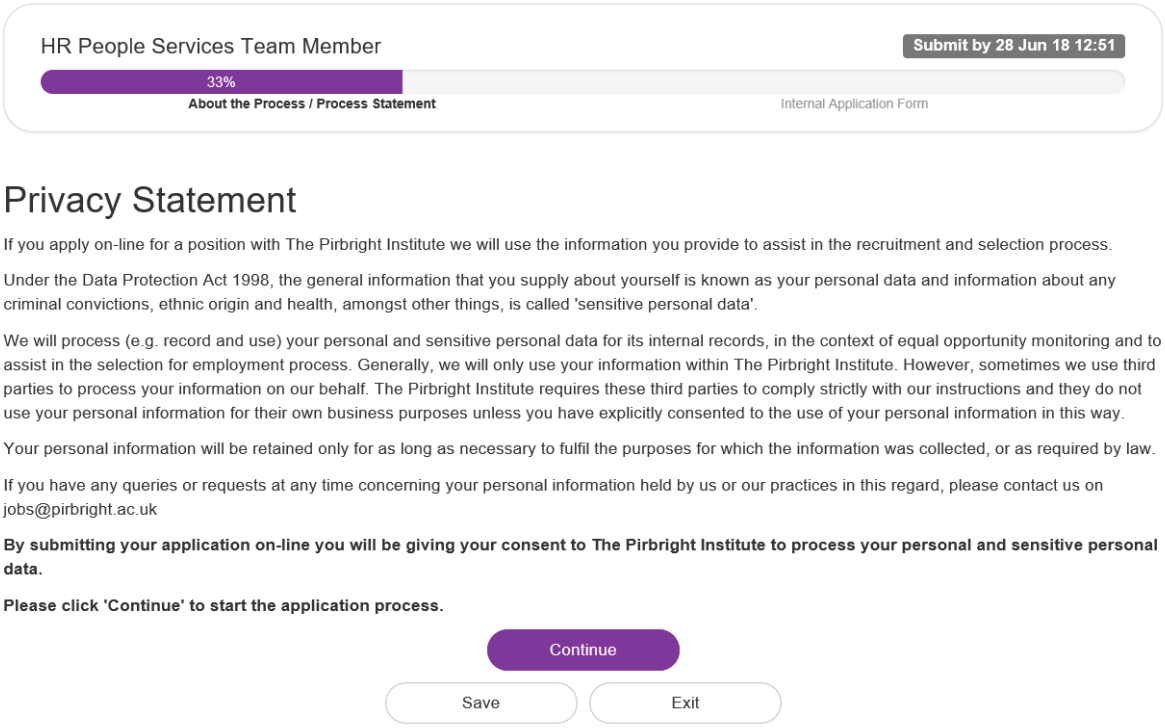


Click 'Continue' to move onto the next stage to the privacy statement.

4.1.2 *Privacy Statement*

Please ensure you read through the privacy statement and the privacy notice before continuing into the next page. This is important information about how we process your personal and sensitive details and your rights to your data which we hold.

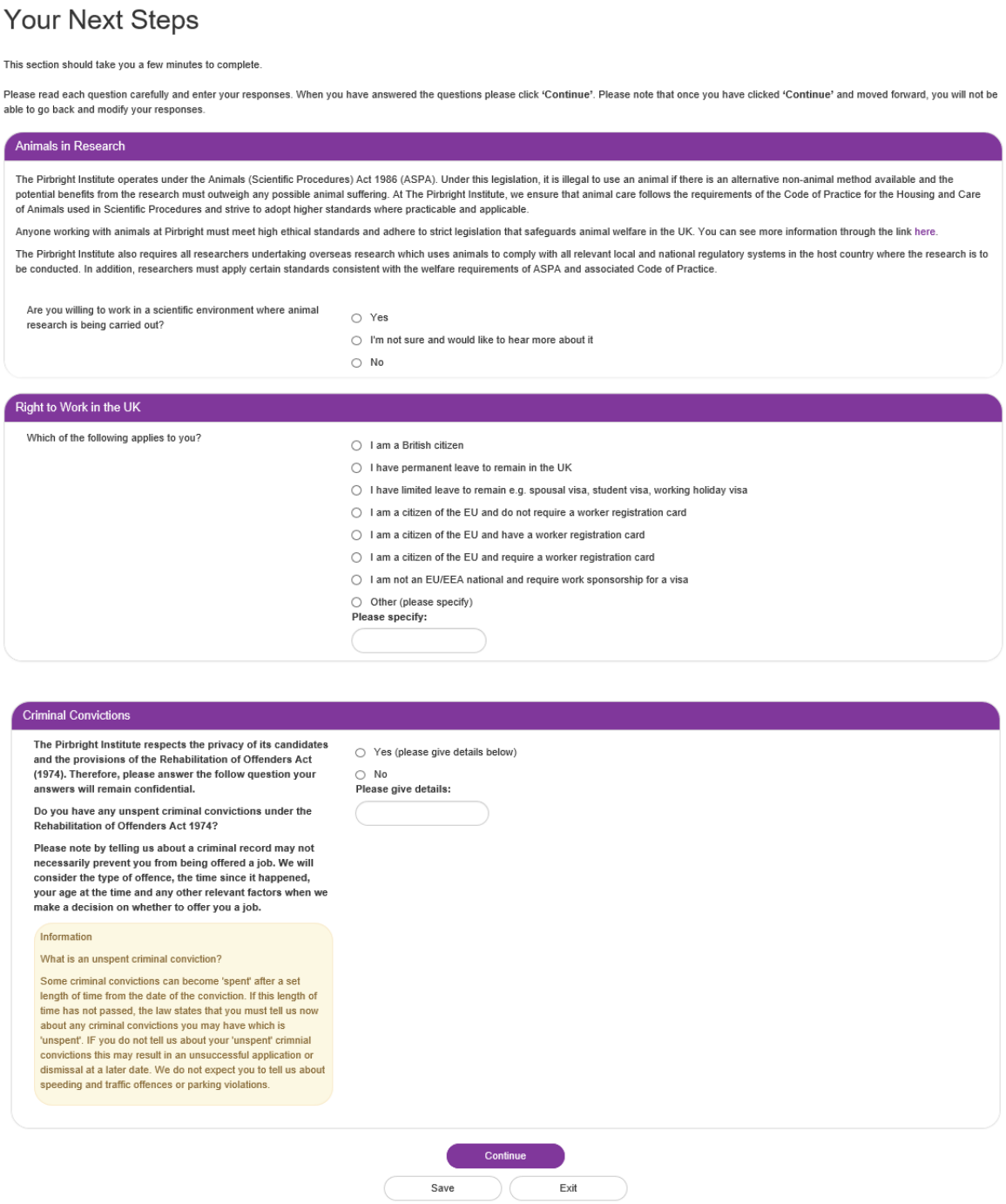
If at any point during the selection process you click 'exit' you will be prompted by a message to confirm that you wish to exit without saving. If you click 'ok' you will be asked again to confirm or go back to process your application. If you have re-confirmed that you wish to exit you will then be presented with the exit early questionnaire to ask why you do not wish to proceed - see 4.1.8. Please click to continue once completed.



Click 'Continue' to proceed to the next stage

4.1.3 *Bio and Custom Questions*

Please complete this section to support your application and to progress to the next stage. These are mandatory fields.



Your Next Steps

This section should take you a few minutes to complete.

Please read each question carefully and enter your responses. When you have answered the questions please click **'Continue'**. Please note that once you have clicked **'Continue'** and moved forward, you will not be able to go back and modify your responses.

Animals in Research

The Pirbright Institute operates under the Animals (Scientific Procedures) Act 1986 (ASPA). Under this legislation, it is illegal to use an animal if there is an alternative non-animal method available and the potential benefits from the research must outweigh any possible animal suffering. At The Pirbright Institute, we ensure that animal care follows the requirements of the Code of Practice for the Housing and Care of Animals used in Scientific Procedures and strive to adopt higher standards where practicable and applicable.

Anyone working with animals at Pirbright must meet high ethical standards and adhere to strict legislation that safeguards animal welfare in the UK. You can see more information through the link here.

The Pirbright Institute also requires all researchers undertaking overseas research which uses animals to comply with all relevant local and national regulatory systems in the host country where the research is to be conducted. In addition, researchers must apply certain standards consistent with the welfare requirements of ASPA and associated Code of Practice.

Are you willing to work in a scientific environment where animal research is being carried out?

- ○ Yes
- ○ I'm not sure and would like to hear more about it
- ○ No

Right to Work in the UK

Which of the following applies to you?

- ○ I am a British citizen
- ○ I have permanent leave to remain in the UK
- ○ I have limited leave to remain e.g. spousal visa, student visa, working holiday visa
- ○ I am a citizen of the EU and do not require a worker registration card
- ○ I am a citizen of the EU and have a worker registration card
- ○ I am a citizen of the EU and require a worker registration card
- ○ I am not an EU/EEA national and require work sponsorship for a visa
- ○ Other (please specify)

Please specify:

Criminal Convictions

The Pirbright Institute respects the privacy of its candidates and the provisions of the Rehabilitation of Offenders Act (1974). Therefore, please answer the follow question your answers will remain confidential.

Do you have any unspent criminal convictions under the Rehabilitation of Offenders Act 1974?

Please note by telling us about a criminal record may not necessarily prevent you from being offered a job. We will consider the type of offence, the time since it happened, your age at the time and any other relevant factors when we make a decision on whether to offer you a job.

- ○ Yes (please give details below)
- ○ No

Please give details:

Information

What is an unspent criminal conviction?

Some criminal convictions can become 'spent' after a set length of time from the date of the conviction. If this length of time has not passed, the law states that you must tell us now about any criminal convictions you may have which is 'unspent'. IF you do not tell us about your 'unspent' crimnial convictions this may result in an unsuccessful application or dismissal at a later date. We do not expect you to tell us about speeding and traffic offences or parking violations.

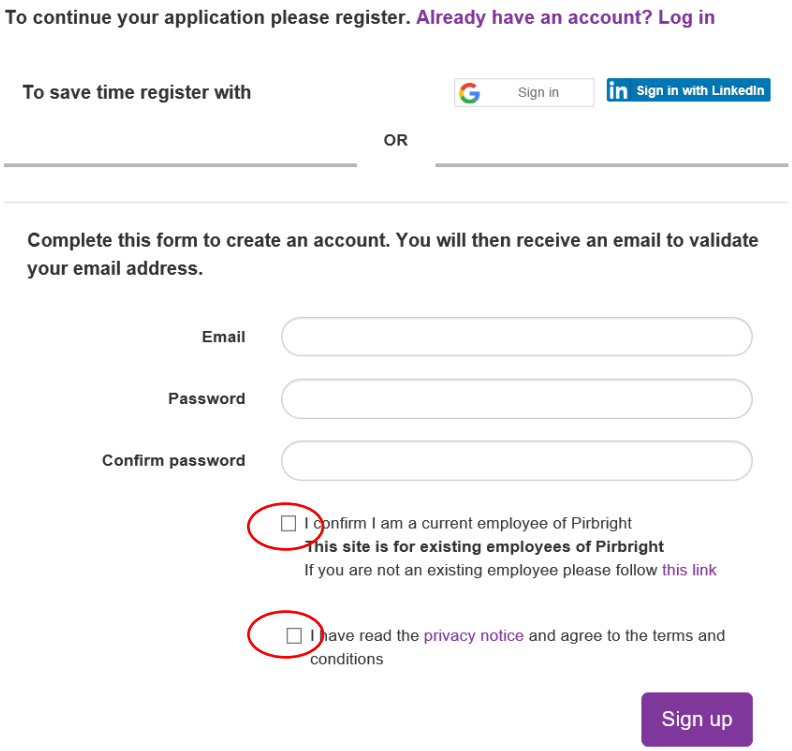
Continue

Save Exit

Please click 'continue' to proceed to the next stage.

4.1.4 *Registration*

At this stage you are required to create an account if you do not already have an account with us to complete the application. Please follow the instructions to activate your account.

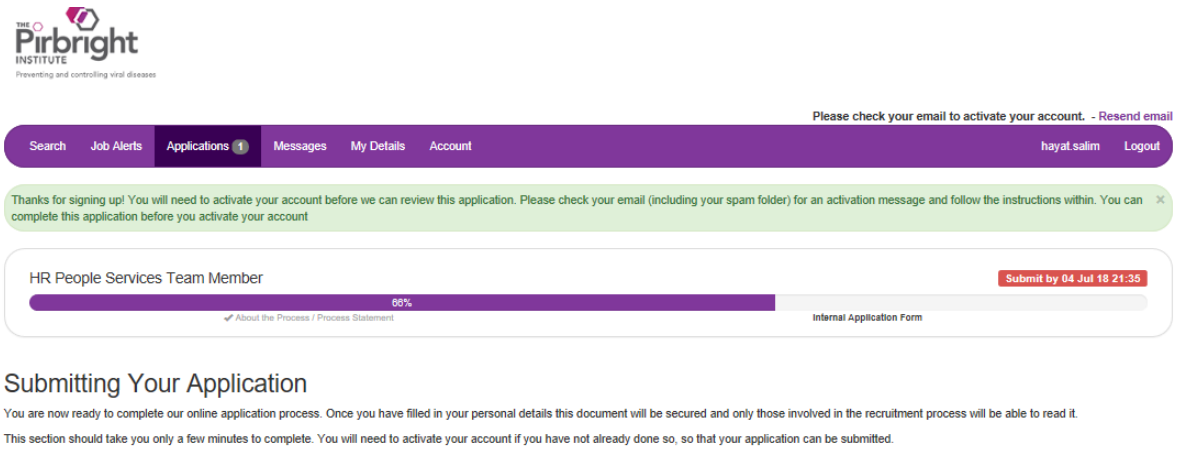


It is a requirement to confirm that you have read the privacy notice and you must tick on both boxes in order to create your account, otherwise you will not be able to proceed. You only have to complete this once.

Please Note: You will receive emails from our recruitment system. The emails are clearly marked as 'Pirbright Careers'. The first email will be sent to confirm you have created an account and will ask you to then *activate* your account.

4.1.5 *Application form*

If you have not activated your account you are still able to complete the application form but please be mindful that once your application has been submitted it will **not** be processed until the activation process is completed. A reminder is set at the top bar of this next step stage.



To continue with the application process please complete the application form, please note fields marked '*' are required to be completed to progress your application

Submitting Your Application

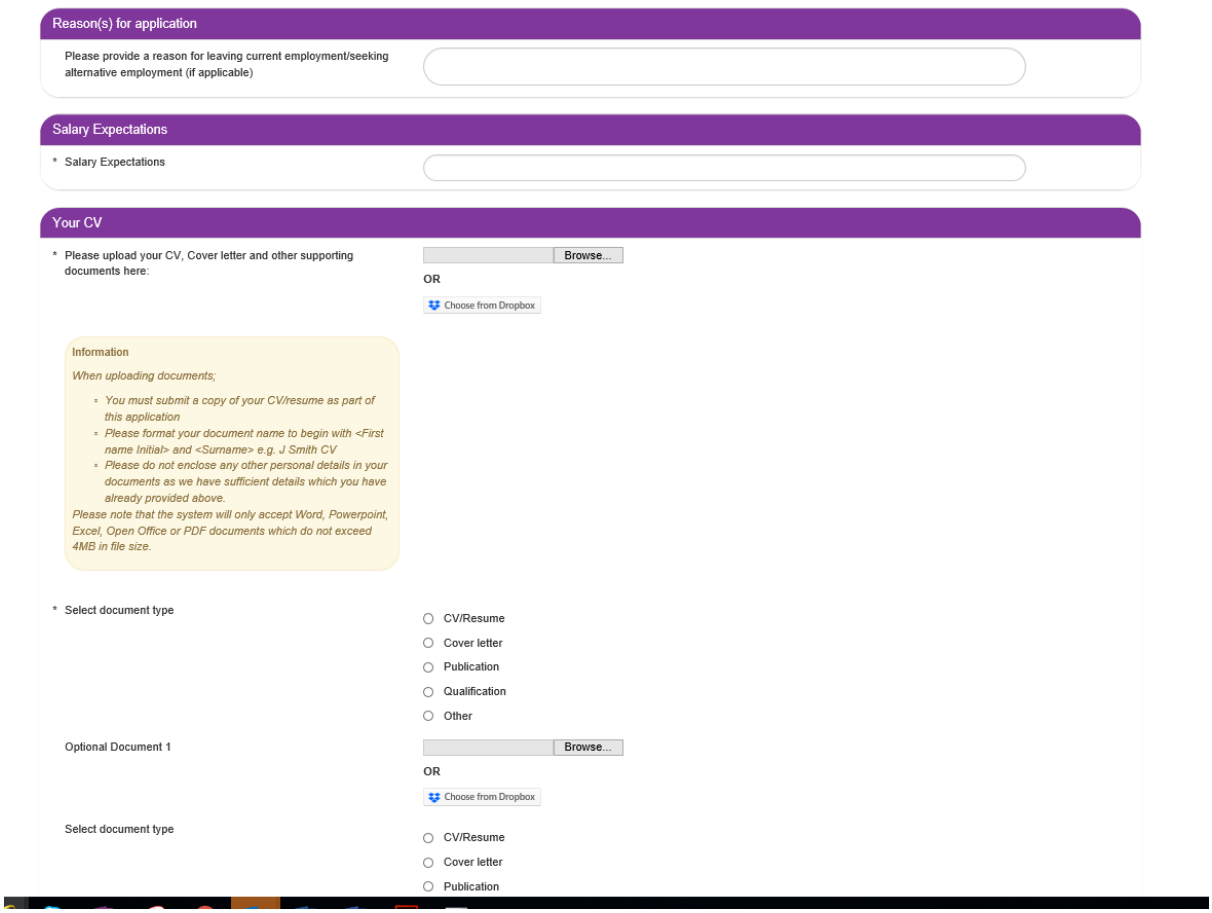
You are now ready to complete our online application process by filling out the form below, to do so you need to activate your account. Any contact details provided will be secured and only viewed by individuals in the recruitment process at The Pirbright Institute. Your information will only be used during your recruitment process and will not be stored for longer than 12 months. If you wish to retain your information throughout, we provide an option to do so. This section should take you 5 – 10 minutes to complete.

Personal Details

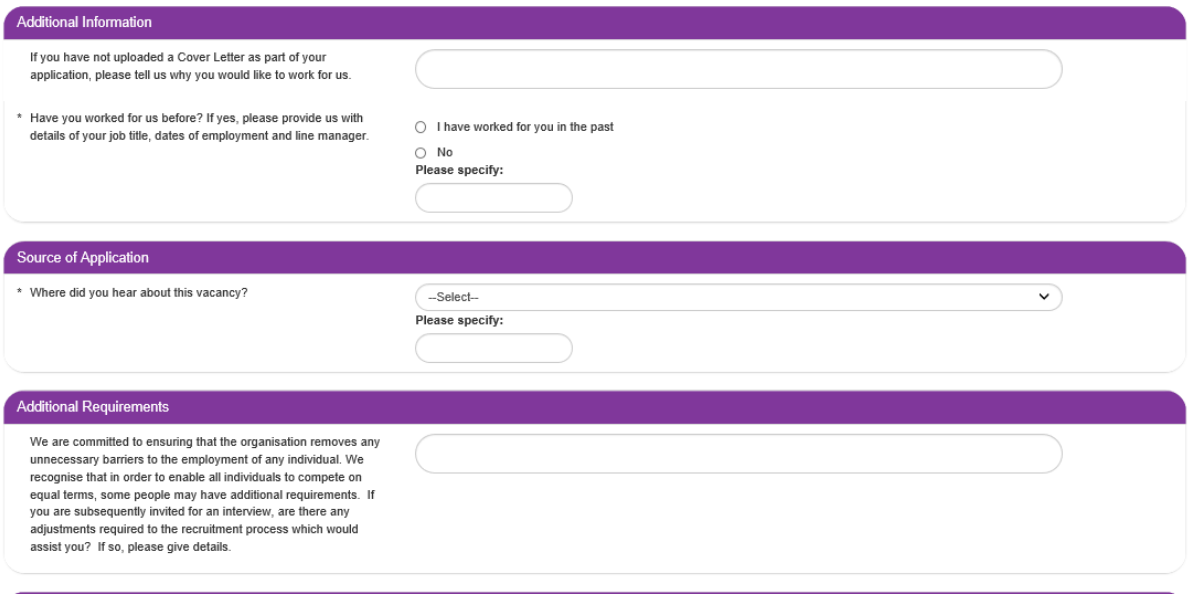
* Title	--Select--
	Please specify:
* First Name	
* Last Name	
Known As	
Initials	

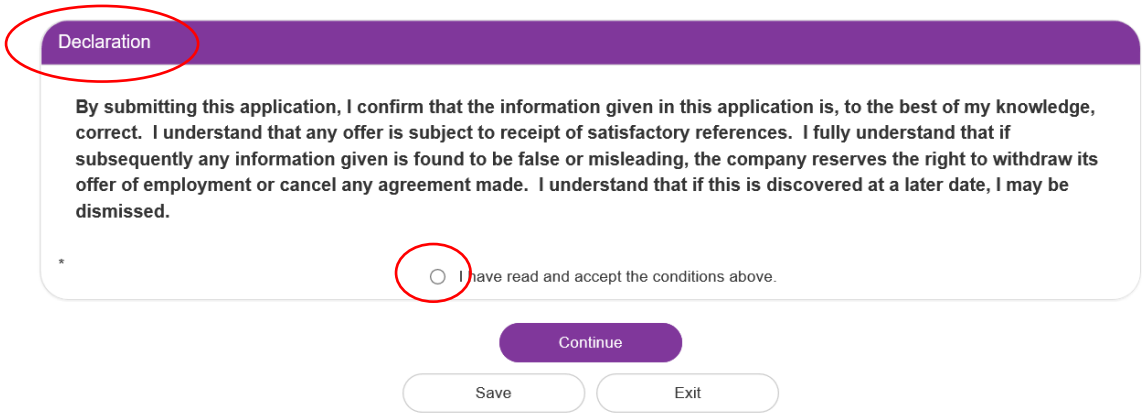
Contact Details

* Address 1	
Address 2	
* Town	
County	
* Post Code	
* Email Address	hayat.salim@pirbright.ac.uk
Home Telephone Number	
Mobile Telephone Number	
Work or other telephone number	
Preferred Contact Telephone Number (the number we can contact you on about this application)	○ Home ○ Mobile ○ Work or other



You have the opportunity to upload your publications, CV, covering letter and other supporting documents you feel that will help your application.





Please ensure you read through the declaration before accepting the conditions and we recommend you check that all the relevant information you have supplied is required and correct before your application is submitted.

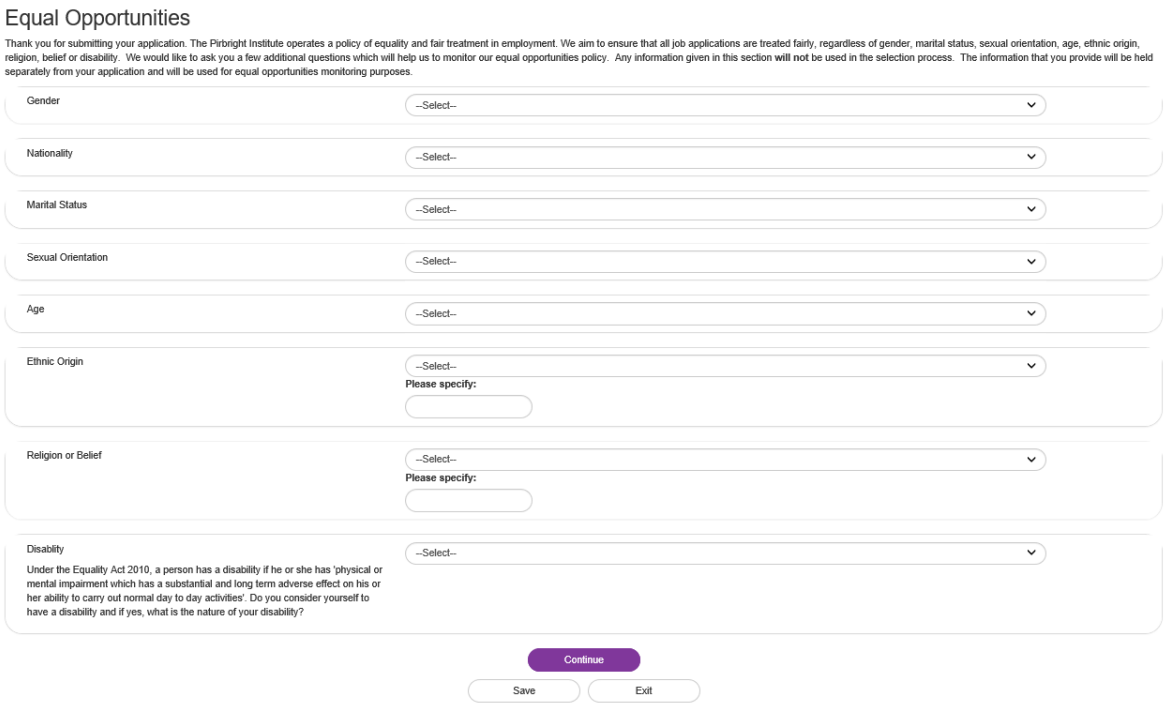
Please note you will not be able to make any changes once your application is submitted. If you notice there are any errors in your application after submission please contact askhr@pirbright.ac.uk to let us know.

If you are happy with the information you have provided and have clicked that you have read and accepted the conditions then please click 'continue'.

Your application has now been submitted.

4.1.6 *Equal Opportunities*

The information you share with us will support our equal opportunity monitoring purpose. The data you provide will remain anonymous and separate to your application

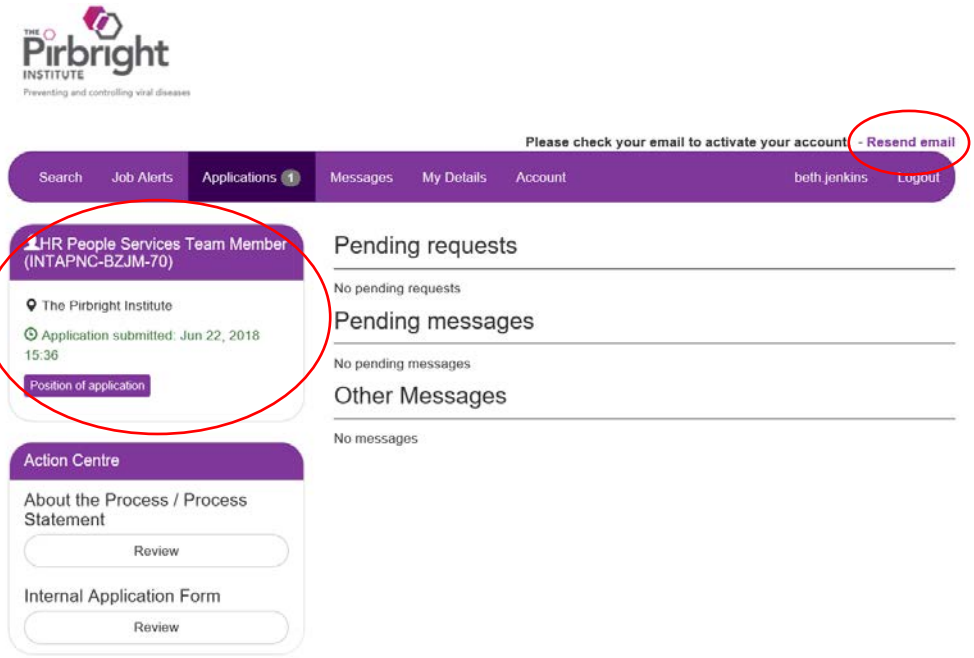


Please click continue to proceed to the next stage.

4.1.7 *Account activation*

Please ensure you check your inbox for **account activation** email from 'Pirbright Careers', to process your submitted application. **If you have not received an activation email please check your email address is correct under 'My Details' tab on the top bar and then click 'Resend email'.**

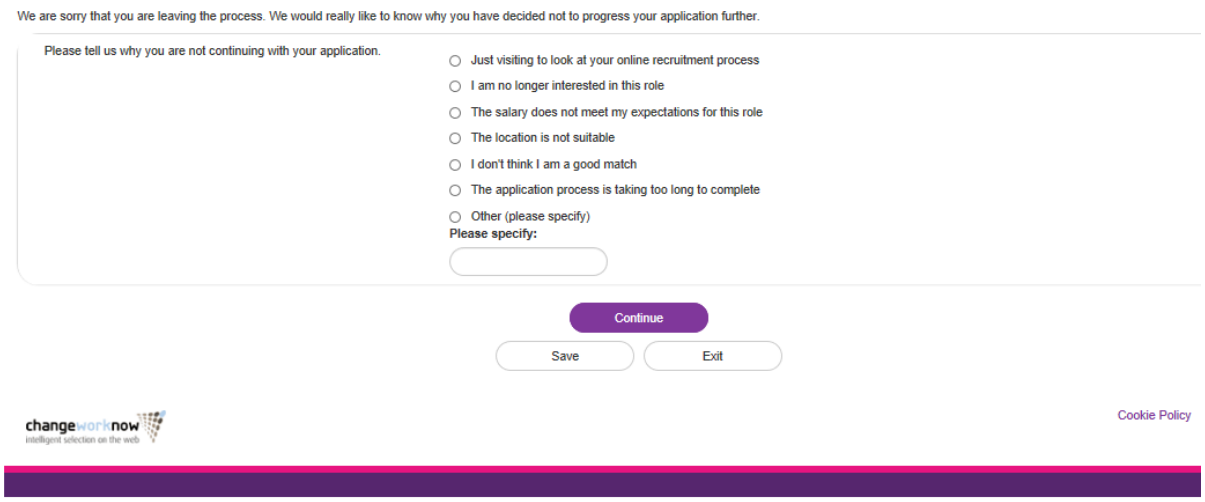
Once you have activated your account a message will appear to say "Your application is being processed" in the text box under the job title of the job you have applied for.



Once your account has been activated please log in to resume to your application

4.1.8 *Exit Early*

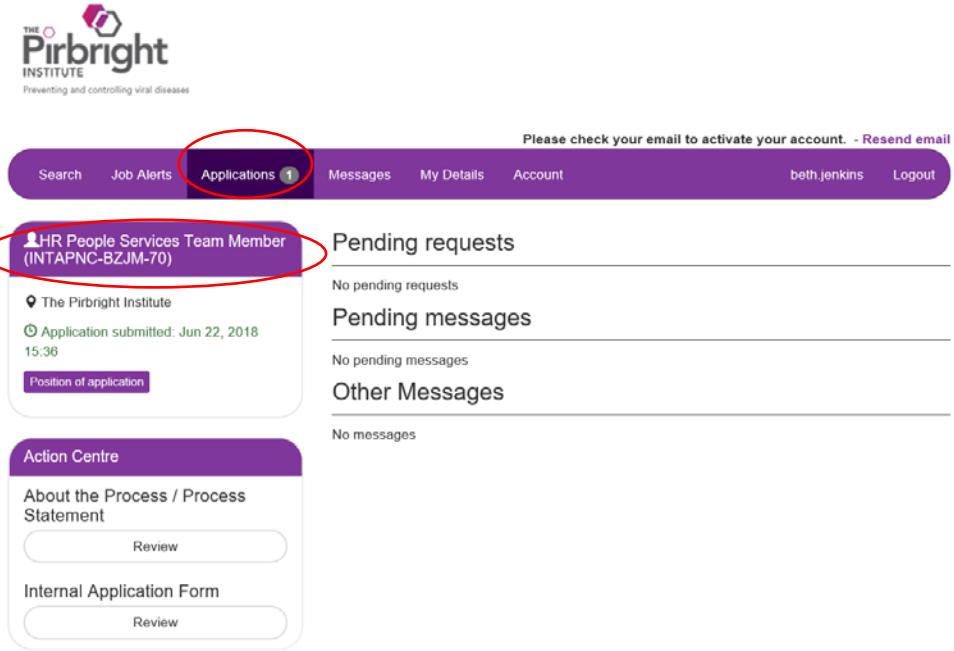
If at any point during the selection process you click 'exit', you are leaving the application process and your application will not be progressed. You will be presented with the exit early questionnaire.

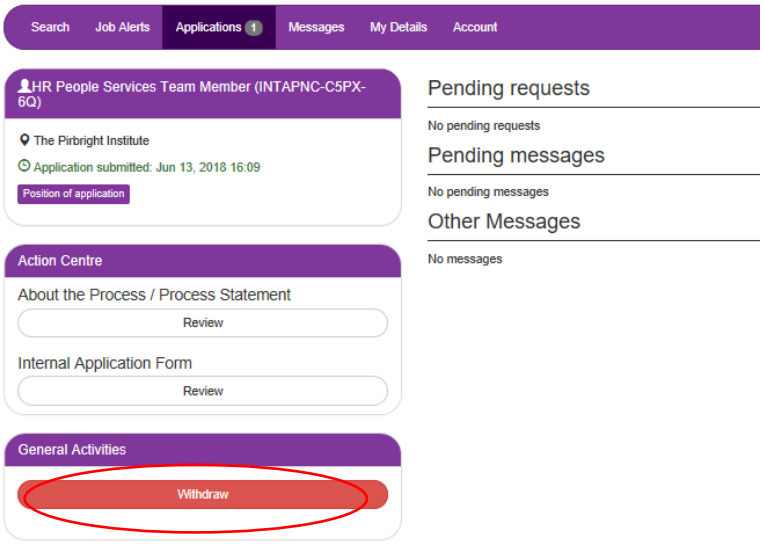


Click 'Continue' to leave the system.

4.1.9 *Withdrawing your Application*

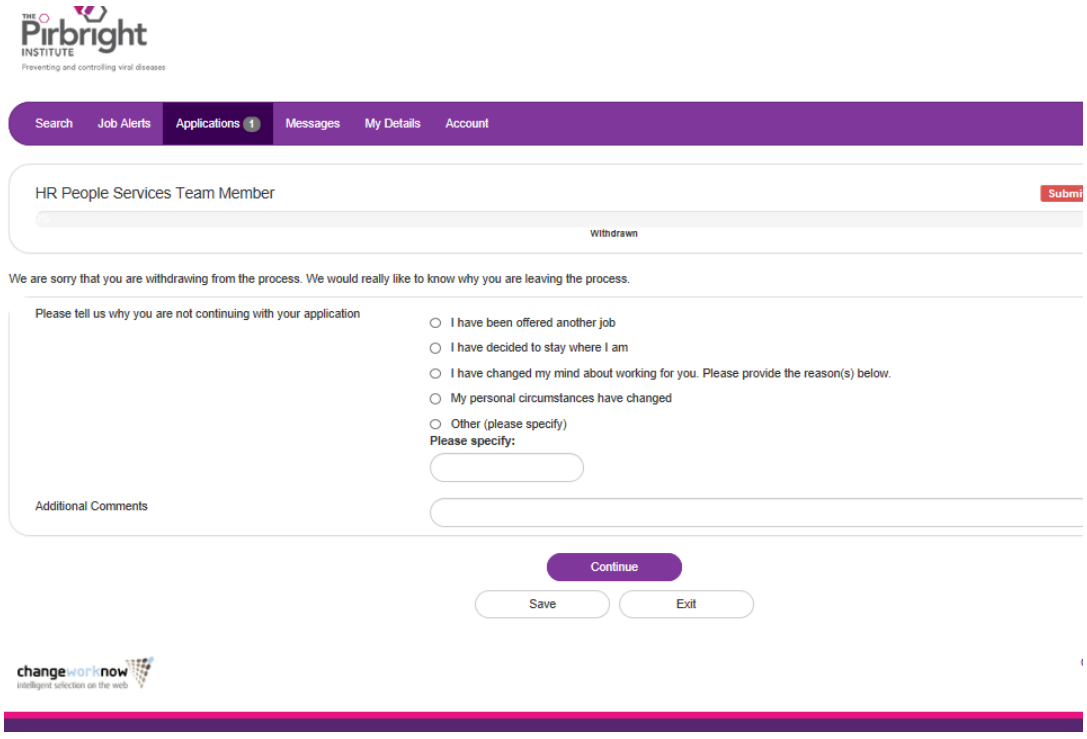
Once you have completed an application and you change your mind for any reason, you can choose to withdraw the application by going to the 'applications' tab in the navigation bar selecting the position title and then selecting the withdraw button.





Click 'Withdraw'

Once you have selected this you will be presented with a withdrawn questionnaire before exiting the system.

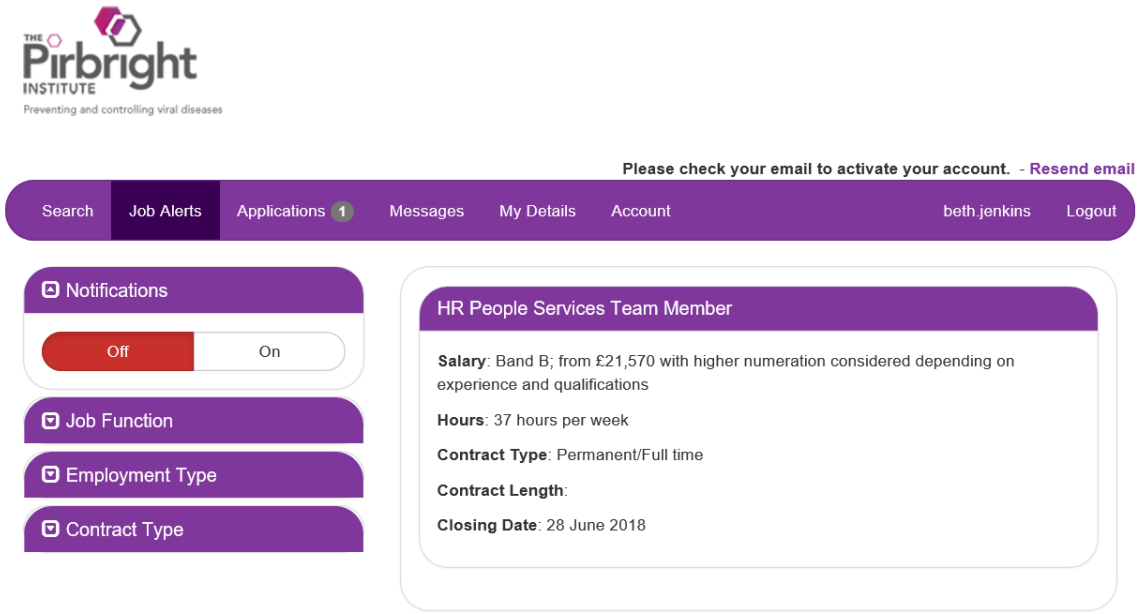


5. Additional Tabs

The additional tabs on the top bar help you to navigate through the portal and be in control of your account.

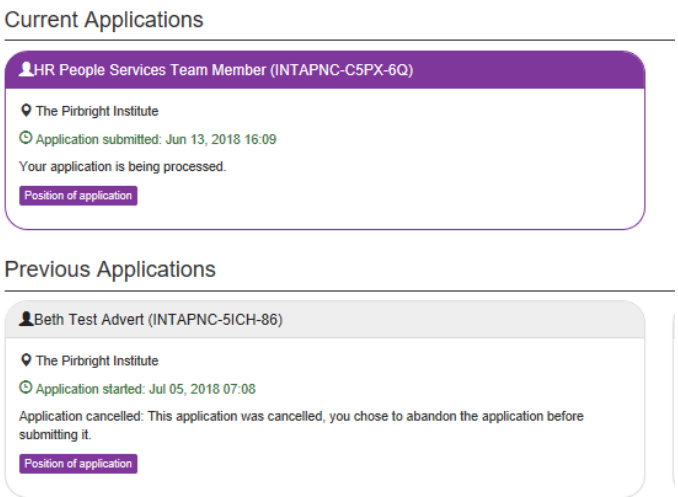
5.1 *Job alerts tab*

This allows you to select particular areas of our business that you may be interested in hearing about when opportunities arise and would like to be notified. You can also revisit this page at a later date and change your selection or choose to turn these notifications off, if this is no longer useful.



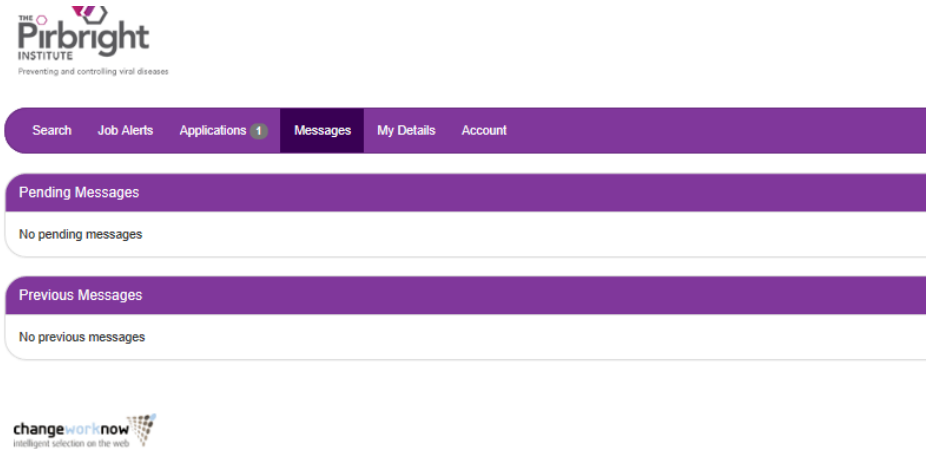
5.2 *Applications tab*

This allows you to see the current progress of your applications. It also shows previous applications you have applied for.



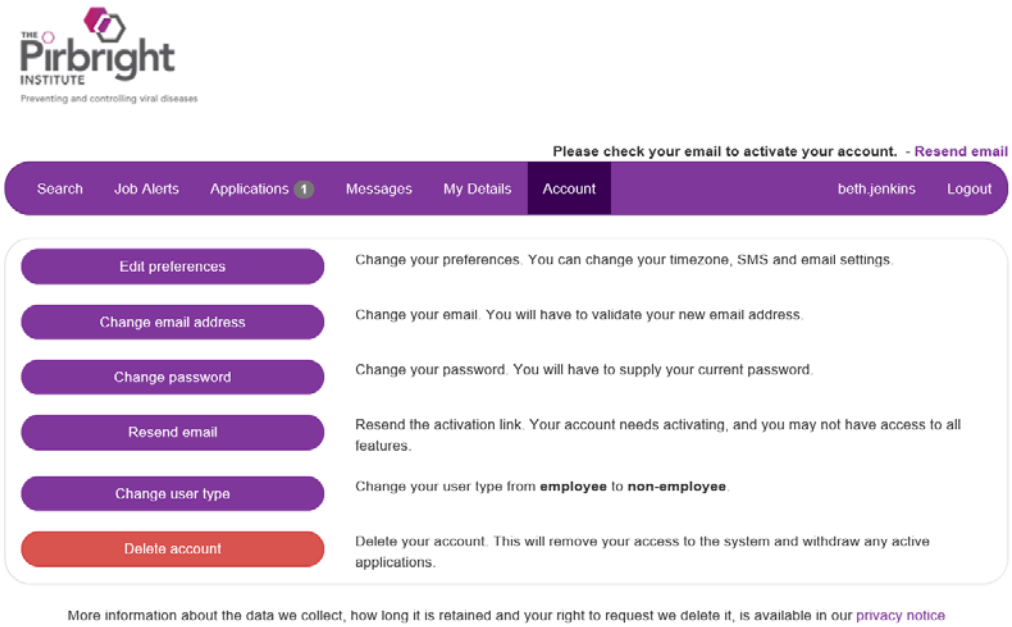
5.3 *Messages*

Please check 'messages' for any communications from us in regards to your submitted applications. A copy will be sent to the email address you provided on your application. If action is required please do so promptly to process your application efficiently and swiftly.



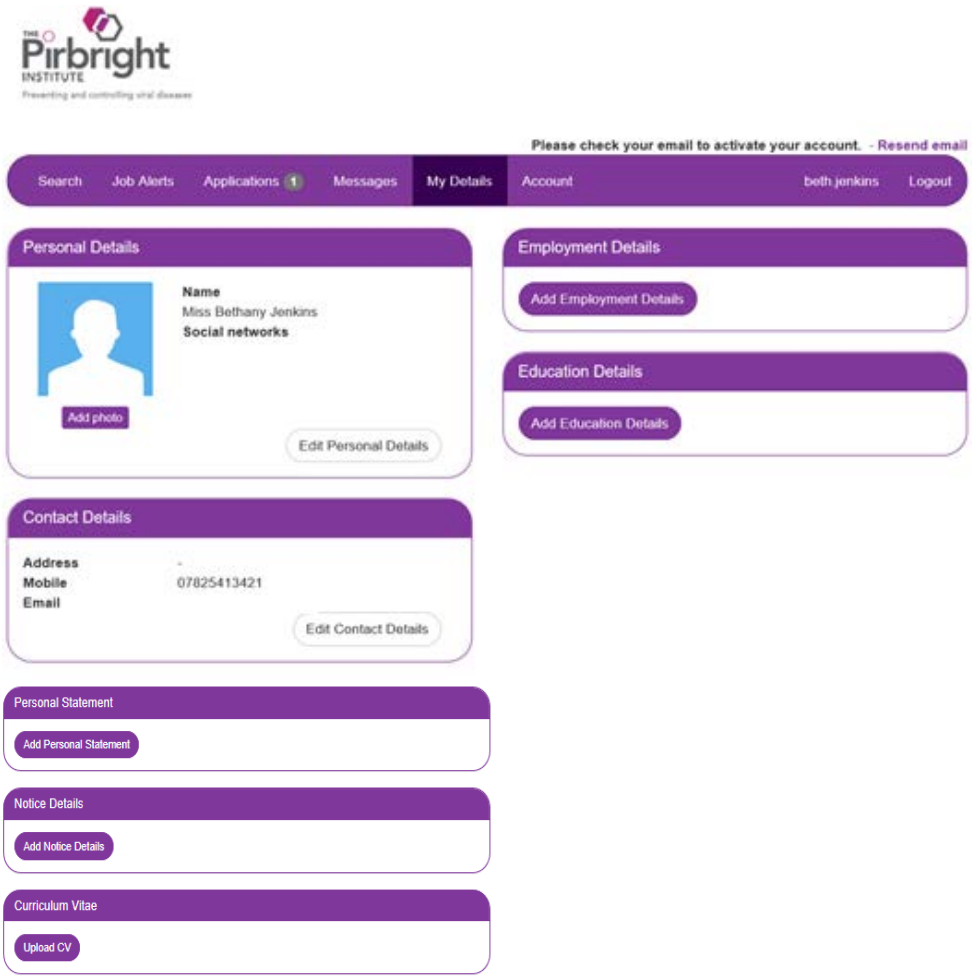
5.4 *Account tab*

This tab allows you to change your preferences in relation to your account.



5.5 *My details*

This contains all the personal details you have provided as part of your application process. You can edit any of this information, update your CV and add a cover letter. **It is not a requirement to add educational and employments details at this stage.**



We hope that this guide has been helpful to you in navigating our recruitment system.

If you are having any technical problems or you have any feedback or questions please contact askhr@pirbright.ac.uk.